



Holiday Pay & Entitlement Reform

CleanLink Site Manager has been re-developed to facilitate being able to record holiday accruals for irregular hours and part-year workers as part of the holiday reform legislation 2025, whilst continuing to provide the same holiday functionality for regular workers. This document provides an overview of the changes made to CleanLink Site Manager and includes details of how to set up the system to accrue and pay holidays to all types of employees.

Worker Definitions as described by Gov.uk

Regular Workers: Full and part time workers with fixed pay or a fixed rotating shift pattern.

Irregular Hours Worker: A worker is an irregular hours worker, in relation to a leave year, if the number of paid hours that they will work in each pay period during the term of their contract in that year is, under the terms of their contract, wholly or mostly variable.

Part-year Worker: A worker is a part-year worker, in relation to a leave year, if, under the terms of their contract, they are required to work only part of that year and there are periods within that year (during the term of the contract) of at least a week which they are not required to work and for which they are not paid. This includes part-year workers who may have fixed hours.

The new legislation with regards to the calculation of entitlement for Irregular and Part-year Workers is the same, therefore within CleanLink Site Manager, these workers will be referred to as 'Irregular'.

Overview of changes for Irregular Hours Workers holidays

CleanLink Site Manager has been adapted to allow all employees to accrue holidays when paid against Sites, regardless of whether they are Sites on which the employee has a regular job.

When an employee is paid in a pay period at a Site which is not set as a regular job, the system will accrue both hours and a monetary value for holidays at this Site. The accrual rate will either be the company default or the rate set at employee level. The current statutory rate is 12.07%.

The accruals will be displayed in a new 'Irregular' tab within the Staff> Holidays tab. If an employee works on multiple Sites within a period, they will accrue holidays at the relevant percentage rate on each Site. If the employee also has a regular job, they will continue to accrue holiday on this Site in the same way as previously accrued.

Holidays being paid to employees against irregular Site will be done so as a monetary value only, whilst employees will accrue holidays in both hours and monetary values on irregular Sites, it is not possible for the system to pay holidays in hours. When an employee wishes to take holiday from an Irregular Site for which they have accrued holiday against, there will be two options for paying their accrued holiday.

The first option is to pay holiday against this Site manually, using a specified pay item. This allows the user to choose how much holiday pay to pay to the Employee in any given pay period. Using a specified pay item will allow the system to record the value of holiday paid out to the employee on this irregular Site and give a clear picture of what monetary value has been accrued and paid. Users will be required to set up and allocate a specific pay item for this purpose.

The second option is to pay Rolled Up Holidays to employees working on irregular Sites. When choosing this option, which can be set Site by Site, the system will calculate a value of rolled up holiday to pay each period when an employee is paid against the irregular Site in question. The rolled-up percentage can be set as a default or defined at Employee level where necessary. Users will be required to set up and allocate a specific pay item for this purpose of paying Rolled Up Holidays.

Holiday absence for Irregular Sites will not be recorded using the Log Holidays screen as it is for regular Sites, this is due to the system being unable to determine a value to pay as the employee doesn't have regular hours or pay to calculate the value from on irregular Sites.

Setting Up Pay Items for Irregular Holiday Pay and Rolled Up Irregular Holidays

In order to pay holidays to employees against irregular Sites, it is necessary to set up and specify two pay items for the system to use for each pay cycle, one for standard Irregular Holiday Pay and one for Rolled Up Irregular Holidays.

Please Note: It will not be possible to calculate any pay cycle until the necessary two pay items have been created and allocated.

Setting up a new pay item can be done by going to:

Setups> K. Payroll Cycles> select the relevant Pay Cycle> select 'Pay Items'

1.

