

Private & Confidential

FIRST NAME SURNAME
ADDRESS 1
ADDRESS 2
ADDRESS 3
POSTCODE

South West Ltd
The Bus Station
Union Street
Camborne
TR14 8HF

7th April 2021

Dear FIRST NAME

AVERAGE HOLIDAY PAY

The Working Time Regulations require employers to pay holiday pay based on average earnings over a 52 week 'clean' reference period. We have fully adopted this methodology now, and have dealt with arrears payments due in respect of contractual (scheduled/rostered) overtime.

We need to address the arrears payment due for the voluntary overtime element of average pay. On 20 December 2020 we signed an agreement with your RMT representatives which covered holiday payments due from that date, but we were unable to go live with correct holiday pay until mid-February 2021; therefore anyone who took holiday during that period will in due course receive an individually calculated arrears payment for any shortfall between what has been paid and received, and what should have been paid based on average pay earned over the individual 52 week reference period, to include contractual and voluntary overtime.

This leaves the arrears due in relation to voluntary overtime undertaken for the deemed period of up to two years prior to the date of the signed agreement (20 December). This can be addressed by an identical lump sum payment to all qualifying colleagues, or by individual calculation. The second method is complex and may take an indeterminate time to accurately conclude. If agreement can be reached on the first method (the identical lump sum), we estimate this can be paid to you by no later than the end of May this year.

However, our payroll records show you worked no voluntary overtime in that two year period prior to 20 December, and therefore it is our intention to exclude you from this calculation and payment. IF YOU CONSIDER THIS INFORMATION IS INCORRECT, PLEASE ADVISE YOUR MANAGER AS SOON AS POSSIBLE, AND IN ANY EVENT NO LATER THAN FRIDAY 23 APRIL 2021, STATING WHY YOU BELIEVE THE INFORMATION WE HOLD IN THIS RESPECT IS WRONG

Yours Sincerely



Alex Carter
Managing Director