

HOW TO CALCULATE ANNUAL LEAVE FOR PART-TIME STAFF

The Annual leave year runs from 1st October to 30th September.
 Part-time staff are entitled to the same amount of Annual Leave as full-time staff pro rata to their contracted hours.

Staff Group	Length of continuous service	Allowance
Support staff Grades 1 – 5	0-5 years	23 days
	5-10 years	26 days
	10 years or more	27 days
Support staff Grades 6 – 8	All staff	29 days
Academic staff Grades 6 - 8	All staff	reasonable amount which must not be less than the statutory 28 days per year (including Bank Holidays)

All part-time staff are entitled to a proportion of the Bank Holidays and Closure Days pro rata to their contracted hours, irrespective of which days of the week they work.

EXAMPLE 1

Staff who work the same number of hours each day can have their leave calculated in days.

$$\frac{\text{Contracted days}}{5} \times \text{annual leave allowance} =$$

$$\text{PLUS } \frac{\text{Contracted days}}{5} \times \text{Bank holidays} + \text{Closure days in the year} =$$

Worked Example:

Fred Bloggs grade 4 with 2 years service,
 works 3 days a week, (Mon 7 hours, Tues 7 hours and Wed 7 hours)

$$\frac{3}{5} \times 23 = 13.8 \text{ days annual leave} \quad \text{PLUS} \quad \frac{3}{5} \times 12 = 7.2 \text{ BHs/Closure days}$$

$$\text{Total leave} = 13.8 + 7.2 = 21 \text{ days}$$

If the BHs fall as follows:

- 8 Bank Holidays Monday x 4 (Easter, May & August)
- Thursday x 2 (Xmas & New Year)
- Friday x 2 (Easter & Xmas)
- 4 Closure days Tuesday - Friday

Fred will take 6 days off (4 x Mon; 1 x Tues; 1 x Wed)
 Therefore he will have a remainder of 21 – 6 = 15 days leave to take when he likes.

EXAMPLE 2

Staff starting or leaving during the year

If Fred started on 19 January.

He would be entitled to a proportion of annual leave for Feb – Sept = 8 months

PLUS a proportion of the Bank Holidays and Closure days which fall into that period

$$\frac{3}{5} \times 23 = 13.8 \times \frac{8}{12} = 9.2 \text{ days annual leave PLUS } \frac{3}{5} \times 5 = 3 \text{ BHs/Closure days}$$

$$\text{Total leave} = 9.2 + 3 = 12.2 \text{ (round up to 12.5) days}$$

If the BHs fall as follows:

8 Bank Holidays	Monday	x 4 (Easter, May & August)
	Thursday	x 2 (Xmas & New Year)
	Friday	x 2 (Easter & Xmas)
4 Closure days	Tuesday - Friday	

During that period he will take 4 days off (4 x Mon)

Therefore he will have a remainder of 12.5 – 4 = 8.5 days leave to take when he likes

EXAMPLE 3

Staff who do not work the same number of hours each day must have their leave calculated in hours.

The calculation is the same as above but using contracted hours per week rather than number of days worked per week.

$$\frac{\text{Contracted hours}}{5} \times \text{annual leave allowance} =$$

$$\text{PLUS } \frac{\text{Contracted hours}}{5} \times \text{Bank holidays + Closure days in the year} =$$

Example:

Jane Smith grade 2 with 3 years service

works 27 hours a week over 5 days, (Mon 6, Tues 6, Wed 6, Thurs 6, Fri 3)

$$\frac{27}{5} \times 23 = 124.2 \text{ hours annual leave PLUS } \frac{27}{5} \times 12 = 64.8 \text{ hours BHs/Closure days}$$

$$\text{Total leave} = 124.2 + 64.8 = 189 \text{ hours}$$

If the BHs fall as follows:

8 Bank Holidays	Monday	x 4 (Easter, May & August)
	Thursday	x 2 (Xmas & New Year)
	Friday	x 2 (Easter & Xmas)
4 Closure days	Tuesday - Friday	

Jane will take 63 hours off (9 x 6 hour days + 3 x 3 hour days)

Therefore she will have a remainder of 189 – 63 = 126 hours to take when she likes.