

## **GUIDANCE FOR CALCULATING ANNUAL LEAVE AND HOLIDAY PAY FOR PART TIME EMPLOYEES WHO WORK ADDITIONAL HOURS UP TO THE FULL TIME HOURS PER WEEK**

This Guidance is only applicable to part time employees working additional hours up to a maximum of the full time hours for the role per week to ensure they are receiving terms and conditions equivalent to a full time worker (a pro rata contractual amount).

Where hours are worked in excess of the full time hours for the role e.g. 37 hours per week refer to the [Guidance for Calculating Additional Holiday pay](#)

### **Contractual Change**

Where part time workers are working additional hours on a regular basis, managers should firstly consider whether it is appropriate to increase their contractual hours on either a temporary or permanent basis. This would ensure that they are receiving both the correct contractual annual leave entitlement and holiday pay.

### **Calculating Additional Annual Leave (AAL)**

Where it is not appropriate to increase contractual hours either on a temporary or permanent basis, managers need to calculate the additional annual leave entitlement to ensure it is a true reflection of the hours that the part-time employee works.

As the additional annual leave for the period 1<sup>st</sup> April – 30<sup>th</sup> September 2020 has already been calculated by HR, managers will need to ensure that they adjust the leave for any additional hours an employee has worked up to the full time hours for the role for the period 1<sup>st</sup> October – 31<sup>st</sup> March 2021 and thereafter.

To calculate the additional annual leave entitlement, managers will need to complete the [Annual Leave spreadsheet](#) for the relevant hours and period in which the increased hours are being worked and add the extra leave to the employee's annual leave entitlement. Refer to Appendix 1 for Guidance as to how to calculate the additional annual leave entitlement.

### **Calculating Additional Holiday Pay (AHP)**

Where it is not appropriate to increase contractual hours either on a temporary or permanent basis, a calculation will need to be undertaken to ensure that employees receive the correct holiday pay for when they are on annual leave.

As an interim, this calculation will be undertaken manually by the HR Services Team, twice a year i.e. for the period 1<sup>st</sup> April – 30<sup>th</sup> September and 1<sup>st</sup> October to 31<sup>st</sup> March. Payments will be made to employees in November and May respectively. This manual calculation will be undertaken until further development of Business World takes place as part of the system development for 2021/22.

For advice on this matter, please contact your Senior HR Adviser.

**APPENDIX 1      Worked example to calculate additional annual leave entitlement**

Managers will need to enter on the Annual Leave spreadsheet the period in which the additional hours are being worked and the number of additional hours in order for the spreadsheet to automatically calculate the additional annual leave entitlement, which will then need to be added to the employee's annual leave entitlement.

In the example below the employee is working an extra 6 hours per week for the period 1<sup>st</sup> October 2020 to 31<sup>st</sup> December 2020. They are Grade 1-7 and have more than 5 years' service. You will need to enter this information as shown below and all fields shaded in black will then be automatically calculated.

The basic leave entitlement and any additional hours for 5+ years' service will need to be added together to give the total additional annual leave entitlement which will need to be added to their annual leave entitlement. The additional leave can be added to the employee's record of leave spreadsheet in the additional hours field.

In this example, the employee is entitled to an extra 7.20 hours plus 1.50 hours as they have over 5 years' service giving a total additional annual leave entitlement of 8.70 hours.

There is no additional bank holiday entitlement (i.e. 2.40 hours shown below) as additional hours worked on bank holidays are paid at double time along with a day off in lieu.

Insert start and end dates of period additional hours are being worked

RECORD OF LEAVE - 2020/21 FINANCIAL YEAR ONLY	
Name of officer:	
Name of manager:	
Service area:	
Record start date: *	01 October 2020
Record end date: *	31 December 2020


Hours per week: * †	6.00
Job grade: *	1-7
5+ years service:	Yes
Number of weeks:	13.0
Compressed hours:	

Carried Forward / Additional Leave	
Number of hours carried forward:	
Additional hours:	
Additional hours for 5+ years service:	1.50

Annual Leave Entitlement	
Basic leave entitlement:	7.20
Bank holiday entitlement:	2.40
<b>TOTAL LEAVE ENTITLEMENT:</b>	<b>11.10</b>



\* Indicates a mandatory field  
† Calculator in Guidance sheet

Insert number of weekly additional hours

Choose grade banding and whether employee has 5+ years service