

Note on completing the Holiday Pay CASE form

Before completing the CASE form, please consider the following question?

When was the last time you were underpaid holiday pay?

Was it more than 3 months ago?

* + YES?
		- It is too late to claim back pay for past holidays, but you may have a claim in future if your employer continues to underpay for holidays.
	+ NO?
		- There may be time to make a claim and you should contact your branch and complete a Holiday Pay CASE form as soon as possible.
	+ **If there is less than 21 days before the 3 month period expires, you must trigger ACAS Early Conciliation by completing the form at** [**https://ec.acas.org.uk/**](https://ec.acas.org.uk/) **then complete Question 7 on the form. If you need assistance you can contact ACAS on 0300 123 1100.**

**IMPORTANT: ALL PARTS OF THE FORM MUST BE FULLY COMPLETED INCLUDING ALL DATES REQUESTED AT PART 6.**

**INCOMPLETE FORMS WILL BE RETURNED. THIS MAY LEAD TO YOU RUNNING OUT OF TIME TO MAKE A CLAIM.**

**IF YOU NEED ASSISTANCE IN COMPLETING THIS FORM, PLEASE CONTACT YOUR BRANCH.**