

Holiday Requests

Accessing The Holiday Calendar

The holiday calendar is available in your Webmail or via the below links:

View in Browser	https://webemail.maticmedia.co.uk/home/holidays@maticmedia.co.uk/Calendar.html
ICS Format	https://webemail.maticmedia.co.uk/home/holidays@maticmedia.co.uk/Calendar
Caldav	https://webemail.maticmedia.co.uk/caldav/holidays@maticmedia.co.uk/Calendar

Making a Holiday Request

[The holiday request procedure can be found here.](#)

Holiday Period

Holidays run from January to December with a grace carry over period of 1 month into January.

You must give advance notice of 3 days for holidays less than 4 days, for anything longer a minimum of 3 weeks is required.

Viewing How Many Holidays you have for the Remaining Year

Your remaining holidays are shown...

On your most recent Payslip

As below

maticmedia

PAID BY

Matic Media Services Limited
Unit 9-11
Hagmill Road
Shawhead Industrial Estate
Coatbridge
North Lanarkshire
ML5 4XD

EMPLOYMENT DETAILS

Tax Code: S1257L

Tax Basis: Cumulative

NI Category: A

Employee ID: 4

Pay Period: 01/06/2022 - 30/06/2022 (Tax Month 3)

Payment Date: 27/06/2022

EARNINGS

Public Holiday (Platinum Jubilee Bank Holiday)
Public Holiday (Spring Bank Holiday)
Regular Hours
Regular Hours
Public Holiday (Early May Bank Holiday)
Public Holiday (Good Friday)
Holiday

QUANTITY

8.0000 hours
8.0000 hours

1.0000 hours

RATE

TOTAL

DEDUCTIONS

PAYE

Employee National Insurance Contribution - A

TOTAL

TIME OFF

Holiday in Hours

ACCRUED

0.00

USED

0.00

BALANCE

424.00

PAYMENT DETAILS

Electronic Transfer

EMPLOYER CONTRIBUTIONS

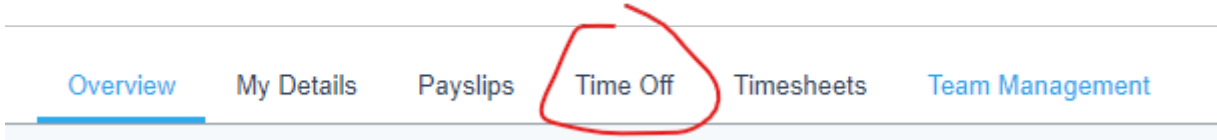
Employer National Insurance Contribution - A

TOTAL

View Xero's Holiday Management Screen

When you are signed up to Payroll you will be given access to MyXero. This allows you to make holiday requests, view payslips and see available holiday allowance.

1. Go to <https://xero.com>
2. Click Login
3. Login with your MyXero Details
4. Click the "Time Off" tab



5. Your time off in hours is show under the holiday balance

Available Time Off BalancesNew Time Off Request

Holiday
424 Hours

Time Off Requests

Description	Time Off Period	Time Off Type	Status
holiday	13 Apr 2022 - 15 Apr 2022	Holiday	Completed
Statutory Paternity Leave	09 Jun 2022 - 22 Jun 2022	Statutory Paternity Leave	Entitled

Revision #5

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