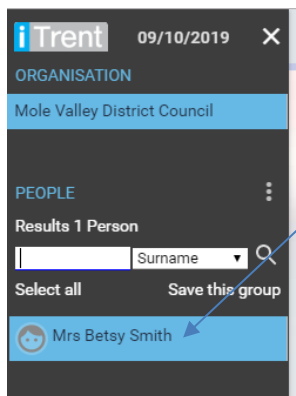


How to adjust annual leave for part-time staff (start of leave year)

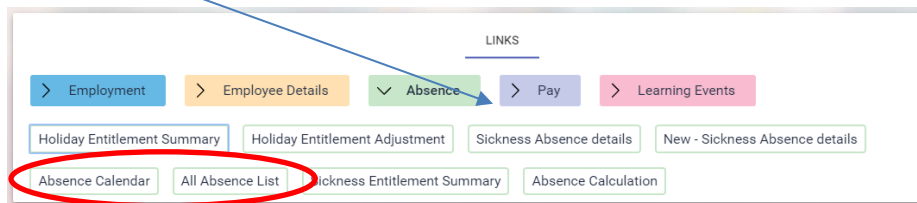
You will need to make an adjustment to annual leave entitlement for part-time staff at the start of every annual leave year. This is because we operate two separate holiday schemes for annual leave entitlement and bank holiday entitlement (both in hours).

Dependent on the working pattern for part-time staff, the bank holiday entitlement may be in debit or credit at the start of the leave year (1st April). You will need to correct the entitlement in the bank holidays so it reads zero – this requires moving hours to or from annual leave into or out of bank holidays.

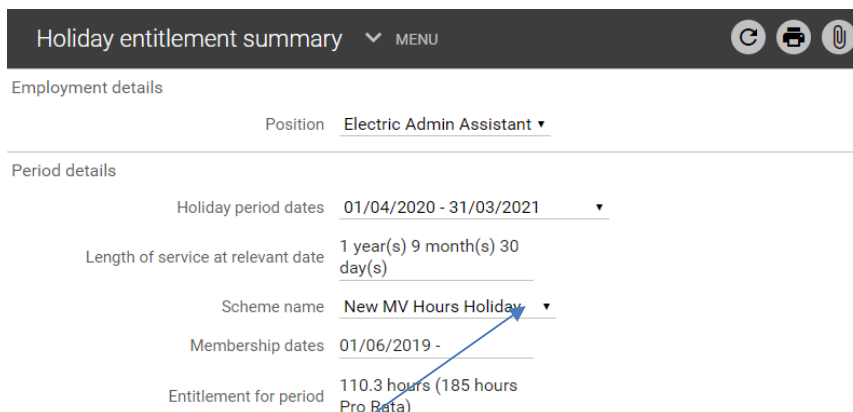
Search for the Person and click on their name



Click on Absence then Holiday Entitlement Summary



The first screen shows annual leave entitlement for the leave year.



Click the drop down box

Select Bank Holiday Entitlement

Employment details

Position Electric Admin Assistant ▼

Period details

Holiday period dates 01/04/2020 - 31/03/2021 ▼

Length of service at relevant date 0 year(s) 10 month(s) 0 day(s)

Scheme name Bank Holiday Entitlement ▼

Membership dates 01/06/2019 -

Entitlement for period 35.52 hours (59.2 hours Pro Rata)

From	To	Duration	Remaining entitlement
10/04/2020	10/04/2020	0	35.52
13/04/2020	13/04/2020	0	35.52
08/05/2020	08/05/2020	0	35.52
25/05/2020	25/05/2020	0	35.52
31/08/2020	31/08/2020	0	35.52
25/12/2020	25/12/2020	0	35.52
28/12/2020	28/12/2020	0	35.52
01/01/2021	01/01/2021	0	35.52

The bank holidays for the entire leave year are automatically deducted by the system hence at the start of each leave year, you will see a credit or a debit here.

A debit is shown as a minus figure.

The 35.53 credit shown here is because the working pattern for this part-time worker hits only some of the bank holidays meaning 35.52 hours need to be credited to the annual leave entitlement.

