

Chapter 3 – Part-time Working

1. Chapter Review

Chapter 3 - Part-time Working is currently under review and has been removed from the Staff Handbook during this process. Some of the information within this chapter has been relocated into new policies and procedures, or existing chapters, and this work is due to continue over the coming months. For example, information on annual leave for part-time employees is now in the new policy and procedure on annual leave, rather than in separate information for part-time employees.

Information which has not yet been moved into other documents is available in the sections below.

During this time, HR Services are keen to provide you with the usual level of support. If you have any questions or require additional information of part-time working, please contact [HR Services](#).

2. Pay and Allowances

Your hourly rate, for example for overtime, is calculated by dividing your annual salary (pro-rata for part-time employees) by 52.2 and then dividing your weekly rate by your contractual hours.

3. Hours

You are entitled to an uninterrupted break of 20 minutes when your daily working time is more than six hours. This must be a break during working time and must not be taken at the start or end of the working day. This requirement is met either by a lunch break or by extending the working day to accommodate the statutory break, with your agreement. [The Payroll Team, HR Services](#) should be contacted for guidance in such cases.

4. Learning and Development

Equal access to learning is available to all employees. You should first discuss what your particular training needs are with your line manager and record these in your Individual Learning Plan. Part-time employees are allowed to make reasonable adjustments, including increases, to their normal working hours to allow participation in a learning activity.