

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



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
[Redacted]
NI Category: A
Employee ID: 4

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

Payment Date: 27/06/2022

EARNINGS	QUANTITY	RATE
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	

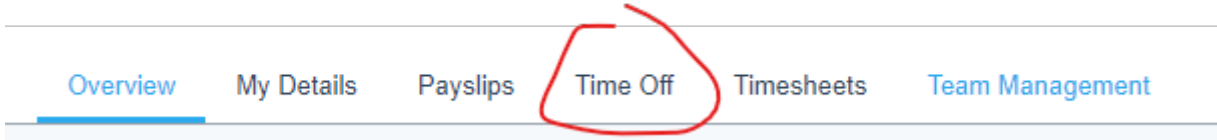
TIME OFF	ACCRUED	USED	BALANCE
Holiday in Hours	0.00	0.00	424.00

PAYMENT DETAILS
Electronic Transfer
EMPLOYER CONTRIBUTIONS
Employer National Insurance Contribution - A
TOTAL

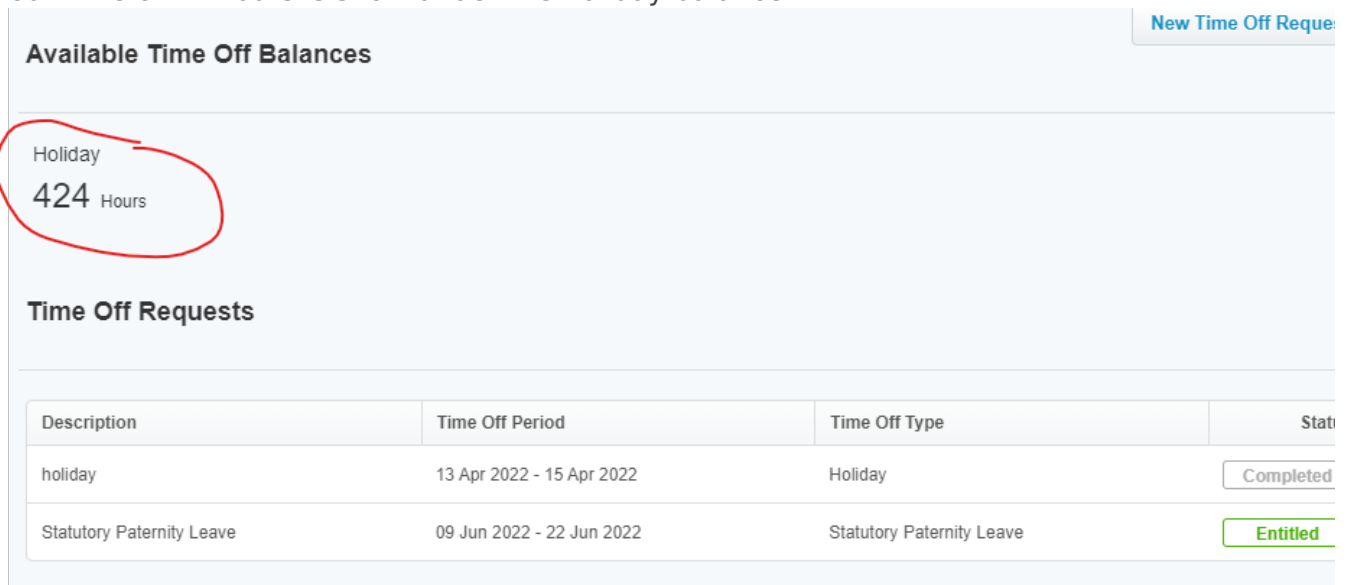
View Xero's Holiday Management Screen

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



The screenshot shows the 'Available Time Off Balances' section. A red circle highlights the 'Holiday' category with a balance of '424 Hours'. Below this is the 'Time Off Requests' section, which contains a table with two rows of 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

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