- Scroll to the bottom or press 'F4' to add a new pay item
- Ensure it is set as Pay Calculation Type 'Hourly'
- Enter a Payroll Item code
- Enter the description to be displayed on pay slips

2. Choose which 'Payroll Column' & 'Site Total' column the pay item will appear in within the pay cycle.

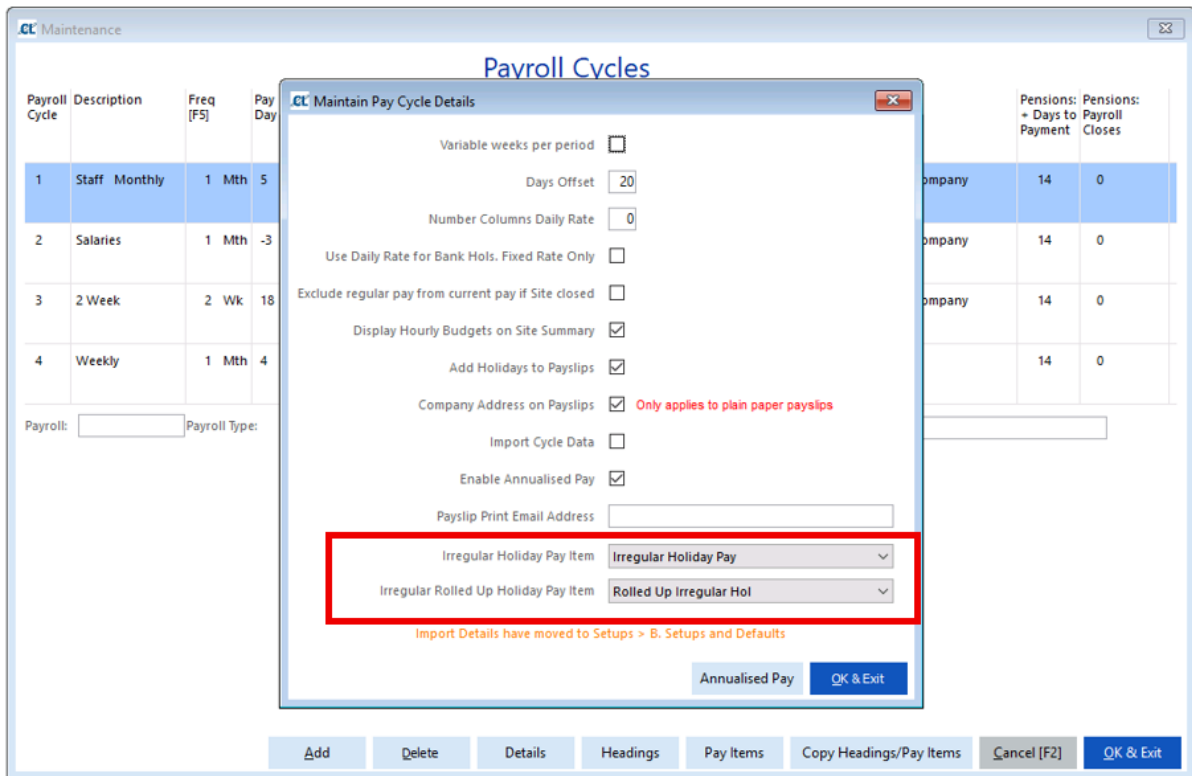
3. Select the relevant 'Cost Code'

4. Select the relevant fields for Taxable, Niabile, Payment etc. DO NOT tick 'Use to calculate Holiday Pay'

Repeat for each pay cycle you have in use within the system. Please note that you cannot use the same pay item for both of these purposes.

Allocating Pay Items

Once the pay items have been created you will need to allocate them to the relevant purpose. To allocate the pay item, go to **Setups> K. Payroll Cycles> select the relevant Pay Cycle> select 'Details'> in Irregular Holiday Pay Item' field select the relevant pay item from the list.** Repeat for the Irregular Rolled Up Holiday Pay Item.



Changes to Layout of Setups & Defaults

The holiday defaults used in CleanLink Site Manager when new employees are added to the system are found in **'Setups' tab > B. Setups & Defaults > 'Holidays' tab.**

This screen has been updated and is now split into settings which apply to all employees at the top, and two tabs at the bottom; one for regular employee defaults, and one for irregular employee defaults.

