

Holiday Pay Template Letter

[Your Name]

Address line 1

Address line 2

Postcode

[Recipient's Name]

Address line 1

Address line 2

Postcode

Date

Dear [insert name of the agency]

REQUEST FOR INFORMATION REGARDING THE CALCULATION OF HOLIDAY PAY

As you are aware, all workers in the UK, including supply teachers as agency workers, are entitled to a total of 5.6 weeks of paid annual leave each year under the Working Time Regulations (WTR) that is split into leave years.

Holiday pay under the WTR is meant to equate to a worker's usual rate of pay during periods of actual work.

Following changes introduced from April 2026 as part of the Employment Rights Act and the requirement for all employers to keep records relating to annual leave, I am writing to you to clarify the situation regarding my annual leave entitlement and pay, specifically:

- what my leave entitlement is and how it has been calculated;
- what holiday I have taken, including the dates and amount of leave I have actually used this year;
- any holiday carried over from previous years, including any unused leave rolled over, if applicable; and
- any payments in lieu of holiday, such as pay for unused holiday or any leave carried over where I have been unable to access my annual leave entitlement.

I very much look forward to hearing from you in the future.

Yours sincerely,