



**Private & Confidential**

FIRST NAME SURNAME

ADDRESS 1

ADDRESS 2

ADDRESS 3

POSTCODE

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

7<sup>th</sup> 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.

We have negotiated with your RMT representatives to offer a fixed sum to all qualifying weekly paid employees of **£360 gross**. This is calculated to give a net payment after tax of £300 for most colleagues. There are a small number who our records show have worked no voluntary overtime during the two year reference period, and they are excluded from our calculations. We shall write separately to those few individuals.

We jointly wish to give you an opportunity to express a preference for either the offered 'across the board' £360 lump sum as set out above, or individual calculation. Please could you return the slip from the foot of this letter **by no later than Friday 23 April 2021**, to signal your choice.

Once all responses are received, the company will review these with the RMT representatives and propose a course of action based on the collective view expressed. Note we will adopt **only one option** i.e. the common lump sum to all, or the individual calculation.

First South West Ltd.,  
Registered in England No. 01669417  
Union Street, Camborne TR14 8HF

I hope this clearly sets out the position. If you are unsure or have any queries, please speak with your manager or RMT representative

Yours Sincerely



Alex Carter  
Managing Director



Pat Isherwood and Paul Skirton  
CNC Secretaries, Cornwall and Somerset

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Please indicate your preference for EITHER Option A OR Option B below, and return this slip either to the deposit box provided for this purpose at your depot, or by post to:-

Pat Bawden, First South West Ltd, Union Street, Camborne, Cornwall TR14 8HF

OPTION A

MARK 'X' HERE ↓

*Gross lump sum of £360 in full payment of arrears*

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OR

OR HERE ↓

*Individually calculated arrears payment*

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**NOTE in both cases, the payment is in full and final settlement of arrears relating to non-inclusion of voluntary overtime in holiday payments made prior to 20 December 2020**

Vote No: NUMBER