



## Policy on the entitlement to pro rata bank 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 bank 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 bank holidays and closure days, and the annual leave entitlement.
- 3.2. All part time staff will receive a pro rata allocation for bank holidays/closure days and annual leave entitlement.
- 3.3. The leave year is 1st October to 30<sup>th</sup> September.
- 3.4. Members of staff will be expected to use their bank holiday/closure day entitlement on bank holiday/closure days that fall on their normal working days.
- 3.5. Where a member of staff has a pro rata allocation for bank 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 bank 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 on 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 on the HR system.
- 3.9. There are 8 bank 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 afternoon and the Tuesday after Easter Monday
- The Tuesday after the Spring Bank Holiday
- The 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 University website for clarification in a given leave year.
- 4.2. Examples of the calculation of a pro rata entitlement including the formula that is used to determine the entitlement for staff working on a term time basis are provided at the end of this document.

#### **5. Implementation**

This policy is effective from 1<sup>st</sup> October 2018.

**Example A** - Applies to Support Staff and is based on a 35 hour week: 7 hours being a standard day.

FTE x BH/Closure days x Hours per day = Number of hours bank hol/closure allowance.

Full time equivalent	Annual Leave Hours	Bank Holiday and Closure Days (Hours)	Total Hours
Full Time	175	108.50	283.50
80% (4 days)	140	86.8	226.8
60% (3 days)	105	65.1	170.1
50% (2.5 days)	87.5	54.25	141.75
40% (2 days)	70	43.4	113.4
20% (1 day)	35	21.7	56.7

**Example B** - Applies to Academic and Professional & Managerial Staff based on a notional 37.5 hour week: 7.5 hour standard day.

FTE x BH/Closure days x Hours per day = Number of hours bank hol/closure allowance.

Full time equivalent	Annual Leave Hours	Bank Holiday and Closure Days (Hours)	Total Hours
Full Time	187.5	116.25	303.75
80% (4 days)	150	93	243
60% (3 days)	112.5	69.75	182.25
50% (2.5 days)	93.75	58.125	151.875
40% (2 days)	75	46.5	121.50
20% (1 day)	37.5	23.25	60.75

**Example C: for term time only (Support staff)**

Method of calculation of leave is as above (to give entitlement in hours), but FTE is calculated as per the following:

Contracted hours per week x weeks worked per year = hours worked per year. Hours worked per year/full time hours worked per year = FTE

EG: contracted to work 25 hours per week, 39 weeks of the year. Hours worked per year = 25 x 39 = 975 hours.

Full time hours worked per year for support staff = 35 hours x 52 weeks = 1820 hours

975 hours/1820 hours = 0.54 FTE (Refer to Table A for entitlement)

**Example D for term time only (Academic and Professional and Managerial staff)**

Full time hours worked per year for professional and managerial staff = notional 37.5 hours x 52 weeks = 1950 hours

E.G contracted hours 30 hours per week, working 39 weeks a year =

$30 \times 39 = 1170$  hours

$1170 \text{ hours} / 1950 = 0.6$  FTE (Refer to Table B for entitlement)