



5 essential tips for navigating The Holidays Act

Useful desk guide

1. PUBLIC HOLIDAYS

Understand your employee entitlements

Review the significance of public holidays and determine how they affect employee leave and payment calculations.

2. FBAPS PAYMENTS

Clarify leave type payments

Calculate **RDP** or **ADP** for various leave types to ensure accurate compensation for your employees' time off.

3. ANNUAL LEAVE

Ensure accurate payment calculations

Integrate T&A data with ordinary weekly pay (OWP) calculations to maintain compliance and deliver precise annual leave rates.

4. REMEDIATION

Audit readiness strategies

Effortlessly identify and correct discrepancies in leave records to stay compliant and prepared for audits.

5. EMPLOYMENT LEAVE BILL

Stay informed and reassured

Understand recent legislative changes regarding employment leave to alleviate concerns and ensure seamless transitions in policies.