APPENDIX 4B – EMPLOYERS’ HANDBOOK

**CALCULATING PRO RATA LEAVE ENTITLEMENT FOR STAFF WHO WORK PART-TIME HOURS**

**Stage 1**

Calculate the number of **hours** a **full-time employee** is entitled to.

Full-time leave entitlement in days **x** number of hours contracted to work per day

e.g. the staff member has 28 days leave per year and is contracted to work 7.25 hours per day (36.25 hours per week)

28 x 7.25 = 203 hours

**Stage 2**

Calculate the number of **hours** the **part-time** employee is entitled to.

Full-time leave entitlement in hours **divided** by full-time working hours per week x number of part-time hours to be worked per week

e.g. 203/36.25 x 25 = 140 hours (where the part-time employee is working 25 hours)

The part-time employee is entitled to 140 hours per leave year.

**Stage 3**

If the Staff Member reduces their hours during the leave year, the leave calculation will need to be calculated on a pro rata basis to reflect the proportion of the year worked full-time and the proportion to be worked part-time. For example:

1 Jan – 30 September – full time hrs

203 hours divided by 12 months x 9 months = 152.25 hours

1 October – 31 December – part-time hrs

140 hours divided by 12 months x 3 months = 35 hours

TOTAL HOURS per year = 152.25 + 35 = 187.25 hours