



Ministry  
of Justice

# **Judicial Salaried Part-time Working Policy**

**June 2025**

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## Definitions

1. Throughout this policy document SPTW is used as the abbreviation of salaried part-time working. This relates to a salaried judicial office holder's working pattern of less than a full-time equivalent.
2. A **salaried part-time judicial office holder** is a permanent office holder who is subject to the same terms and conditions as a full-time judicial office holder. For example, s/he is required to give up legal practice on appointment and the restrictions on additional remuneration are the same. A salaried part-time judicial office holder is entitled to the same benefits as a full-time office holder such as paid leave) and a pension (both calculated on a pro-rata basis), and sick leave.
3. In contrast, a **fee-paid judicial office holder** does not receive a salary and is not subject to the same terms and conditions as a salaried judicial office holder. For example, a fee-paid judicial office holder can continue in legal practice.
4. The use of the term 'part-time judicial office holder' should be avoided when referring to a *fee-paid* judicial office holder, to prevent any confusion with a *salaried* judicial office holder who sits part-time. The term 'fee-paid judicial office holder' should be used instead.
5. The appointment to a salaried judicial office (whether full-time or part-time) is, unless specified otherwise, regarded as a lifetime appointment, i.e. to the mandatory retirement age.

## Introduction

6. This policy document applies to salaried judicial office holders to whom Lord Chancellor terms & conditions apply. It sets out the Lord Chancellor's policy for salaried part-time working. The purpose of this policy is to:
  - a. set out a process by which salaried judicial office holders may apply to change their working pattern or arrangements;
  - b. establish that, where SPTW is available, a clear statement should be made that this is the case in the literature for recruitment exercises; and
  - c. provide a framework for considering requests by current serving judicial office holders to work part-time, and for the fair and consistent handling of appeals against refusal to allow for part-time working.
7. In 2001, following recommendations from a working group which included members of the judiciary, the Ministry of Justice (at the time called The Lord Chancellor's Department) introduced a SPTW scheme for new salaried appointments. In April 2005, the opportunity for SPTW was extended to include all existing salaried judicial office holders below High Court level. In April 2014, the policy was extended to include the High Court and Court of Appeal.
8. Certain senior judicial offices or roles are excluded from this policy, where the statutory provisions do not allow more than one person to hold the office or where they are not suitable to be held on a part-time basis. These include the offices of the Lord or Lady Chief Justice of England and Wales, and the Heads of Division in England and Wales, the Senior President of Tribunals, the Master of Rolls, the President of the King's Bench Division, the President of the Family Division and the Chancellor of the High Court. The Senior Presiding Judge, Deputy Senior Presiding Judge and Judge Advocate General are also excluded from this policy.
9. The policy will be kept under review and updated, as and when necessary.

## Policy statement

10. The Lord Chancellor and Lady Chief Justice have a statutory duty to encourage judicial diversity. Making more flexible working arrangements available, including part-time working, for both new and existing judges makes an important contribution to this.
11. The availability of SPTW may increase the attractiveness of salaried judicial office for those who want to take up, or remain in, salaried judicial office but are unable to, or do not wish, to work full time. It could, therefore, widen the pool of potential applicants for salaried judicial office, enhancing judicial diversity.

## Principles

This policy is based on the following principles:

