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## Policy on the entitlement to pro rata statutory holidays/closure days for part time workers

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### 1. Introduction

- 1.1. The University is committed to equality for all employees, including comparable terms and conditions of employment between full time and part time workers.
- 1.2. This policy addresses the requirements of the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Working Time Regulations 1998, which both make it unlawful for employers to treat part timers less favourably than comparable full timers. In order to meet the legislative obligations part time staff should receive a pro rata statutory holiday/closure day entitlement, calculated on a basis of the proportion of a full time contract worked, rather than on the days normally worked.

### 2. Scope

- 2.1. This policy is applicable to all staff groups in the University.

### 3. Policy key points

- 3.1. An individual's total leave allowance is made up of an allocation for statutory holidays and closure days, and the annual leave entitlement.
- 3.2. All part time staff will receive a pro rata allocation for statutory holidays/closure days and annual leave entitlement.
- 3.3. The leave year is 1 October to 30 September.
- 3.4. Members of staff will be expected to use their statutory holiday/closure day entitlement on statutory holiday/closure days that fall on their normal working days.
- 3.5. Where a member of staff has a pro rata allocation for statutory holiday/closure days that exceeds the amount required to cover those days that fall upon their usual working days, the balance will be added to their annual leave entitlement. The HR

system will automatically make this adjustment.

- 3.6. Where the pro rata allocation for statutory holiday/closure days is not sufficient to cover those that fall upon their usual working days, the balance will be met from their annual leave entitlement. The HR system will automatically make this adjustment.
- 3.7. In these instances, an individual may agree with their line manager to work an alternate day in a particular week to offset the balance. An ad hoc occasional request of this type should be managed locally and would not need to be reflected in the HR system.
- 3.8. Where a more long term or permanent change to a working pattern is requested, the member of staff will need to make a flexible working request which if agreed by the manager, will then need to be reflected in the HR system.
- 3.9. There are 8 statutory holidays to which staff are entitled, they are:
  - Good Friday
  - Easter Monday
  - May Day Bank Holiday Monday
  - Spring Bank Holiday Monday
  - Summer Bank Holiday Monday
  - Christmas Day
  - Boxing Day
  - New Year's Day

The closure days on which the University is closed by custom are:

- Christmas Eve and the days between Boxing Day and New Year's Day.
- Maundy Thursday and the Tuesday after Easter Monday.
- Tuesday after the Spring Bank Holiday.
- Tuesday after the Summer Bank Holiday.

#### **4. Calculation of pro rata entitlement**

- 4.1 The number of closure days may vary in any leave year depending on where Christmas falls. Please refer to [Year planner](#) for clarification in a given leave year.
- 4.2 You should contact your Faculty/Service paid leave administrator who can provide support with the calculation of a pro rata entitlement.