

## How to make a carryover adjustment (all staff where required)

Our policy is that a maximum of 5 days (pro rata) may be carried over into the next annual leave year but must be taken before the end of June.

Once you have established how much leave is left at the end of the leave year (check Holiday Entitlement Summary for the **current** leave year) and agreed how much to carryover, go to:

**Holiday Entitlement Adjustment whilst in the employee's record.** From the **current** year, deduct the carryover leave figure as below (this is an example – 37 hours (one week equivalent for part-time staff) as a maximum can be carried over):

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 01/06/2019 - 31/03/2020 (Part) ▼

Scheme name New MV Hours Holiday ▼

Entitlement for period 131.7 hours (177.6 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	SELSERVICEM	-22.200	Carry over to 2020/21	31/03/2020	109.5 hours	+	-
				31/03/2020	-	+	-

Then add this to the new annual leave year:

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	Remc
08/01/2020	SELSERVICEM	35.520	BH adjustment 2020/21	31/03/2021	145.82 hours	-	-
08/01/2020	SELSERVICEM	22.200	Carryover from 2019/20	31/03/2021	168.02 hours	+	-
				31/03/2021	-	+	-