12. Senior judicial office holders will consider applications from serving judicial office holders to work part-time, in accordance with this policy.
13. Senior judicial office holders are responsible for deciding applications and should seek advice from the relevant senior administrative officer on how such requests might work operationally before a decision is confirmed with the salaried judicial officer holder. The senior judicial office holder exercises the delegated authority of the Lady Chief Justice/Senior President of Tribunals.
14. Part-time working is available in principle to all salaried judicial office holders, including certain judicial office holders in the High Court and above (see paragraph 8 for exemptions), unless the decision maker (the relevant senior judicial office holder) considers one or more of the grounds set out under the *Operational requirements and business need* section apply.
15. SPTW is not intended as an alternative or a replacement to either compassionate leave or sick leave. The compassionate leave policy sets out judicial officer holders' entitlement to compassionate leave to cover short term domestic crises, e.g. a bereavement or caring for a relative.
16. Judicial office holders who work part-time should have access to the same opportunities for development, training and career progression as those working full-time.
17. Judicial office holders who work part-time and who also hold a fee-paid judicial appointment or those who will hold a fee-paid judicial appointment are expected to give priority to their salaried role, as set out in their terms and conditions.
18. When advertising vacancies, the Judicial Appointments Commission (JAC), as agreed with HM Courts and Tribunals Service (HMCTS) and the

Senior Judiciary, will explain the availability of SPTW and any SPTW restrictions in the literature for selection exercises.

19. Subject to paragraph 20, all applications will be considered, provided they equate to no less than 50% (in multiples of 10%) of the full-time equivalent post (FTE). Part-time working of less than 50% of the FTE will not be considered, as:
  - a. it is not compatible with, or conducive to, efficient business activity, and would limit the courts or tribunal's ability to list cases effectively; and
  - b. it would limit a judicial office holder's exposure to the cases and activities that are instrumental to the development and maintenance of the skills they need in discharging their duties, both judicial and administrative.
20. A SPTW pattern below 50% will only be considered if it is recommended or requested as a reasonable adjustment. This will be subject to *Reasonable Adjustments Policy for Judicial Office Holders 2025*, rather than the process set out in this policy. See paragraph 54 for more detail on this.
21. All forms related to the SPTW policy can be accessed via the 'Judicial Salaried Part-time Working Policy – Application forms' document.
22. Once an application form for SPTW is approved and submitted, the judicial office holder is agreeing to a pro-rata reduction in their salary which will reflect the reduction in their sitting level and other benefits such as their pension entitlement.

## **The application process: Existing judicial office holders**

23. If a judicial office holder would like to adjust their sitting level and sitting pattern, they should discuss this with their relevant leadership judge, in the first instance.
24. If the judicial office holder decides to proceed, they should submit a written application form (using Annex B: Application form for salaried part-time working) to their senior judicial office holder (see paragraph 41), copying in the senior administrative officer responsible for the administration of the jurisdiction concerned via the Judicial Secretariat or Chamber Presidents' Private Offices. This application should be made no less than 3 months in advance of when the judicial office holder wants to commence their new working pattern, unless there are exceptional circumstances.
25. The judicial office holder should ensure the application sets out:
  - a. a specific start date when the applicant would like the proposed changes to take effect; and
  - b. the proposed new sitting level and sitting pattern.
26. The senior judicial office holder and the senior administrative officer will then follow the process set out under *The decision-making process* section of this policy.
27. If the written application is approved, the Judicial Secretariat or Chamber Presidents' Private Offices, will send a copy of the judicial office holder's approved application to the Judicial Salaries Team.
28. Once the part-time working arrangement is approved and in place, an annual review discussion should take place. It will be the responsibility of the judicial office holder working part-time to discuss with their relevant leadership judge whether their current approved sitting pattern should remain or be varied (either an increase or decrease in the working days). However, that does not preclude the leadership judge from raising the matter. If a variation is proposed, this will be subject to *The decision-making process* section of the policy. Judicial office holders will be expected to submit a written application form (using Annex B: Application form for salaried part-time working) to specify the variation discussed.
29. The same application process applies to requests for variations to existing arrangements to support the office holder in changing circumstances. These requests could include:
  - a. a variation of the sitting pattern, but not of the sitting level;
  - b. an increased sitting commitment e.g. from 60% to 100% (full-time sitting)% (see paragraph 34-38); or
  - c. a reduced sitting commitment of no less than 50%.

30. When consenting to a SPTW application, judicial office holders agree to their ongoing pay and pensions being recalculated on a pro-rata basis. There is no charge to the judicial office holder in respect of pension administration costs associated with the change.



