Pro rata holiday worksheet (UK)

Payrun HR software · payrun.app

Statutory minimum: 5.6 weeks' paid holiday a year, capped at 28 days. Bank holidays can count towards it. Never round down below the statutory minimum.

1. Regular days each week

Days worked a week _____ × 5.6 = _____ days a year (max 28)

2. Regular hours, uneven days

Hours worked a week _____ × 5.6 = _____ hours a year

3. Started or leaving part way through the leave year

Annual entitlement _____ × months in the leave year worked _____ ÷ 12 = _____ (round up to the nearest half day)

4. Irregular hours or part-year (leave years from 1 April 2024)

Hours worked in the pay period _____ × 12.07% = _____ hours of leave (round up from 0.5 of an hour)

Lookup: days a week

Days worked a week	Statutory minimum (days a year)	If full-time staff get 33 days (25 + 8 bank holidays)
1	5.6	6.6
2	11.2	13.2
3	16.8	19.8
4	22.4	26.4
5	28.0	33.0

Lookup: hours a week

Hours worked a week	Statutory minimum (hours a year)
7.5	42
15	84
20	112
22.5	126
30	168
37.5	210

Bank holidays on working days

Entitlement incl. bank holidays _____ - bank holidays that fall on working days (if you close) _____ = days left to book _____

Pro rata holiday worksheet: examples

Filled-in examples (sample data)

Payrun HR software · payrun.app

Starter: 3 days a week, leave year 1 January to 31 December, starts 1 July

16.8 days × 6 months ÷ 12 = 8.4 days → round up to 8.5 days for the rest of the leave year

Leaver: 3 days a week, leaves 30 September, has taken 10 days

Accrued: 16.8 × 9 ÷ 12 = 12.6 days. Taken 10. Pay in lieu for 2.6 days of untaken statutory leave in the final pay.

Bank holidays: two 3-day workers, business closed on bank holidays

Both get 16.8 days including bank holidays. If 6 bank holidays fall on Ali's working days, Ali uses 6 days for them and books 10.8. Jo doesn't work Mondays, so fewer bank holidays land on Jo's working days. Jo only uses leave for the ones that do, and can't be made to use leave for a bank holiday on a non-working day.

Irregular hours: weekly pay periods at 12.07%

Week	Hours worked	× 12.07%	Leave accrued (hours)
Week 1	30	3.62	4
Week 2	22	2.66	3
Week 3	38	4.59	5
Week 4	13	1.57	2
Total	103		14

Leave accrued in one pay period can be taken from the next. Keep holiday and holiday pay records for at least 6 years (from 6 April 2026).

Your notes