

Time to Decimal Conversion

Minute	Decimal	Minute	Decimal	Minute	Decimal
1	0.02	21	0.35	41	0.68
2	0.03	22	0.37	42	0.7
3	0.05	23	0.38	43	0.72
4	0.07	24	0.4	44	0.73
5	0.08	25	0.42	45	0.75
6	0.1	26	0.43	46	0.77
7	0.12	27	0.45	47	0.78
8	0.13	28	0.47	48	0.8
9	0.15	29	0.48	49	0.82
10	0.17	30	0.5	50	0.83
11	0.18	31	0.52	51	0.85
12	0.2	32	0.53	52	0.87
13	0.22	33	0.55	53	0.88
14	0.23	34	0.57	54	0.9
15	0.25	35	0.58	55	0.92
16	0.27	36	0.6	56	0.93
17	0.28	37	0.62	57	0.95
18	0.3	38	0.63	58	0.97
19	0.32	39	0.65	59	0.98
20	0.33	40	0.67	60	1

the rest.

Swindon
MUSIC
Service



**HOW WE
CALCULATE
HOLIDAY PAY FOR
WORKERS ON
VARIABLE HOURS
WITH DIFFERENT
HOURLY COSTS...**

Swindon Music Service

2nd Edition - due to statutory regulations change 1st April 2020

Statutory Holiday pay changes:

From April 2020, the holiday pay reference period will be lengthened from 12 to 52 weeks.

New regulations took effect from April 2020 to ensure workers with abnormal working hours receive the paid holiday to which they are entitled. If a worker has been employed by their employer for at least 52 weeks, the holiday reference period is expanded **from 12 weeks to 52 weeks**. Where the employment has been for less than 52 weeks, the holiday reference period is the number of weeks for which the worker has been employed.

What is a worker?

A person is generally classed as a 'worker' if:

- they have a contract or other arrangement to do work or services personally for a reward (your contract doesn't have to be written)
- their reward is for money or a benefit in kind.
- they only have a limited right to send someone else to do the work (subcontract).
- they have to turn up for work even if they don't want to.
- their employer has to have work for them to do as long as the contract or arrangement lasts.
- they aren't doing the work as part of their own limited company in an arrangement where the 'employer' is actually a customer or client.

Employment rights

Workers are entitled to certain employment rights, including:

- getting the National Minimum Wage
- protection against unlawful deductions from wages
- the statutory minimum level of paid holiday
- the statutory minimum length of rest breaks
- to not work more than 48 hours on average per week or to opt out of this right if they choose
- protection against unlawful discrimination, protection for 'whistleblowing', reporting wrongdoing in the workplace, to not be treated less favourably if they work part-time.

Extract from Workers' Contract

10. Holidays

10.1 You are entitled to the equivalent of 5.6 weeks' paid holiday during each holiday year (including all bank holiday entitlements), calculated on a pro rata basis depending on the number of hours that you actually work. Your holiday entitlement is therefore equivalent to 12.07% of the hours that you actually work in each holiday year, rounded up to the nearest hour.

10.2 The Charity's holiday year runs between 1 September and 31 August.

10.3 Holiday must be taken outside of agreed hours of work/assignments. Paid holiday is deemed to be taken at the earliest opportunity outside of agreed assignments and any non-working time thereafter shall not be paid holiday under this clause 10.

10.4 You will receive holiday pay in respect of your paid holiday entitlement three times per year, usually in December, April and August. The amount of your holiday pay will be calculated on the basis of 12.07% of the hours that you worked in the preceding 52 week period, multiplied by the average hourly rate payable over the same period.

10.5 On termination of this contract, the Charity shall pay you in lieu of any accrued but untaken holiday.