

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 does not apply to those who work irregular hours or who are part-year workers, such as those who work during school term time only.

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 (but is not an irregular hours worker)

No of days or part days worked per week	Holiday in first year of employment *	Holiday in years 2 – 5 of employment	Holiday after five years of employment
1	$30/5.5 \times 1$ 5.6 days	$32/5.5 \times 1$ 5.8 days	$34/5.5 \times 1$ 6.18 days
2	$30/5.5 \times 2$ 11.2 days	$32/5.5 \times 2$ 11.6 days	$34/5.5 \times 2$ 12.36 days
3	$30/5.5 \times 3$ 16.8 days	$32/5.5 \times 3$ 17.45 days	$34/5.5 \times 3$ 18.54 days
4	$30/5.5 \times 4$ 22.4 days	$32/5.5 \times 4$ 23.27 days	$34/5.5 \times 4$ 24.72 days
5	$30/5.5 \times 5$ 28 days	$32/5.5 \times 5$ 29 days	$34/5.5 \times 5$ 30.90 days

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.

To calculate holiday entitlement, the Government advice is to use a three step process:

- Calculate the worker's full annual leave entitlement
- Work out the proportion of the leave year in employment
- Pro-rate based on the proportion of the year in employment

This example is for a worker in their first year of employment who regularly works 4 days a week under their contract:

Step 1 – calculate the worker's full annual leave entitlement

A full time worker would be entitled to 30 days per annum. As can be seen from the above table, the 4 day worker is entitled to 22.4 days holiday.

Their full annual leave entitlement is 22.4 days

Step 2 – work out the proportion of the leave year in employment

In this instance, the employee is leaving on 30th June 2024, having worked from 1st January 2024. There are 181 days in that period (not accounting for 2024 being a leap year).

181 days employed / 365 days x 100 = 49.59%

This means employee was in employment for 49.59% of the leave year

Step 3 - pro-rate based on leave year

22.4/100 x 49.59 = 11.1

The employee is entitled to 11 days holiday for that period

Holiday where the employer works a fixed number of hours each week but not the same number of hours per day, should be calculated as follows:

Where a worker works a fixed number of hours each week but not the same number of hours each day, the advice is that it is appropriate to use the worker's average working day and calculate the leave entitlement in days. The average working day being the hours worked per week divided by the days worked per week.

This is not applicable where the person is a casual or zero hour worker whose hours under their contract vary each week.

Example

Worker works 30 hours over 4 days a week, works 9 hours on two days and 6 hours on two other days.

Holiday is 30 days in the first year - 22.4 days (pro-rate of 30 days for a 4 day week worker)*

The average working day is 30 hours divided by 4 days, so 7.5 hours per day.

Holiday entitlement for a full leave year is 22.4 days x 7.5 hours or 168 hours per year.

Depending on which days the employee takes off as leave, it will be either be 6 hours or 9 hours from the total leave entitlement

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 full time worker but, of course, their day's pay will only be their daily rate for however many hours worked.

To work out the "daily rate" in this instance an average would be taken going back over the previous 52 weeks. Any weeks where no work was done because, say, the employee was on holiday or off ill, would be discounted and you would go back the 53rd week. You cannot go back further than 104 weeks to calculate the average.