

# Annual Leave Calculator Examples

## Example 1: New Starts

Anna starts her new grade 4 role part way through the year on the 23<sup>rd</sup> November 2015. She will be working part time on average 28 hours a week.

Using calculator 1, Anna's annual leave entitlement can be calculated as follows:

1. Select the relevant full time equivalent from the drop down menu which is Anna's case is 27 days.
2. The next cell requests the either the start date or leaving date or date new hours take effect, as Anna is a new start, her start date of 28/11/2015, should be entered.
3. The next cell requests the number of average weekly hours before the date entered above, as Anna starts on 28/11/2015, she will be working zero hours before this date, so 0 is entered.
4. The next cell asks for the number of hours after the relevant date, as Anna is working 28 hours a week, enter 28.

Anna is entitled to 127.24 hours of annual leave which is rounded up to 127.5 hours of annual leave to use between her start date of 28/11/2015 and 30/09/2015. See below for completed calculator.

Change in hours or Leavers or Part Time Annual Leave Calculator	
Staff member name	Anna
Oracle No.	1234
Grade	4
01/10/2015 30/09/2016	These dates must show the first and last day of the leave year.
Enter Full Annual leave entitlement in days for the full year (days)	27
Enter date when new hours take effect or start date or leaving date (DD/MM/YYYY)	28/11/2015
Enter average weekly hours before start date or date of change	0
Enter average weekly hours after start date or date of change	28
<b>Annual Leave (Hours) to take after the date of change</b> <small>Always remember to round this figure UP to the nearest half hour ie. 23.17 would be rounded up to 23.5 hours</small>	<b>127.24</b>
<b>Annual Leave (Hours) to take before the date of change</b> <small>Always remember to round this figure UP to the nearest half hour ie. 23.17 would be rounded up to 23.5 hours</small>	<b>0.00</b>
<b>Total Annual Leave (hours) for the year</b> <small>Always remember to round this figure UP to the nearest half hour ie. 23.17 would be rounded up to 23.5 hours</small>	<b>127.24</b>

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### Example 2: Change in Hours

John a grade 5 admin assistant currently works 35 hours a week but would like to decrease his hours to 14 hours a week with effect from 01/03/2016.

Using calculator 1, John's annual leave entitlement can be calculated as follows:

1. Select the relevant full time equivalent from the drop down menu which is John's case is 27 days.
2. The next cell requests the either the start date or leaving date or date new hours take effect, as John is changing his hours with effect from 01/03/2016, this date should be entered.
3. The next cell requests the number of average weekly hours before the date entered above, as John worked 35 hours a week before his flexible working request, 35 should be entered here.
4. The next cell asks for the number of hours after the relevant date, as John is reducing the number of hours he works to 14 hours a week, enter 14 here.

John is entitled to 44.5 hours of annual leave to take from 01/03/2016 until 30/09/2015. He was entitled to 78.5 hours of leave prior to changing his hours (minus any entitlement already used) so he is entitled to a total of 123 hours of annual leave (minus any entitlement already used). See below for completed calculator.

Change in hours or Leavers or Part Time Annual Leave Calculator	
Staff member name	John
Oracle No.	789456
Grade	5
01/10/2015	These dates must show the first and last day of the leave year.
30/09/2016	
Enter Full Annual leave entitlement in days for the full year (days)	27
Enter date when new hours take effect or start date or leaving date (DD/MM/YYYY)	01/03/2016
Enter average weekly hours before start date or date of change	35
Enter average weekly hours after start date or date of change	14
<b>Annual Leave (Hours) to take after the date of change</b> <small>Always remember to round this figure UP to the nearest half hour ie. 23.17 would be rounded up to 23.5 hours</small>	<b>44.20</b>
<b>Annual Leave (Hours) to take before the date of change</b> <small>Always remember to round this figure UP to the nearest half hour ie. 23.17 would be rounded up to 23.5 hours</small>	<b>78.49</b>
<b>Total Annual Leave (hours) for the year</b> <small>Always remember to round this figure UP to the nearest half hour ie. 23.17 would be rounded up to 23.5 hours</small>	<b>122.70</b>

## Annual Leave Calculator Examples

### Example 3: Leaver

Jill has handed in her notice with effect from the 01/06/2016. She has been working 12 hours a week in a grade 7 role.

Using calculator 1, Jill's annual leave entitlement can be calculated as follows:

1. Select the relevant full time equivalent from the drop down menu which is Jill's case is 31 days.
2. The next cell requests the either the start date or leaving date or date new hours take effect, as Jill is leaving with effect from 01/06/2016, this date should be entered.
3. The next cell requests the number of average weekly hours before the date entered above, as Jill worked 12 hours a week before handing in her resignation, 12 should be entered here.
4. The next cell asks for the number of hours after the relevant date, as Jill is leaving after the 01/06/2016, she will not be working anymore so 0 should be entered here.

Jill is entitled to 50 hours of annual leave to take from 01/10/2015 until 01/06/2016 minus any entitlement that she has already used. See below for completed calculator.

Change in hours or Leavers or Part Time Annual Leave Calculator	
Staff member name	Jill
Oracle No.	357951
Grade	7
01/10/2015	These dates must show the first and last day of the leave year.
30/09/2016	
Enter Full Annual leave entitlement in days for the full year (days)	31
Enter date when new hours take effect or start date or leaving date (DD/MM/YYYY)	01/06/2016
Enter average weekly hours before start date or date of change	12
Enter average weekly hours after start date or date of change	0
<b>Annual Leave (Hours) to take after the date of change</b> <small>Always remember to round this figure UP to the nearest half hour ie. 23.17 would be rounded up to 23.5 hours</small>	<b>0.00</b>
<b>Annual Leave (Hours) to take before the date of change</b> <small>Always remember to round this figure UP to the nearest half hour ie. 23.17 would be rounded up to 23.5 hours</small>	<b>49.60</b>
<b>Total Annual Leave (hours) for the year</b> <small>Always remember to round this figure UP to the nearest half hour ie. 23.17 would be rounded up to 23.5 hours</small>	<b>49.60</b>

## Annual Leave Calculator Examples

### Example 4: Term Time Example

April is a grade 5 employee who works 35 hours, 45 weeks a year, effective from 01/10/2015.

Using Calculator 2 – Term time, April's leave entitlement (public holiday and annual leave entitlement) can be calculated as follows:

1. Select the relevant full time equivalent from the drop down menu which is April's case is 7.6 weeks.
2. The next cell as for the number of weeks in the contract, as April is working 45 weeks, 45 should be entered here.
3. The next cell requests the number of hours worked each week, as April is working 35 hours each week, 35 should be entered here.

During her 45 week contract, April is entitled to 230.5 hours of leave which includes her public holiday entitlement, minus any entitlement that she has already used. See below for completed calculator.

Term Time Contract - Leave Calculator	
Staff member name	April
Oracle No.	987654
Grade	5
01/10/2015	These dates must show the first and last day of the leave year.
30/09/2016	
Full Time leave entitlement in weeks for the full year (Grade 5 and below)	7.6
Full Time leave entitlement in weeks for the full year (Grade 6 and above)	8.4
Select Full Time Leave Entitlement	7.6
Number of weeks in the contract	45
Number of hours worked each week	35.0
Number of hours worked on average over 52 weeks	30.29
<b>Total Number of Hours of Leave</b> Always round this figure UP to the nearest half hour ie. 23.17 would be rounded up to 23.5 hours This figure includes Public Holiday entitlement which must be used to cover Public Holidays that fall within the staff member's working pattern	<b>230.19</b>