

Calculating statutory leave for part-time employees

This guidance provides some examples on how to calculate statutory leave entitlement for part-time employees. [HR Support & Advice](#) can provide additional guidance if required.

Annual leave year

The annual leave year runs from 1 August to 31 July inclusive.

Statutory days

As statutory days fluctuate each year, this entitlement is required to be calculated each year for part-time staff (who do not work a standard 5-day week). There will be years where the pro-rated entitlement will cover all the statutory days that fall within the working pattern and other years it may not. **So how is this calculated?**

**When a statutory day falls on a weekend, the following working day will be confirmed as the statutory day. There may be exceptions to this rule and therefore local arrangements will apply in these circumstances.*

Scenario 1

Part-time employee works 29 hours per week. Their shift pattern is Monday to Thursday. Friday is a non-working day.

The table below shows various annual leave years and where the statutory days fall year on year.

Days	21/22	22/23	23/24	24/25	25/26
Mon	02/05/2022 *25/12/2021 *01/01/2022	26/12/2022 02/01/2023 01/05/2023	25/12/2023 01/01/2024 06/05/2024	05/05/2025	04/05/2025
Tues	*26/12/2021 *02/01/2022	*25/12/2022 *01/01/2023	26/12/2023 02/01/2024		
Wed				25/12/2024 01/01/2025	
Thurs				26/12/2024 02/01/2025	25/12/2025 01/01/2026
Fri	03/06/2022				26/12/2025 02/01/2026
Sat	25/12/2021 01/01/2022				
Sun	26/12/2021 02/01/2022	25/12/2022 01/01/2023			

**Note: 21/22 In recognition of the Queen's Platinum Jubilee, an additional statutory holiday has been granted to staff which will be on Friday 3 June 2022.*

A full-time statutory leave entitlement is usually **5 days or 36.25 hours** (7.25 hours x 5 days).

For 21/22, the statutory leave entitlement will be **6 days/43.5 hours** (7.25 hours x 6 days)

1. Multiply the employee's FTE (full-time equivalent) by the full-time entitlement. To get the FTE, you need to divide the employee's weekly working hours by the full-time weekly working hours. In this case it is:
29 / 36.25 = 0.8 FTE
2. **0.8 FTE x 36.25 = 29 hours**
For 21/22, it will be 0.8 x 43.5 = 34.8 hours

3. Now identify where the statutory days fall each year. When a statutory day falls on a working day, deduct this from the entitlement (if they take this day off). In this case:
 - **21-22: 5 statutory days fall on working days (36.25 hours).** Their entitlement is **34.8 hours** so the employee will be required to take 1.45 hours as annual leave to make up the shortfall of statutory entitlement.
 - **Years: 22-23, 23-24. 24-25**
All 5 statutory days fall on working days (36.25 hours). Their entitlement is **29 hours** so the employee will be required to take 7.25 hours as annual leave to make up the shortfall of statutory entitlement.
 - **25/26: Only 3 statutory days fall on working days (21.75 hours).** Their entitlement is 29 hours so the employee has a surplus of hours (7.25 hours) to take at another time.

Scenario 2

The employee started on 1st February and works 10 hours per week, they work Tuesday (4 hours), Wednesday (3 hours) and Thursday (3 hours) each week.

1. Calculate the employee's part-time statutory leave for the full leave year (**as per the calculation above**), in this case, it is 10 hours (for the full year).
2. Divide the full year entitlement by 12 (months) to get the accrued monthly statutory leave entitlement and then multiply by the number of full months. $10 / 12 * 6 = 5 \text{ hours}$
3. Identify if there are any statutory days that accrue from the start date to the end of the annual leave year (31/07). **For 21/22, there are 2 x statutory days (03/06 - Friday & 02/05 - Monday)** . Usually, there is 1 statutory day between 01/02 – 31/07 that falls on a Monday (in May).
4. The employee does not work on a Monday (or a Friday) and therefore the employee can take the accrued statutory leave at another time.