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

[redacted]

EMPLOYMENT DETAILS
Tax Code: S1257L
Tax Basis: Cumulative
[redacted]
NI Category: A
Employee ID: 4

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

Payment Date: **27/06/2022** [redacted]

EARNINGS	QUANTITY	RATE	[redacted]
Public Holiday (Platinum Jubilee Bank Holiday)	8.0000 hours		
Public Holiday (Spring Bank Holiday)	8.0000 hours		
Regular Hours			
Regular Hours	1.0000 hours		
Public Holiday (Early May Bank Holiday)			
Public Holiday (Good Friday)			
Holiday			
		TOTAL	

DEDUCTIONS	
PAYE	
Employee National Insurance Contribution - A	
TOTAL	

TIME OFF	ACCRUED	USED	BALANCE
Holiday in Hours	0.00	0.00	424.00

PAYMENT DETAILS
Electronic Transfer [redacted]

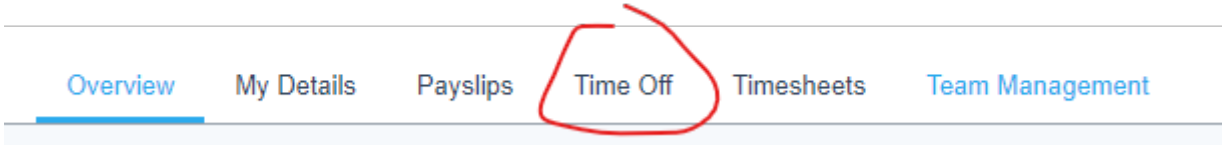
EMPLOYER CONTRIBUTIONS
Employer National Insurance Contribution - A

TOTAL

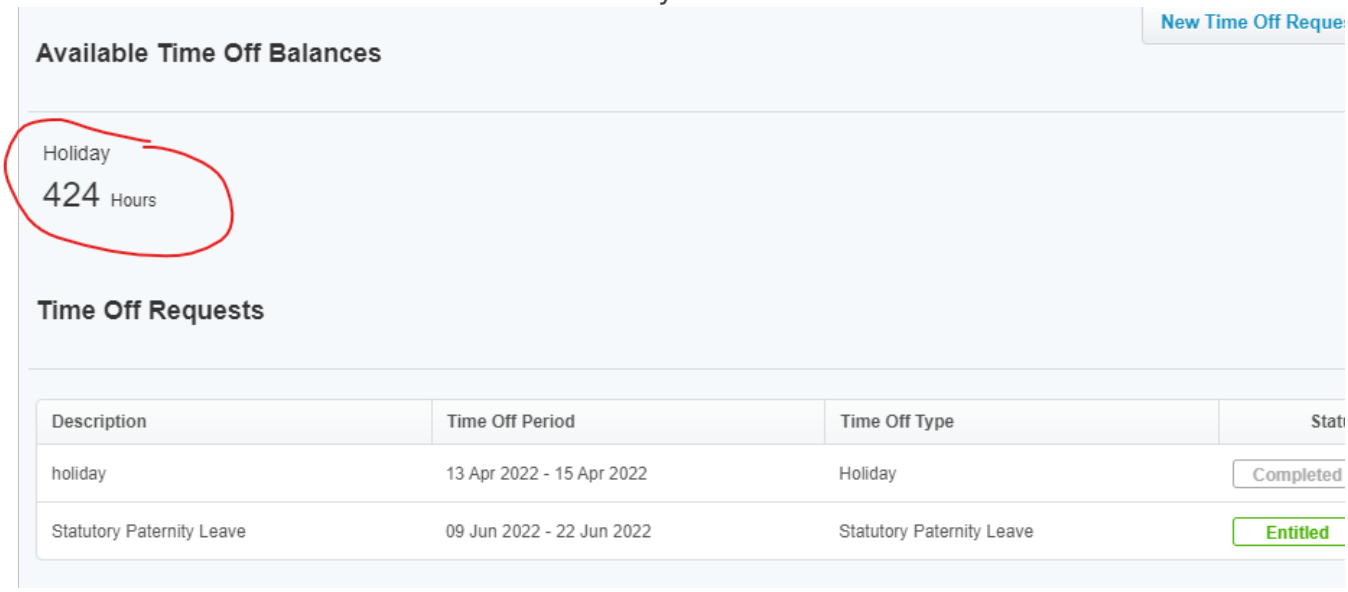
View Xero's Holiday Management Screen

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



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