No changes have been made to the default settings in the top half of the screen.

Setups Defaults **Holidays** External Links Formats

Default Staff to:
 Holiday Year Starts (Month) January
 Days Worked per Week Days
 Work Bank Holidays:
 Number of Days Holiday
 Max Days Holiday per site This limit is used when for example a staff member normally works 5 days with 28 days holiday but at one site works 6 days, which would result in 33 days being given.
 Pro-Rata Holidays by
 Inc. Bank Hols in Days Taken.
 Hourly Paid Employee (if NO holiday pay is based on daily rate)

Portal
 Send Absences To Portal

Regular Irregular

Full and Part time workers with and rotating shift pattern.

Accrual Method
 Days
 Money
 Calculate
 Record Accrued/Taken in

Days Hours

Defaults for All Employees:
 The holiday defaults in the top section of the screen are used for all employees when added to the system and remain unchanged; there should be no need to make amendments to these defaults.

The new 'Regular' tab includes the same defaults that were previously visible within Setups & Defaults, with the only difference being that the majority of the 'Rolled Up Holiday' settings are now only available within the Irregular tab, as this type of holiday is not relevant for regular employees anymore. (See notes below on Rolled Up Holiday Percentage field)

Setups Defaults **Holidays** External Links Formats

Default Staff to:
 Holiday Year Starts (Month)
 Days Worked per Week
 Work Bank Holiday:
 Number of Days Holiday
 Max Days Holiday per site
 Pro-Rata Holidays by
 Inc. Bank Hols in
 Hourly Paid P

Defaults for Regular Employees
 The holiday defaults in the 'Regular' tab relate to all employees when paid against 'Regular Sites'.
 These defaults remain unchanged, with the exception of Rolled Up Holidays, which may no longer be compliant with HMRC for use on Regular Sites as part of the holiday reform legislation changes.

Regular Irregular

Full and Part time workers with fixed hours or a fixed rotating shift pattern.

Accrual Method
 Days Fixed Act/Reg Fixed will accrue at the 'Days accrued each cycle' rate for any period there is a payment. Act/Reg will accrue at this rate adjusted by the actual hours worked/Regular Hours.
 Money Regular Actual

Calculate Holiday Pay based on
 Regular Pay Actual Pay Rolled Up Holiday Percentage

Record Accrued/Taken in
 Days Hours

Rolled Up Holiday Percentage

If, prior to installing version 2025 R3, Rolled Up Holidays was enabled and a Rolled-Up Holiday Percentage visible in Setups & Defaults, this figure will now appear in red and the below pop-up message will appear when entering the Holidays tab in Setups & Defaults.

This message advises that the use of Rolled Up Holidays for Regular employees may no longer be compliant with HMRC. In order to prevent this message from continuing to appear, the 'Rolled-Up Holiday Percentage' value will need to be set as 0.00 after pressing the 'Modify' button

The screenshot shows a software interface with tabs for 'Setups', 'Defaults', and 'Holidays'. The 'Holidays' tab is active, showing various settings for 'Default Staff to:'. Below this, there are sections for 'Regular' and 'Irregular' workers. The 'Regular' section is selected, and the 'Rolled Up Holiday Percentage' is set to 15.00. A warning dialog box is displayed, stating: 'CAUTION - Use of the 'Rolled Up Holiday Percentage' may no longer be HMRC compliant! Consider transitioning to using Irregular Rolled Up Holiday Pay instead, and then set this Regular Pay Rolled Up Holiday Pay Percentage to zero'. The dialog box has an 'OK' button.

The new 'Irregular' tab includes the defaults that are applicable to irregular or part year workers, these defaults will apply to any employee who is paid on Sites which are not Regular Sites

The system will use the percentage found in the 'Calculation Method' field to accrue both hours and a monetary value each period on Sites which are not regular Sites.

