## My Profile – Time Management - Understanding Balance Information



Annual leave balance information is held within the Time Management section. Within “Balance Information”, an employee can see their annual leave balance as well as any carry forward there may be from the previous holiday year.

**For full time employees the leave balance is calculated in days, and for part time employees the balance will be in hours.**

Within “Transactions for annual leave”, employees can see the calculation the system has taken to come to their annual leave balance, this includes and reserved leave for Fixed Annual Leave days of Public Holidays.

Employees with multiple appointments have each of their appointments listed separately. By selecting the appointment you can view the calculation the system has done for that specific post.



## Annual Leave calculation for PT employee

Annual leave for part time employees is calculated in hours and minutes.

**The system turns 31 days in to hours by multiplying 31 by 7. This is because the University calendar is set to have 7 hours in a standard working day.**

The system will then deduct the amount of time a part-time employee is not entitled to. For example if the employee works 0.5FTE or 50% of a 35 hour week the employee is not entitled to 30% of the annual leave therefore 50% is deducted.

Employees are next credited with their public holiday entitlement. If the employee works 0.5FTE they are credited with 50% of a 7hour day for every public holiday.

Finally, based on the employees work pattern the system will deduct time from the balance for each public holiday they are scheduled to work. The system will deduct the exact number of hours and minutes that the employee is scheduled to work on that day.