## The application process: New appointments

31. All new salaried judicial vacancies should be advertised as being available for part-time working, including leadership roles unless there are operational reasons for not doing so, which should be set out clearly in the vacancy literature. Prior to commencing a new recruitment exercise, the decision-maker will consider if any of the grounds set out in the '*Operational requirements and business need*' section are met, with the expectation that any such requirement is properly evidenced and justified. They will also consider whether excluding SPTW may reduce the number and diversity of candidates and make it more difficult to fill the judicial vacancy. The JAC will reflect that decision in their selection exercise literature. Where a post is deemed to be suitable for SPTW, candidates should indicate their preferred sitting patterns in their application.
32. In larger selection exercises with many vacancies, there may be operational and business need requirements that cannot be considered before the vacancies are advertised because they only become apparent when the location and SPTW preferences of all the successful candidates are known and the process of deploying the successful candidates to specific vacancies begins. A successful candidate's working pattern will be subject to agreement with the decision-maker, alongside other aspects of deployment such as location and jurisdiction – all of which should be agreed before the successful candidate decides whether to accept the formal offer of appointment. The decision-maker will make every effort to accommodate the SPTW preferences of successful candidates and will only decline to do so if any of the grounds set out in the '*Operational requirements and business need*' section are met.
33. All applicants in selection exercises which are advertised as suitable for SPTW will be subject to the same criteria and merit-based selection procedures.

## **Varying part time or moving to full-time pattern**

34. If a judicial office holder on a part-time working arrangement wishes to move to full-time sitting, they should discuss this with their relevant leadership judge, in the first instance.
35. There may be occasions when a judicial office holder on a part-time working arrangement wishes to move to full-time sitting. In courts that have a statutory limit on office holders (presently the Court of Appeal and High Court), any request to sit full time will be subject to those limits. The judicial office holder should contact their senior judicial office holder and senior administrative officer via the Judicial Secretariat or Chamber Presidents' Private Offices in the first instance, setting out in writing the date by which they wish to take up full-time sitting, along with any reasonable adjustments they deem necessary. The request should be made at least three months ahead of the proposed start date.
36. The senior judicial office holder will consult with the senior administrative officer to determine whether the request fulfils a business need which will include consideration of HMCTS budgets and the court / tribunal accommodation.
37. If the request is not considered to meet business need (see paragraph 47), the senior judicial office holder may consider and propose an alternative arrangement to the one requested, based on advice from the senior administrative officer (e.g. deferring until a later date or for the judicial office holder to resume full-time working at a different court centre).
38. The senior judicial office holder and senior administrative officer will respond to the judicial office holder within a four-week window of receiving the written request.

## The decision-making process: Existing judicial office holders

39. The availability of salaried part time working is determined by the senior judicial office holder. Existing judicial office holders should discuss with their relevant leadership judge before submitting an application to work part-time. Applications to sit part-time will be decided by the senior judicial office holder, following consultation with the relevant senior administrative officer on whether the request will work operationally.
40. The same decision-making process applies to any changes to an existing part-time working pattern.
41. The **senior judicial officer holder** will be the most appropriate person from the following group:
- a. the Head of the Division in which the office holder sits for the High Court and Court of Appeal;
  - b. the Presiding Judge or the Family Presiding Judge for the court in which the office holder sits;
  - c. the President of the Chamber in which the office holder sits, or equivalent judicial head of Chamber;
  - d. in the Royal Courts of Justice: the Senior or Chief Master, Chief Insolvency and Companies Court Judge;
  - e. for District Judges, the Presiding Judge or Family Presiding Judge, in consultation with the Designated Family Judge or Designated Civil Judge;
  - f. in the Magistrates' Courts, the Senior District Judge (Chief Magistrate) in consultation with the Presiding Judges.
42. The decision maker, when considering an application, will take into account operational requirements, business need and the applicant's preferred working pattern. The grounds for which an application can be refused are detailed under the *Operational requirements and business need* section of this document.
43. The decision maker should work together with the senior administrative officer, to determine, where possible, a new pattern of working that benefits both the judicial office holder and the court or tribunal.
44. As part of the decision-making process, the decision maker may consider that an alternative working arrangement to the one set out in the application form would be more appropriate. In such instances, they must set out and discuss their alternative proposal with the judicial office holder. Where the judicial office holder agrees with this alternative proposal, the decision maker should proceed with the application on this basis.
45. The decision maker should complete the second part of the application form, detailing the reasons for their decision, and send the completed form back to the judicial office holder who should keep this for their own

