

NTF holiday calculator.

This calculator is for use for part time employees. For our purposes, a part time employee is one who works less than 40 hours .

This calculator is divided into two sections –

Section 1 is for employees who do work on 5 days a week or less - this could be employees who work anything from one to five full days, employees who regularly work a certain number of part days per week or employees who work varying hours on up to five days a week.

Section 2 is for employees who regularly do some work on 6 days a week but on part time hours, so for example an employee who works 6 mornings a week.

Section 1 Part Time Holiday calculator – for use where an employee works 5 days a week or less.

No of days or part days worked per week	Holiday in first year of employment *	Accrual per month	Daily accrual	Holiday in years 2 – 5 of employment	Accrual per month	Daily accrual	Holiday after five years of employment	Accrual per month	Daily accrual
1	30/5.5 x 1 5.6 days	0.46 of a day per month	0.0153	32/5.5 x 1 5.8 days	0.48	0.0159	34/5.5 x 1 6.18 days	0.52	0.017
2	30/5.5 x 2 11.2 days	0.93 of a day per month	0.03	32/5.5 x 2 11.6 days	0.96	0.032	34/5.5.x 2 12.36 days	1.03	0.034
3	30/5.5 x 3 16.8 days	1.4 day per month	0.046	32/5.5 x 3 17.45 days	1.45	0.048	34/5.5 x 3 18.54 days	1.55	0.50
4	30/5.5 x 4 22.4 days	1.86 days per month	0.061	32/5.5 x 4 23.27 days	1.94	0.064	34/5.5 x 4 24.72 days	2.06	0.068
5	30/5.5 x 5 28 days	2.33 days per month	0.077	32/5.5 x5 29 days	2.42	0.080	34/5.5 x 5 30.90 days	2.58	0.085

Where the part time person works more than 5 days a week (for example they work 6 mornings a week) see separate sheet.

*These figures for year one are rounded up from the exact calculation to ensure compliance with Working Time Regulations.

Notes :

The above shows the yearly entitlement. As with full time staff holiday accrual is calculated on a monthly and daily basis and if an employee is leaving the holiday should be calculated in that way. For example, a part time worker working one full day a week will receive 5.6 days holiday per annum in the first year, this equates to 0.46 days holiday per month worked. An example calculation is shown below.

The percentage increases at 32 days and 34 days reflect those received by full time staff, namely an (approximate) increase of 6.67% of holiday after a year's employment and then an (approximate) increase of 13.3% after five years of employment.

Whilst full time staff receive an allowance over the statutory minimum this does not mean that the part time workers receiving the statutory minimum are less favourably treated. The allowance over the statutory minimum reflects the Saturday mornings worked and a part time worker whose working week is spread out over 5.5 mornings or part days will receive the same days of holiday as a full time worker.

Example

Worker A is in their first year of employment and works 2 full days per week, the day being 7 hours and earning £7 per hour, so a daily rate of £49.00 Employee has worked for 2 years and is now leaving.

The entitlement is 11.2 days per annum. The monthly entitlement is 0.933. The employee has worked for two months, so their entitlement is 0.933×2 , namely 1.86. Their daily rate is £49.00 so their accrued holiday pay is £91.45.

Worker B works 3 part days per week in their first year of employment, the day being 4 hours and earning £7 per hour, so daily rate of £28.00. This employee is leaving after 6 months.

The yearly entitlement is 16.8 days (see above). The monthly entitlement is 1.4 days. The employee has worked for six months, so their entitlement is 1.4×6 , namely 8.4. The daily rate is £28.00, so their accrued holiday pay is £235.20.

Section 2 Part time holiday calculator – where working 6 part days a week (for example 6 mornings or 6 afternoons)

No of part days worked per week	First year of employment	After one year of employment	After five years of employment
6	30	32	34

This worker receives the same number of days holiday per annum as a full time worker. This worker's day though will only be their part day. Where the employee is taking the holiday then any working day taken as holiday counts as a day's holiday.

Where the employee is leaving, holiday pay would be calculated as for a part time worker but, of course, their day's pay will only be their daily rate for however many hours worked, not a full 7 hour day, so

Employee A works 4 hours 6 mornings a week being paid £7.00 per hour.

Employee worked 1st January to 30th June

Yearly entitlement 30 days.

Accrued entitlement 15 days

No holiday taken so 15 days due.

Daily pay is 4 hours @ £7.00 = £28.00.

Day's holiday rate is £28.00.

15 days x £28.00 = £420.00

Employee B as above working a six day week but variable hours.

The amount of holiday would still be 15 days accrued over 6 months as the employee regularly works 6 part days a week.

To work out the “daily rate” in this instance an average would be taken going back over the previous 12 weeks. Any weeks where no work was done because, say, the employee was on holiday or off ill, would be discounted and the thirteen week instead would be included provided some work was done in that week.