

Holiday Pay for Part Time work

Objective

To ensure that holidays for part time employment reflects all hour worked.

Proposal

That payment for holidays is rolled into normal hourly rate, holiday is then taken without pay.

Background figures

Current hourly rate is based on full time:

37 hours per week

52 weeks per year

5 days per week

Hours per year = $37 \times 52 = 1924$

Full time days holiday:

Public & Bank Holidays 9

Personal Holidays 25

Additional Holidays 2 (Local Government Days)

Total Holiday per year = 36 days = $36 \times (37 / 5) = 266.4$ hours

Calculation

Hourly rate for time worked but not including holidays

Hours worked but not including holidays = (hours per year) – (Hours of holiday per year)
= $1924 - 266.4 = 1657.6$ hours

Hourly rate = Annual Salary / Hours worked but not including holidays

Implication

Calculating holidays when the hours/days worked are variable is difficult as the number of holidays permitted is a proportion of the time worked. By including the holiday pay in the normal hourly rate this makes the calculation automatic, but there is no pay for holiday taken.

This should have no effect on budgeted salary and the employee should receive the same salary over the yearly cycle.

Geoffrey Tooke
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