



The Insolvency
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DEAR INSOLVENCY PRACTITIONER Issue 121 – February 2021

Dear Reader

Please find enclosed the latest article by the Insolvency Service. This details the new RP14a form and process to be used when submitting holiday pay details to the Redundancy Payments Service.

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71) New RP14A form to be used from 19 February 2021

Background

In Dear IP 107, the Redundancy Payments Service (RPS) wrote to you about a legislative change in the reference period for holiday pay claims.

On 6 April 2020, the reference period for holiday pay changed from 12 weeks to 52 weeks. This reference period change applies to all employees with variable pay. The change is intended to provide additional protection to employees, particularly those with seasonal variations in pay.

Since the Dear IP, RPS has had an interim process in place whilst it updated the software to allow for a second rate of pay for employees.

You are advised that some technical changes will be made to the RP14A and IP Upload Service during the evening of 18 February.

What we're doing

RPS is adding new elements to the RP14A, to allow you to provide a different rate of pay for holiday pay on the RP14A. You will then be able to upload this through IP Upload Service.

The [updated form](#) is now available to download and will need to be used for RP14As submitted from 19 February.

After this date, previous versions of the RP14A will not be accepted. Any RP14As you need to submit on 18 February should be uploaded by 6pm.

The RPS is working with software providers Turnkey and VisionBlue/Aryza so they can integrate a cut over to the new RP14A form.

Changes to the RP14A form

If you use RPS' [RP14A template](#), there are new fields to complete so that you can provide the additional holiday pay information.

These are:

- 17c. Weekly pay (52-week reference period) – must be populated if the claimant is on a variable rate and claiming holiday pay

- 17d. Reason for not providing 52-week rate – must be populated from the drop down if 17c is left blank
- 18c. Status of 52-week rate of pay for past holiday periods – must be populated from drop down to confirm the status of holiday pay taken but not paid

The RPS has added additional validation into the form to present additional messages if there is an error in the form.

The RPS is also updating the redundancy payment letter to help claimants understand their holiday payment.

Changes if you use IP software (Turnkey and VisionBlue/Aryza) to create RP14As

The RPS has been working with Turnkey and VisionBlue/Aryza and they have updated their systems to allow you to provide the additional holiday pay information through their software.

If you use third party software to upload the RP14A, we recommend you contact your internal IT department and make them aware of a possible new release of the software around 18 February 2021.

What RPS is doing next

Now that the IP Upload Service process has been updated for the new holiday process, the RPS is looking at the claimant side of the process, including amending its online claim form (RP1) to allow claimants to also provide their 52-week average.

The RPS will provide further updates in due course around these changes.

Case set up form change

The RPS recently updated its form for requesting a [new case to be set up](#). From 1 March RPS will no longer accept previous versions of the form.

If you have any questions about the contents of this message, please email RPS.stakeholder@insolvency.gov.uk.