records. The decision maker should ensure they respond to the application within a four-week window of the request being made.

46. It is the Judicial Secretariat or Chamber Presidents' Private Offices responsibility to administer the process and to ensure that their support office keeps an appropriate record of each application and decision is kept, in line with their *Records Retention and Disposal Policy*, once a final decision has been made.
47. The **senior administrative officer** will be the most appropriate person from the following group:
  - a. the Delivery Director for the courts (HMCTS);
  - b. the Delivery Director/Deputy Director of Tribunal operations (HMCTS) for those tribunals administered by Ministry of Justice;
  - c. the senior equivalent official for tribunals not administered by the Ministry of Justice;
  - d. in the Royal Courts of Justice, the Director of the Royal Courts of Justice Group, in consultation with the relevant Court Manager.

## **Operational requirements and business need**

48. Given the principle that part-time working will be made available to all salaried judicial officers holders, there will need to be sound operational reasons for rejecting an application from the decision maker. The senior judicial officer can only refuse an application if one or more of the following grounds below apply, following consultation with the relevant senior administrative officer on the impact of operational and business need:
- a. It is not possible in the short term to reallocate the work between judicial office holders, in order to accommodate the SPTW request;
  - b. It is not possible to recruit additional office holders or arrange for backfill by fee-paid judges, either imminently or within such a timeframe that would accommodate the SPTW request;
  - c. The change would have a detrimental effect on the court's or tribunal's ability to meet court workloads and statutory time limits, where applicable;
  - d. The SPTW variation request exceeds the availability of work for the period proposed;
  - e. The court or tribunal is implementing changes, for example following reform, which are affecting the demand for judicial time and the part-time working changes requested do not fit with these changes;
  - f. The requirements of a leadership post mean it is not possible to accommodate the SPTW request;
  - g. There is insufficient accommodation in the court, tribunal or hearing centre in which the judge is based to accommodate additional judges on a SPTW pattern.
49. An application to sit part-time may not be refused on the basis that the previous post holder was full-time or solely on the grounds of additional costs being incurred. An application may only be refused on the grounds listed at paragraph 48.
50. Where an application for part-time sitting has been refused and the ground(s) cited for refusing the application subsequently change, the judicial office holder may submit their application again, in line with the process set out in this document. The decision maker should consider the new application on its own merits and apply the principles set out in this document.
51. However, there may be circumstances where sitting part-time for a defined limited period is requested. In considering the request, the senior officers will consider operational needs as at paragraph 48. Where a temporary change to working pattern can be accommodated, the details of the agreed working pattern and its commencement and close dates should be recorded, and placed on their personal file, with a copy sent to the judicial office holder.

