

## **FACTSHEET 3**

### **Part-time workers**

Part-time employment has become very common in churches as in other sectors of employment.

The legal employment definition of a part-time worker is a someone 'paid wholly or in part in respect of the time she/he works in relation to other workers employed by the ... employer under the same type of contract'.

Part-timers, irrespective of the hours worked each week are protected by law and may not be treated less favorably than someone who is working full-time hours.

There is no requirement that a worker must work a minimum number of hours before getting protection – the protection applies equally to the cleaner working 3 hours a week as to a Youth Worker working 20 hours a week.

Employment protection applies to 'workers', not just 'employees'. A worker is defined as someone under a contract to personally perform work for another party.

So, terms of employment of part-time and full time employees must be similar, albeit on a pro-rata basis. An example is paid annual holiday. The minimum statutory holiday for a full time employee is 28 days (5.6 weeks) per year. For someone working 3 days per week, the minimum paid holiday she/he is entitled on a pro-rata basis is therefore 6.8 days per year.

Please remember that just because someone only works a few hours per week does not mean she/he should be treated any differently than a full timer.

Dickinson-Flower Ltd ©.

While every care has been taken in compiling these notes, they are not intended to be a substitute for specific legal advice. Dickinson-Flower Ltd is not able to provide legal advice but will give information based on employee relations best practice. Specific legal advice, if required, should be obtained from a qualified lawyer specialising in employment law.