

Calculating and Adjusting Bank Holiday entitlements for part time employees

Where an employee works less than the full time hours for their terms and conditions, all leave entitlements should be pro-rated including bank holidays. Pro-rated bank holiday entitlements should be calculated and managed as follows:

Step 1

Regardless of which days the individual works, the first step to calculating a bank holiday entitlement is to confirm the employee's total part time hours entitlement as a "per day" total across a standard working week for those terms and conditions (for the vast majority of the workforce this will be a 5 day working week). The calculation is based on the number of hours worked per week divided by the number of days in the working week.

For example, if an employee works 22.5 hours per week with terms and conditions that have a standard working week of 5 days you would calculate their per day entitlement as follows:

22.5 hours divided by 5 = 4.5 hours per day entitlement

This per day total represents the total bank holiday entitlement for the employee for any single bank holiday. So for this example this employee will have a 4.5 hours per bank holiday entitlement.

Step 2

To understand whether any credit/debit is due to that employee for each bank holiday taken, the next step is to consider which days and hours the person works.

- If the employee works an equal amount of hours across every day of the standard working week for their terms and conditions then their working hours should match the per day total credit they are due and no adjustment is required
- If the employee does not work during every day of the standard working week for their terms and conditions and/or different numbers of hours each day, look at how many hours the person was due to work on the actual day of the bank holiday.
 - If the employee **was not due to work** on the bank holiday then they are entitled to their full bank holiday entitlement for that day and a credit will need to be applied. For example based on the 22.5 hours above, their bank holiday entitlement per day is 4.5 hours and a credit totalling this should be applied.
 - If the per day bank holiday entitlement is **more** hours than the person would have worked that day, then they have not received their full bank holiday entitlement for that day and a credit will need to be applied for the difference. For example based on the 22.5 hours above, their bank holiday entitlement per day is 4.5 hours but if the employee would only have worked 3 hours that day, then they are entitled to a credit of 1.5 hours to receive their full bank holiday entitlement
 - If the per day bank holiday entitlement is **fewer** hours than the person would have worked that day, then the employee has exceeded their bank holiday entitlement for that day and a debit will need to be applied for the difference. For example based on the 22.5 hours above, their bank holiday entitlement per day is 4.5 hours but if that person would have worked 6 hours that day, then a debit of 1.5 hours should be applied to correct this.

Where bank holidays are separated from annual leave schemes, credits and debits for bank holidays can be applied by the manager to leave, flexi or TOIL balances based on Departmental rules/operational preferences.

Where bank holidays are rolled up into an annual leave scheme entitlement the credit or debit should be applied by the manager against the annual leave balance.