Please note: The calculation percentage can also be set at employee level if necessary.

Defaults for Irregular Employees

The holiday defaults in the 'Irregular' tab relate to employees who are paid against Sites which are **not** 'Regular Sites'.

The 'Calculation Method' percentage is used as the accrual rate when accruing holidays on Sites the employee is paid against but which they do not have a regular job set up against. This will default to 12.07% but can be amended if necessary.

Rolloled Up Holiday for Irregular Employees

It is also possible to 'Enable rolled up holidays' function which can be used for paying holidays to irregular employees if required.

Please Note: The 'Calculation Method' percentage is also used for paying out Rolloled-Up Holidays.

'Enable rolled up holidays' must be ticked if you want to use this function on any irregular employees but will only be used as a default for new staff if the **'Use as default'** box is ticked. Please contact the Support Team if you would like to set all existing staff to use rolled up holidays.

When rolled up holidays are enabled for irregular or part -year workers, the system will pay rolled up holiday at the same percentage rate as the accruals each period.

For Example: An employee's calculation method percentage rate is 12.07%. When paid £100.00 on an irregular Site in a pay period, they will accrue £12.07 in holidays. If rolled up holidays are enabled for this employee on this irregular Site, the system will pay £12.07 in Rolloled-Up Holiday at the point of calculating the pay cycle.

Changes to Layout of the Staff Holidays tab

A new 'Irregular' tab has been added to the **Staff> Holidays** screen to keep the irregular accruals separate from the existing regular set up. This details the sites at which the employee has irregular holiday accruals and what has been paid out to them. Unlike regular holidays, irregular sites will accrue in hours as well as a monetary value, not days.

In order for the system to pay rolled-up holiday to irregular workers, the 'Pay Rolloled Up Holiday' flag will need to be ticked for each relevant Site.

Regular Irregular

Holiday Year Starts (Mth) **January** Note - This is used for All sites.

Sites	Accrued Hours	B/F Hours	Accrued £	B/F £	Paid £	Pay Rolled Up Holiday	Accrual Rate %
COVER 0002	15.21	0.00	185.69	0.00	185.69	<input checked="" type="checkbox"/>	12.0700

Accruals on COVER 0002

Diary Year	Week	Accrued Holiday Hours	Accrued Holiday Pay £	Gross Pay Subject to Holiday	Hours Worked	£ Hol Paid
2025	50	3.62	44.21	366.30	30.00	44.21
2025	48	2.78	33.90	280.83	23.00	33.90
2025	46	3.98	48.63	402.93	33.00	48.63
2025	44	4.83	58.95	488.40	40.00	58.95

In this example the employee is on Rolled Up Holiday for Irregular Sites and so has been paid out the amount accrued in each pay period.

Delete Override **History**

Accruals Log Staff Defaults Hol Amends

Processing Irregular Pay in the Pay Cycle

There is no change to the way that employees are added to sites within the pay cycle so you should continue to use your current method of importing or amending data for the hours worked at sites. However, new processes have been introduced to allow you to pay out irregular holiday that has been accrued either manually or by using Rolled Up Holidays. The option to add Leavers Holiday to an employee has also been extended to cover irregular staff.

As mentioned previously, holidays being paid to employees against irregular Site will be done so as a monetary value only, whilst employees will accrue holidays in both hours and monetary values on irregular Sites, it is not possible for the system to pay holidays in hours.

Manually Paying Irregular Holidays

In this example the employee has built up irregular accruals at a Site and wants to take £50 of this in the current period. Their **Staff > Holiday > Irregular** record shows the below.

Regular Irregular

Holiday Year Starts (Mth) **January** Note - This is used for All sites.

Sites	Accrued Hours	B/F Hours	Accrued £	B/F £	Paid £	Pay Rolled Up Holiday	Accrual Rate %
COVER 0002	10.62	0.00	129.69	0.00	0.00	<input type="checkbox"/>	12.0700

Delete Override History

Accruals Log Staff Defaults Hol Amends

In the pay cycle, add the employee to the site as normal.

