

Holiday Calculations

Holiday Entitlements:

Each of your employees are legally entitled to 5.6 weeks paid holiday per year unless they provide live-in care (in which case the allowance may be different). Holiday usually runs from the Tax Year (April - March).

Most workers who work a five day week: must receive 28 days paid holiday per year. This is calculated by multiplying the normal working week 5 days by the paid holiday entitlement of 5.6 weeks.

Part time workers: are also entitled to a minimum of 5.6 weeks paid holiday each year, although this may amount to fewer days paid holiday compared to that of a full time employee. For example: If someone works 3 days per week then they would have their paid holiday calculated as $3 \times 5.6 = 16.8$ days of paid holiday a year.

No fixed hours workers: If people work different hours each week there are a number of calculations you will need to make. You can use the holiday entitlement calculator at GOV.UK to work this out: <https://www.gov.uk/calculate-your-holiday-entitlement>

Calculating hourly rate and paying holiday:

Each employee is entitled to a week's pay for each week of leave taken. A week's pay is worked out according to the hours an employee works and how much they are paid for the hours. There are a number of calculations you can use to work out holiday and this can be complex. For more information go to www.gov.uk or www.acas.org.uk or alternatively call our Information, Advice and Support Service for more information.

Note: Holiday pay should only be paid when the annual leave is taken: an employee cannot have this pay rolled into their hourly rate (known as rolled up holiday pay)

Bank Holidays:

These do not have to be given as paid leave and it is up to you as the employer if you would like to include these as part of your employees' paid holiday.

Booking Holiday:

Usually workers should give twice the amount of notice for the amount of holiday they wish to take (for example, to take a day off give 2 days notice), however this may be different in an employees' statement of particulars.

An employer can refuse leave however only if they give as much notice as the amount of leave requested. Employers can tell their staff to take leave as long as they give notice of twice as long as the time they want someone to take the time off.

Carrying Over Holiday:

Employees don't have an automatic right to carry over holiday to the next holiday year, but can do so if this is in their Statement of Particulars. In some cases when the employee is off work they may be able to carry over holiday.

Accruing Holiday:

Employees can accrue or build up holiday, based on hours worked or contracted hours. For example, they can accrue holiday while taking maternity, paternity and adoption leave, or while off work sick. Holiday can be taken at the same time as sick leave. Your employees begin to accrue holiday as soon as they start their job, and you can work out their leave based on:

- **An accrual system** - Where employees get one twelfth of their leave each month, so by their 3rd month they would be entitled to a quarter of their leave
- **A leave year** - The total amount of holiday to be accrued over the year

If you require further information or would like this factsheet in an alternative format you can contact us by calling: 01508 491210, by emailing: info@equallives.org.uk, or by writing to: Equal Lives, 15 Manor Farm Barns, Fox Road, Framingham Pigot, Norfolk, NR14 7PZ