

Bank Holiday changes - Frequently Asked Questions

Why is the University making this change?

At present My Workplace does not pro-rate the bank holiday entitlement for part time staff. As a result, there is a disparity in bank holiday entitlements, dependent on which days of the week an individual works.

For example, for the 2023/24 leave year, somebody who works Monday-Wednesday would receive significantly more bank holidays than somebody who works Wednesday-Friday, as illustrated below:

Person A works Mon-Wed	Person B works Wed-Fri
Monday 28 August 2023 (Summer bank holiday) Monday 25 December 2023 (Christmas Day) Tuesday 26 December 2023 (Boxing Day) Monday 1 January 2024 (New Year's Day) Monday 1 April 2024 (Easter Monday) Monday 6 May 2024 (May Day bank Holiday) Monday 27 May 2024 (Spring bank holiday)	Friday 29 March 2024 (Good Friday)

The extent of any disparity varies from year to year depending on which days of the week Christmas and New Year fall.

How will this change affect me?

This change will not vastly affect full time staff but will affect the annual leave balance staff see on MyWorkplace, as their bank holiday accrual for the year will be added to their annual leave balance, with the bank holidays automatically deducted shortly after the new annual leave year commences.

For part time staff and those working compressed hours, their bank holidays will be pro-rated in line with the hours they work per week.

What will my bank holiday entitlement be for the 2023/2024 annual leave year?

There are usually 8 bank holidays in a year. This is equivalent to 56 hours. Examples have been included below to show you how to calculate your bank holiday entitlement:

Example A (full time)

Person A works 35 hours per week. They can calculate their bank holiday entitlement by taking 35 (their working hours per week) / 35 (a standard working week) x 56 (bank holiday entitlement) = 56 hours.

Example B (part time)

Person B works 21 hours per week. They can calculate their bank holiday entitlement by adding 21 (their working hours per week) / 35 (a standard working week) x 56 (bank holiday entitlement) = 33.6 hours.

Please note the calculations above represent the allowance for the full annual leave year. Should you resign during the annual leave year, your bank holiday entitlement will be adjusted to reflect your last day of service.

How will the bank holidays be deducted from my annual leave balance?

Your bank holiday hours will be added to your annual leave balance and the number of hours that you would have worked on that day, will be deducted for each bank holiday that falls on your normal working day.

What happens if my working pattern does not fall on many bank holidays?

If your working pattern means you would not usually work a bank holiday and you have a surplus bank holiday allowance, you will be able to add these additional hours to your annual leave hours.

Can you remind me when the changes will come into effect?

The change will come into effect from 01 August 2023. We recognise this will have an impact on people who currently work Mondays and will therefore make adjustments for 2023/24 to ease this transition, particularly in light of the fact that both Christmas Day and New Year's Day fall on a Monday in 2023.

What happens if I run out of my pro-rated bank holiday entitlement during the annual leave year?

If your bank holiday entitlement runs out during the annual leave year, you will need to use hours from your annual leave to cover any remaining bank holidays that fall within the annual leave year.

As I work part time, can I work on bank holidays if I don't want to use my annual leave to cover a Bank Holiday?

As the University is closed on all bank holidays, you will not be able to work on those days.

Can I take unpaid leave for bank holidays if I would prefer?

No. You will not be able to take unpaid leave to cover a bank holiday.

Can you remind me how I calculate my bank holiday entitlement?

You can calculate your bank holiday entitlement using the following formula - your working hours divided by 35 (full time working hours) x 56 (bank holiday entitlement).

Who do I speak to if I have further questions?

If you have any further questions about the change, please email HRhelp@sgul.ac.uk.