

Holiday Calculations

All employees must by law have at least 5.6 weeks of their normal working time as paid holiday. The 5.6 weeks can include public holidays. The minimum total days holiday for someone who works Monday – Friday would be 28 days, this is made up of 8 public holidays and 20 bookable holidays.

You can if you choose to offer more holiday, but you cannot go under 5.6 weeks.

When you employ someone part-time you must work out their holiday entitlement pro-rata, this may mean calculating it in hours.

Part time holiday entitlement is calculated and given in hours based on Full Time Equivalent ratio (FTE). This is how many hours are worked compared to the full time standard.

In this example standard full-time hours are 37.5 hours per week (7.5 hours per day) and the full-time holiday is 28 days (legal minimum).

Example:

Person A works 22.5 hours per week

$$22.5 / 37.5 = 0.6 \text{ FTE}$$

The holiday entitlement is calculated by multiplying the full-time holiday entitlement by the FTE.

Example:

$$28 \times 7.5 = 210 \text{ hours FTE Holiday Entitlement}$$

$$210 \times 0.6 = 126 \text{ hours Holiday Entitlement}$$

Holiday for part-time employees is calculated in this way to ensure that everyone has the same percentage of the working hours as paid leave.

Example:

Person B is full time. Their weekly working hours are 37.5 per week and their holiday entitlement is 25 days plus 8 public holidays.

In one year their total paid hours are 1,950 (37.5 hours x 52 weeks).

Of these 247.5 are paid holiday (25 days + 8 public holidays x 7.5 hours per day)

That is 13% of their working time.

Person C is part-time. Their working hours are 22.5 hours per week and their holiday entitlement is 148.5 hours per year.

Their total working hours in a year are 1,170 (22.5 hours x 52 weeks)

Of these 148.5 are paid holidays (as per above calculation)

That is 13% of their working time.

Depending on the days of the week person C works they may have to use a higher ratio of their holiday entitlement for public holidays – for example if they work Mondays, they will likely be using more than the 8 days equivalent for public holidays but the percentage of paid time off will be consistent. You may in these circumstances allow employees to change their non-working day so that they do not need to book time off on bank holidays but this is at your discretion.