

Calculation of Pro-Rata Bank Holiday Entitlement for Part-Time Employees

1. Part-time members of staff in post prior to 1.12.2000

If members of staff normally work on the day on which a bank holiday falls and do not do so on that day, they will be paid the amount that they would have received if they had worked. If they do not usually work on that day, and do not come to work, they will be paid one day's pay, i.e. $1/260^{\text{th}}$ of annual salary.

A member of staff who is disadvantaged by the above in comparison with the new approach outlined below, will be treated in line with staff in post from 1.12.2000.

2. Part-time members of staff in post after 1.12.2000

For part time members of staff who commence employment after 1.12.2000 the following will apply.

Bank holiday leave entitlement is based on the actual number of bank holidays that fall during Barnardo's annual leave year, i.e. April to March. As the actual number of days will vary each year this should be recalculated annually, e.g. in England/Wales, 6 bank holidays fall during the leave year 2016/2017, but 10 fell during 2015/2016.

The easiest way to calculate pro-rated bank holiday leave entitlement is to use the following formula, which is based on one working day being equivalent to $1/5^{\text{th}}$ of normal weekly hours.

- Take the employee's part-time weekly contractual working hours and divide by 5 to get the bank holiday hours entitlement per day (A).
- Identify the number of bank holidays that fall during the particular Barnardo's holiday year in question (B).
- Multiply A by B to get the number of pro-rated bank holiday hours for the year in question.
- From this entitlement, deduct any normal working hours of that employee during the Barnardo's holiday year where those hours fall on a bank holiday.
- If this reduces the pro-rated bank holiday entitlement to zero, nothing further is required.
- A positive or negative balance will represent the amount of pro-rated bank holiday entitlement owing to the employee/Barnardo's respectively. Bank holiday hours owing to the employee should be

used to supplement annual leave entitlement. Bank holiday hours owing to Barnardo's should be offset against the employee's annual leave entitlement.

If a full time member of staff, for whatever reason, transfers to a part time role the policy arrangements (after 1.12.2000) will apply regardless of the date of commencement of employment.

If a staff member joins or leaves the Charity part way through a leave year, the pro-rated bank holiday entitlement should be calculated to reflect the actual number of months to be worked during the leave year and the number of bank holidays that fall during that period.

All staff, including part-time members of staff, are not entitled to carry forward, or be paid in lieu of, bank holiday entitlement. Therefore, the pro-rated entitlement should be carefully managed to ensure it is taken during the course of the holiday year, i.e. any untaken bank holiday hours should be taken as annual leave.

If a staff member is sick on a bank holiday(s) they must deduct their normal working hours from the bank holiday entitlement.

If a staff member is on maternity leave on a bank holiday(s), they are entitled to accrue the hours for the bank holiday as per the above calculation.