

HOLIDAY PAY - FLOW CHART

1. In connection with Branches, a Lead Divisional Rep from each Division identifies members who may have a claim for the “non-payment of holiday pay” whilst on leave.
2. These members do not need to be grade specific as the claim is about employer v employee.
3. Members should be selected from each postcode area, i.e. EH, BA, etc with a functional mix.
4. Claims for holiday pay entitlement only covers the first 20 days of any annual leave.
5. ET Claims need to be submitted no longer than 3 months from their last period of leave.
6. A grievance needs to be formally registered with Royal Mail Group and the claimant must then immediately complete step 7 below in order to protect the claim.
7. All claimants must complete and submit the on-line ACAS Early Conciliation application which requires details of themselves, who the claim is against, **i.e. Royal Mail Group, the basis of the claim, non-payment of holiday pay and in the section regarding representation they should put “David Wilshire, CWU Headquarters, 150 The Broadway, Wimbledon, London, SW19 1RX”.**
8. Claimants will receive notification from ACAS that their claim has been successfully lodged.
9. ACAS will contact Royal Mail to enquire if they are interested in early conciliation (we expect the answer to be negative). If this happens that will be the end of the early conciliation process and ACAS will notify the member and provide them with an appropriate certificate.
10. Once the member receives the ACAS certificate which states the process has concluded, members must then immediately submit a claim to an Employment Tribunal (usually on-line) using form ET1. Please note our members must include the ACAS early conciliation certification reference number, which must be included in the appropriate section of the ET1 application form.
11. The Employment Tribunal Office will send confirmation to the member that their ET1 application has been successfully lodged. Please note in the section of the ET1 form regarding representation, the member must again complete this by stating “David Wilshire, CWU Headquarters, 150 The Broadway, Wimbledon, London, SW19 1RX”. The Employment Tribunal Offices will then contact CWU Headquarters and it will be our intention to liaise with the Tribunal Service in order to request that all the claims are grouped as a collective claim against Royal Mail. This will be done in conjunction with the Union’s Solicitors at Unionline.