52. Judicial office holders are encouraged to meet with their leadership judge as early as possible to discuss the implications of changes to their sitting arrangements and the business of the court or tribunal.
53. The Judicial Secretariat or Chamber Presidents' Private Offices will notify Judicial Salaries and Judicial Office Post Appointments as soon as the application is approved. It is important that the Judicial Secretariats or Chamber Presidents' Private Offices have sufficient notice so that they may ensure changes to pay and pensions are in place by the agreed commencement date and Judicial HR System is updated by Judicial Office.
54. SPTW can be recommended or requested as a reasonable adjustment, for example, if a judicial office holder develops a long-term health condition or disability<sup>1</sup>. However, where a SPTW variation is considered as a reasonable adjustment, the judicial office holder and decision-maker should follow MoJ's guidance on reasonable adjustments in *Reasonable Adjustments Policy for Judicial Office Holders 2025*, rather than the process set out in this document. A sitting pattern requested below the minimum sitting of 50% will only be considered as a reasonable adjustment.
55. When making an application for SPTW, judicial office holders may apply to reduce their sitting requirements in denominations of 10%, equivalent to half a sitting day down to a minimum of 50; i.e. applications can be made to sit part-time at 50%, 60%, 70%, 80% or 90% of the full-time equivalent.
56. There may be occasions when temporary or ad-hoc changes to a judicial office holder's established part-time working arrangement may be proposed by the decision makers. The decision maker will only propose any such changes where there is a clear business need for varying (either reducing or increasing) the working pattern and there are demonstrable benefits to be gained from the proposed changes.
57. The decision maker wishing to request a temporary change to a judicial office holder's part-time working arrangement must:
- a. do so at the earliest opportunity in order to afford the judicial office holder sufficient time to consider the impact of these changes and how these may be incorporated within their existing arrangements;
  - b. explain the changes requested and the timeframe during which they will apply; and
  - c. recognise and highlight that the request is not compulsory or, if the judicial office holder agrees, they are not binding beyond the agreed timeframe.
58. The judicial office holder may agree to, or decline, the request.

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<sup>1</sup> If a judicial office holder moves to a salaried part-time working pattern as a result of a reasonable adjustment, the office holder is agreeing to a pro-rata reduction in their salary which will reflect the reduction in their sitting level.

## Appealing a decision

59. There may be instances when the decision maker does not approve an application and cannot identify a suitable alternative. Refusals should only be on the basis of one, or more, of the grounds specified at paragraph 48.
60. A judicial office holder whose application has been rejected may appeal the decision if they believe:
- a. the policy set out in this document was not applied correctly; or
  - b. their application was not given sufficient consideration; or
  - c. the explanation given for refusal was not adequate.
61. A judicial office holder appealing a decision must do so within a four-week window of being advised of the outcome of their application. Appeals received outside of time will not be considered, unless the judicial office holder can demonstrate there were exceptional circumstances preventing them from appealing within that period.
62. Whilst judicial office holders are encouraged to discuss the decision with the relevant senior judicial officer in the first instance, an appeal must be made in writing, via the application form (Annex E: Application for an appeal against a decision refusing a new/changed salaried part-time working arrangement), copying in the relevant official, within the stated deadline.
63. The appeal will be heard by a judicial officer, whom must be of higher office than the original decision maker.
64. The **judicial officer** hearing the appeal will be the most appropriate person from the following group:
- a. the Lady Chief Justice for the High Court and Court of Appeal;
  - b. the Senior Presiding Judge or their deputy for the Crown, County Courts and District Judges (Magistrates Courts);
  - c. the Senior President of Tribunals;
  - d. the President of the Welsh Tribunals;
  - e. in the Royal Courts of Justice: the President of the Kings' Bench Division, the Master of the Rolls or the Chancellor of the High Court, as appropriate to the division.
65. The relevant **official** to copy into the written appeal will be:
- a. the HMCTS Director of Operations, or their delegated official, for the High Court, Court of Appeal, Tribunals and Magistrates' Court (District bench)
  - b. The senior equivalent official's line manager (Deputy Director or above) for tribunals not administered by the Ministry of Justice.

