



Agency Workers Regulations

You have processes in place to establish and confirm the workers position in relation to the Agency Workers Regulations.

All workers are engaged through the matched pay overarching employment contract. This is confirmed to the recruitment company at the point of requesting contract details. You also confirm that the default holiday pay on your employment contract is set at 28 days.

Where you have an ongoing relationship with a recruiter you will try and put a Master Services Agreement in place. This typically confirms the over-riding terms of the relationship including the fact that engagements are offered on a matched pay basis. It also allows the recruitment company to provide a single page assignment confirmation document when engaging new workers.

You also send requests for information to the recruitment companies. The requests seek confirmation of both comparator information on pay and holiday pay entitlement. Where these have not already been provided to confirm the worker's status you follow up at week 4 and 8 with a final confirmation of status being sent at week 12.

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You would agree with the agency that they will ensure comparable pay and holidays are achieved and highlight the default employment terms.

The agency would advise you should any amendments be required.

Agency Workers Regulations - Umbrella

You only offer a full matched pay offering under the terms of the Agency Workers Regulations 2010 using a standard overarching employment contract.

Your default matched holiday pay is set at 28 days which equates to 12.07%.

Core Finance Management Ltd, Chichester House Neptune Way,
Waterside Court, Medway City Estate, Rochester, England, ME2 4NZ

T: 0800 211 8121 F: 0845 4681005 E: info@corefinancemanagement.com

