



## PAYMENT FOR PART-TIME STAFF

### Scope

1. The provisions in this section apply to graded staff who have a contract of employment for less than 35 hours per week.

### Calculation of Pay for Part Time Staff

2. The calculation for part-time staff who have a contract for 52 weeks per year is as follows:-

$$\frac{(\text{Basic} + \text{SS/LW}) \times \text{Weekly Part-time Hours of Work}}{35}$$

3. The calculation for part-time staff who have a contract for less than 52 weeks per year is as follows:

$$\frac{(\text{Basic} + \text{SS/LW}) \times \text{Weekly Part-time Hours of Work}}{35} \times \frac{\text{Days Worked pa} + \text{pro rata holidays (a)}}{260 \text{ (b)}}$$

- a) for the calculation of pro rata annual leave and public holidays please refer to the documentation available from the Corporate HR department.
  - b) average number of weekdays in a year
4. The calculation for any additional hours up to 35 hours per week is as follows:-

$$\frac{(\text{Basic} + \text{SS/LW}) \times 7}{365 \times 35}$$

### Additional Hours Over 35 Per Week

5. The normal overtime calculation (see [Section A3](#)) is used for any additional hours over 35 per week. This calculation is:

$$\frac{\text{Basic} \times 7}{365 \times 35}$$

### Payment of Unsocial Hours of Work for Part Time Staff

Part-time staff are entitled to receive payment for unsocial hours (see [Section A3](#)) of work on the same basis as full-time staff. Your department's HR Section will liaise with the Corporate HR to see if your pattern of work qualifies for an unsocial hours payment.