66. When submitting the appeal, the judicial office holder must ensure they have set out a detailed explanation as to why, and/or how, the decision comes within the reasons for an appeal as set out at paragraph 60 (on the form set out at 'Annex D: Application to appeal against a decision for refusing a new/changed salaried part-time working arrangement').
67. The appeal will be considered on the basis of the original application and any further information detailed in the written appeal. The judicial officer will respond to the judicial office holder within a four-week window of the request being lodged (using 'Annex E: Form to notify of decision on an appeal against a salaried part-time working decision'). If the decision maker requires more time to review their decision (e.g. because they need to consider additional information that is not readily available), they must notify the judicial office holder as soon as is practicable and no later than three working days before their decision is due.
68. Where the decision maker overturns the original decision, they must set out, in writing, their reason(s) for doing so and confirm the next steps for implementing the SPTW variation.
69. Where the appeal decision maker upholds the original decision, they must set out, in writing, their reason(s) for doing so.
70. The appeal decision is final.



## Pay and Pensions Implications

71. Under the 1993 Judicial Pension and Retirement Act (the JUPRA scheme), the salary used to calculate pension benefits is the full-time rate and is by reference to the *best* salary in any 12-month period in the last three years of appointment. The amount of pension is calculated as:

$$\frac{1}{40} \times (\text{years of service}) \times (\text{pensionable pay})$$

*subject to a maximum of the equivalent of 20 years' service sitting full-time.*

72. The JUPRA scheme closed to further accrual of benefits on 31 March 2022. Part-time service provided a pro-rata entitlement calculated by reference to the full-time pensionable pay that the office holder would have received if they had been serving on a full-time basis. The amount of service is represented as a percentage of a full-time post and the operation of the JUPRA scheme was such that those percentages are always calculated as blocks of 10%.
73. For JUPRA pension calculations, the reckonable service is adjusted to recognise periods of service that were worked part-time. An office holder who had less than 20 years' reckonable service in JUPRA when they moved to part-time sitting would have required additional years of part-time sitting to receive a full pension, since a year's part-time sitting did not equate to a full reckonable year for JUPRA pension purposes. For a part-time office holder who already had 20 years' full-time service, a move to part-time will have had no implications for their eventual pension.
74. Transitional provisions contained in Schedule 1 of the Judicial Pensions Regulations 2022 mean that a move to part-time service (or a further reduction in the percentage of part-time working) will not affect a final JUPRA pension calculation which will reflect the office holders pensionable pay at the time of their final retirement for JUPRA purposes.
75. The transitional provisions referred to above also cover the Judicial pensions schemes under Judicial Pensions Act 1981.
76. MoJ judicial pensions are administered by XPS Administration. Their contact details are:

Ministry of Justice Administration Team  
XPS Administration  
Building Two  
Centre Square  
Middlesbrough  
TS1 2BF  
Telephone helpline: 0118 313 0910  
Email enquiries: MoJAdmin@xpsgroup.com

77. Between 1 April 2015 and 31 March 2022, the Judicial Pension Scheme 2015 (JPS15) was applicable to some office holders. JPS 15 is closed to further accruals on 31 March 2022. The scheme is a defined benefit, career average scheme rather than a final salary scheme. Unlike the 1993 judicial pension scheme, there was no maximum accrual period of 20 reckonable years. In each scheme year (1 April to 31 March) the pension built up at a rate of 2.32% of pensionable earnings, including part-time judicial service. Each April, the pension earned is revalued in line with the Consumer Price Index.
78. Some judicial office holders have been given the choice of remaining in JPS15, or returning to, the legacy pension schemes (JUPRA and the Fee-Paid Judicial Pension Scheme) for the period from 1 April 2015 to 31 March 2022 under the McCloud remedy provisions.
79. From 1 April 2022, all judicial office holders have accrued pension benefits in the Judicial Pension Scheme 2022 (JPS22) which, like JUPRA and the Fee-Paid Judicial Pension Scheme is unregistered for tax purposes, but like JPS 15 is a career average scheme. However, JPS22 has a higher benefit of accrual rate of 2.5% of pensionable earnings.
80. Judicial office holders who request a change to their sitting level, provide their consent via the SPTW application form (subject to the approval of the requested change) to the agreement of a pro-rata reduction of their salary and pension earnings for pension purposes, which will reflect the reduction of their sitting level.
81. Records will be treated confidentially and in accordance with the Data Protection Act 2018.