Holiday Absence Adjustment

Click on the arrow here and then onto Holiday entitlement adjustment:

Holiday entitlement summary ^ LESS 🔄 🖨️ 📎

Employment details

Position Electric Admin Assistant ▼

Period details

Holiday period dates 01/06/2019 - 31/03/2020 (Part) ▼

Length of service at relevant date 0 year(s) 9 month(s) 30 day(s)

Scheme name New MV Hours Holiday ▼

Membership dates 01/06/2019 -

Entitlement for period 131.7 hours (177.6 hours Pro Rata)

From	To	Duration	Remaining entitlement
18/11/2019	22/11/2019	37	94.7
23/12/2019	23/12/2019	7.4	87.3
24/12/2019	24/12/2019	7.4	79.9

This is the first screen. **Select the new leave year:**

Holiday entitlement adjustment MENU

Employment details
Position: Electric Admin Assistant

Period details
Holiday period dates: 01/04/2020 - 31/03/2021
Scheme name: New MV Hours Holiday
Entitlement for period: 110.3 hours (185 hours Pro Rata)
Brought forward: _____
Brought forward not used (lost): _____

Adjustment details
Adjustment type: Standard
Entitlement: 110.3 hours

SAVE

Holiday entitlement adjustment MENU

Employment details
Position: Electric Admin Assistant

Period details
Holiday period dates: 01/04/2020 - 31/03/2021
Scheme name: New MV Hours Holiday
Entitlement for period: 110.3 hours (185 hours Pro Rata)
Brought forward: _____
Brought forward not used (lost): _____

Adjustment details
Adjustment type: Standard
Entitlement: 110.3 hours

SAVE

Based on the example above, you will need to add the credit of 35.53 hours into the annual leave entitlement:

Select ADJUST here from drop down list

Enter the figure here and reason as shown:

Holiday entitlement adjustment MENU

Holiday Entitlement Summary | **Holiday Entitlement Adjustment** | Sickness Absence details

New - Sickness Absence details | Absence Calendar | All Absence List | Sickness Entitlement Summary

Absence Calculation

Employment details
Position: Electric Admin Assistant

Period details
Holiday period dates: 01/04/2020 - 31/03/2021
Scheme name: New MV Hours Holiday
Entitlement for period: 110.3 hours (185 hours Pro Rata)
Brought forward: _____
Brought forward not used (lost): _____

Adjustment details
Adjustment type: **Adjust**

Date entered	User name	Value	Reason	End date	Entitlement	Add	Remove
08/01/2020	SELFSERVICEM	35.520	BH adjustment 2020/21	31/03/2021	145.82 hours	+	-
				31/03/2021		+	-

SAVE

To make the bank holiday entitlement zero:

Change the scheme name to Bank Holidays in drop down list **(ensure you have the correct year)**

Holiday entitlement adjustment MENU

Holiday Entitlement Summary | Holiday Entitlement Adjustment | Sickness Absence details

New - Sickness Absence details | Absence Calendar | All Absence List | Sickness Entitlement Summary

Absence Calculation

Employment details

Position Electric Admin Assistant

Period details

Holiday period dates 01/04/2020 - 31/03/2021

Scheme name Bank Holiday Entitlement

Entitlement for period 35.52 hours (59.2 hours Pro Rata)

Brought forward _____

Brought forward not used (lost) _____

Adjustment details

Adjustment type Adjust

Date entered	User name	Value	Reason	End date	Entitlement	Add	Remove
08/01/2020	SELFSERVICEM	-35.520	BH adjustment 2020/21	31/03/2021	0 hours	+	-
				31/03/2021		+	-

Select Adjust in Adjustment type

Enter the deduction (MINUS figure) and reason

SAVE

To check you have done it correctly, return to the Holiday Entitlement Summary for both schemes:

Holiday entitlement summary ▼ MENU

Employment details
Position Electric Admin Assistant ▼

Period details

Holiday period dates 01/04/2020 - 31/03/2021 ▼

Length of service at relevant date 1 year(s) 9 month(s) 30 day(s)

Scheme name New MV Hours Holiday ▼

Membership dates 01/06/2019 -

Entitlement for period 145.82 hours (Adjustment)

The bank holiday entitlement should show zero:

Holiday entitlement summary ▼ MENU

Employment details
Position Electric Admin Assistant ▼

Period details

Holiday period dates 01/04/2020 - 31/03/2021 ▼

Length of service at relevant date 0 year(s) 10 month(s) 0 day(s)

Scheme name Bank Holiday Entitlement ▼

Membership dates 01/06/2019 -

Entitlement for period 0 hours (Adjustment)

From	To	Duration	Remaining entitlement
10/04/2020	10/04/2020	0	0
13/04/2020	13/04/2020	0	0
08/05/2020	08/05/2020	0	0
25/05/2020	25/05/2020	0	0
31/08/2020	31/08/2020	0	0
25/12/2020	25/12/2020	0	0
28/12/2020	28/12/2020	0	0
01/01/2021	01/01/2021	0	0

Any other adjustments to leave as an employee changing working hours part way through the year or returning from maternity leave, will be made by the HR team as requested via the normal notification process.