1. Double click on the column for your Irregular Holiday Pay item (column 8 in this example)

2. Enter the required amount against the pay item. Add a note if required.

Pay Item	Description	Cost Type	Amount	Notes
ABS	Absence	0	0.00	
AHAD	Annualised Holiday Additions	1	0.00	
AHDE	Annualised Holiday Deductions	1	0.00	
ANHO	Annualised Holiday Pay	1	0.00	
BHOL	Bank Holiday	1	0.00	
HOL	Holiday Pay	1	0.00	
IRHP	Irregular Holiday Pay	1	50.00	Payment of accrued irregular holiday
LHOP	Leavers Holiday Pay	1	0.00	
LHOR	Leavers Holiday Reclaim	1	0.00	
LIHP	Leavers Irregular Holiday Pay	1	0.00	
LIHR	Leavers Irregular Hol Reclaim	1	0.00	
RHOL	Rolled Up Holiday	1	0.00	
RIHP	Rolled Up Irregular Hol	1	0.00	

3. After closing the pay period, the Paid figure is updated in the employee's irregular holiday record

Sites	Accrued Hours	B/F Hours	Accrued £	B/F £	Paid £	Pay Rolled Up Holiday	Accrual Rate %
COVER	0002	10.62	0.00	129.69	0.00	50.00	12.0700

Rolled Up Irregular Holidays

As mentioned previously, in order for the system to pay rolled-up holiday to irregular workers, the 'Pay Rolled Up Holiday' flag will need to be ticked for each relevant Site.

When an employee is set to receive rolled up irregular holiday pay this will be calculated and added to their pay under the relevant as part of the calculation process. When the cycle is closed the record will be updated for both the amount accrued and amount paid.

Staff	Fixed /Hourly	On Site Super.	Last Time	Gross Pay	R1	R2	R3	Towels	Deduct	Extras	Expenses	SSP/SMP Holidays
E 00085 BROWN, Fred	Hourly	<input type="checkbox"/>	<input type="checkbox"/>	426.30	73.26 34.00hrs	293.04 34.00hrs	60.00	0.00	0.00	0.00	0.00	0.00
E 97903 IRREGULARSTAFF, Barbara	Hourly	<input type="checkbox"/>	<input type="checkbox"/>	140.42	140.42 11.50hrs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Site Totals				566.72	213.68	293.04	60.00	0.00	0.00	0.00	0.00	0.00
Hours					45.50	34.00						
Pay Budget 0.00												
Matching Items 566.72												
Variance 566.72												

Pay Item	Description	Cost Type	Amount	Notes
IRHP	Irregular Holiday Pay	1	0.00	
LHOP	Leavers Holiday Pay	1	0.00	
LHOR	Leavers Holiday Reclaim	1	0.00	
LHP	Leavers Irregular Holiday Pay	1	0.00	
LHR	Leavers Irregular Hol Reclaim	1	0.00	
RHOL	Rolled Up Holiday	1	0.00	
RHP	Rolled Up Irregular Hol	1	16.95	Rolled Up Irregular Hol

The amount of the Rolled-Up Holiday will be based on the total of the other pay items which are marked as "Use to calculate holiday pay" in the pay item setups (see the section above on "Setting Up Pay Items for Irregular Holiday Pay and Rolled Up Irregular Holidays").