## Annex A - Percentage Sitting Levels for Pay and Pensions Purposes

### Pro-Rata calculation of sitting days for Judges of the High Court and Court of Appeal:

PRO-RATA TIME	NO. OF LEAVE AND NON-SITTING DAYS PER YEAR	NO. OF JUDICIAL BUSINESS DAYS PER YEAR	TOTAL	TOTAL SALARIED DAYS PER YEAR
50%	35.5	94.5	130	182.5
60%	43	113	156	219
70%	50	132	182	255.5
80%	57	151	208	292
90%	64	170	234	328.5
100%	71	189	260	365

A holder of full-time judicial office is deemed to be available to undertake judicial duties on 5 days in each and every week of the year, i.e.  $5 \times 52 = 260$ . In accordance with their terms of appointment and conditions of service, judicial office holders of the High Court Judges and above are expected “to sit throughout the legal terms (189 days per annum).

If they sit in vacation, they are normally allowed time off in-lieu but newly appointed High Court Judges are expected to do vacation duty for a total of 6 weeks before they qualify for time off in-lieu. In practice, however, High Court Judges work “outside hours” and during vacations as well as term times and are required to deal with a variety of judicial business (e.g. reading case papers and preparing reserved judgements) and to perform other public duties in addition to their actual sittings. The same expectations apply to salaried part-time judges of the High Court and above on a pro rata basis.

**Pro-Rata calculation of sitting days for Circuit Judges, and Judicial Office Holders of the senior courts:**

PRO-RATA TIME	NO. OF LEAVE AND PUBLIC HOLIDAYS PER YEAR	NO. OF JUDICIAL BUSINESS DAYS PER YEAR	TOTAL	TOTAL SALARIED DAYS PER YEAR
50%	25	105	130	182.5
60%	30	126	156	219
70%	35	147	182	255.5
80%	40	168	208	292
90%	45	189	234	328.5
100%	50	210	260	365

A holder of full-time judicial office is deemed to be available to undertake judicial activities on 5 days in each and every week of the year, i.e.  $5 \times 52 = 260$ .

In accordance with their terms of appointment and conditions of service, Circuit Judges are expected to commit at least 210 days each year to judicial business.

**Pro Rata calculation of sitting days for District Judges and District Judges [Magistrates' Courts]:**

PRO-RATA TIME	NO. OF LEAVE AND PUBLIC HOLIDAYS PER YEAR	NO. OF JUDICIAL BUSINESS PER YEAR	TOTAL	TOTAL SALARIED DAYS PER YEAR
50%	22.5	107.5	130	182.5
60%	27	129	156	219
70%	31.5	150.5	182	255.5
80%	36	172	208	292
90%	40.5	193.5	234	328.5
100%	45	215	260	365

A holder of full-time judicial office is deemed to be available to undertake judicial activities on 5 days in each and every week of the year, i.e.  $5 \times 52 = 260$ .

In accordance with their terms of appointment and conditions of service, District Judges and District Judges (Magistrates' Courts) are expected to commit at least 215 days each year to judicial business.

**Pro Rata calculation of sitting days for salaried Tribunal judges:**

PRO-RATA TIME	NO. OF LEAVE AND PUBLIC HOLIDAYS PER YEAR	NO. OF JUDICIAL BUSINESS DAYS PER YEAR	TOTAL	TOTAL SALARIED DAYS PER YEAR
50%	20	110	130	182.5
60%	24	132	156	219
70%	28	154	182	255.5
80%	32	176	208	292
90%	36	198	234	328.5
100%	40	220	260	365

A holder of full-time judicial office is deemed to undertake judicial activities on 5 days in each and every week of the year, i.e.  $5 \times 52 = 260$ .

In accordance with their terms of appointment and conditions of service, Tribunal judicial officers are entitled to 30 days annual holiday each year, together with public and privilege holidays.