Staff at Site COVER/0002 COVER

Staff	Fixed /Hourly	On Site Super.	Last Time	Gross Pay R1	R2	R3	Towels	Deduct	Extras	Expenses	SSP/SMP Holidays
E 97904 WORKER, Gregory	Hourly	<input type="checkbox"/>	<input type="checkbox"/>	50.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
E 97905 GRIZWOLD, Barb	Hourly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	231.99	231.99 19.00hrs	0.00	0.00	0.00	0.00	0.00	0.00

1. Tick the "Last Time" box and enter last date at this site below. Tick "Mark as Left Company" if appropriate.

Site Totals: 281.99, 231.99, 0.00, 0.00
 Hours: 19.00, 0.00
 Last Date at this Site: 18/01/26
 Mark as Left Company

2. Click **Leavers Hols**

Add Delete Regular Pay Payroll Items Benefits in Kind SSP Book Hols. **Leavers Hols.** AP Comparison Cancel OK & Exit

Site Holiday Accruals

Regular Accrual Log Irregular Accrual Log

Client (F5 for Breakdown)	Site	Site Name	Accrued Hours	B/F Hours	Accrued £	b/f £	Taken £	Outstanding £
COVER	0002	COVER	8.8100	0.00	113.37	0.00	0.00	113.37
~COVER	0002	COVER	2.2900	0.00	28.00	0.00	0.00	28.00

3. There are separate tabs for regular and irregular accruals. Both can be paid out using this process but ensure that the employee is added to the required sites in the pay period before completing the process.

4. The green ~ line indicates the employee's accruals at the site for the current period. This is added to the existing accruals in the line above. In this example the employee has a total outstanding of £113.37 to be paid out.

Totals: 113.37, 0.00, 0.00, 113.37

Help Report Pay Hols. OK & Exit

Confirm Sites to Pay

Do you want to process all sites or only site COVER /0002

Pay all Sites

By ticking the box above holidays will be paid for all sites that have the Last Time box ticked in this pay cycle.

If a site to be paid is not included or does not have the Last Time box ticked, you will need to add it manually and then tick Last Time in order for it to receive any holiday pay.

Yes, Proceed Cancel & Exit

6. Check the message and click **Yes, Proceed** when ready to add the leavers Holiday

Staff at Site COVER/0002 COVER

Staff	Fixed /Hourly	On Site Super.	Last Time	Gross Pay £	R1	R2	R3	Towels	Deduct	Extras	Expenses	SSP/SMP Holidays
E 97904 WORKER, Gregory	Hourly	<input type="checkbox"/>	<input type="checkbox"/>	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
E 97905 GRIZWOLD, Barb	Hourly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	345.36	231.99 19.00hrs	0.00	0.00	0.00	0.00	0.00	0.00	113.37

SSP/SMP Holidays Pay Items for 97905 Ms Barb GRIZWOLD

Pay Item	Description	Cost Type	Amount	Notes
ANHO				AP
BHOL				
HOL				
IRHP				
LHOP				
LHOR				
LIHP	Leavers Irregular Holiday Pay	1	113.37	Holiday Pay for Irregular work
LIHR	Leavers Irregular Hol Reclaim	1	0.00	
RHOL	Rolled Up Holiday	1	0.00	
RIHP	Rolled Up Irregular Hol	1	0.00	

6. The amount will now be created under the "Leavers Irregular Holiday Pay" item

Cancel OK & Exit

Add Delete Regular Pay Payroll Items Benefits in Kind SSP Book Hols. Leavers Hols. AP Comparison Cancel OK & Exit

Note: It will not be necessary to pay leavers holiday against sites where the employee has rolled up holiday as the amount for that period will be calculated automatically.

Staff Accruals Report

The Staff Accruals Report (**Pay > G. Payroll Reports > O. Staff Accruals Report**) has been adapted to show either regular or irregular accruals or both. If you select "All" pay types then only the monetary amounts will be reported as regular accruals are in days whilst irregular holidays accrue in hours.

Confirm Cycle

This process scans the staff file reporting the current holiday status for all staff in the selected pay cycle

Cycle [F5]

Division [F5] Leave fields as 0 or blank to select all Divisions, Areas, Clients or Sites.

Area [F5]

Client [F5]

Site [F5]

Include Leavers

Include any Open Cycles

Staff Pay Types

All Regular Irregular

CSV Output Preview PDF Output