

EMPLOYEE ANNUAL LEAVE ENTITLEMENT WORKSHEET

Step 1 Employee Information

	Start date	Name
Optional: Rostered hours per week	Hours per day	Current pay rate per hour

Step 2 Up To Last Anniversary

	Last anniversary date ^{†Note 1}	Days (if used)	Total A
If the employee started more than 12 months ago, how much leave did they have remaining at their last anniversary? (If you don't have this information available, use the worksheet in Note 4 to calculate Total A)		Hours	

Multiply Days by 8 or rostered hours per day

Step 3 Since Last Anniversary

Enter hours and earnings since last anniversary	Earnings ^{†Note 2}	Total B
	Hours ^{†Note 3}	Total C
	Hours	Total D

Multiply by 6% (or appropriate percentage) to produce hours of leave due since anniversary

Step 4 Leave Taken

How much leave has been taken since last anniversary?	Days (if used)	Total E
	Hours	

Multiply Days by 8 or rostered hours per day

Step 5 Enter details on Employee Holiday Setup screen

Select the employee, then Holiday Setup, and make the following entries using the appropriate diagram:	Checked by	Date
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Annual Entitlement Method

Employee Annual Holiday Leave Maintenance

George Gershwin

Method of entitlement: Annual hours

Annual entitlement (in hours): 120.000

Annual leave remaining (hours): 16.000 (2.0 8hour days)

Reason:

This section allows you to specify how often leave is granted, and the units (or %) to be granted. You can also make adjustments to the total amount of leave remaining.

Annual entitlements are normally 120 hours (3 weeks) or 160 hours (4 weeks). Equivalent percentage rates are .06 and .08 respectively.

Recommendation: Staff who work irregular hours (part-time etc) should have their method of entitlement set to "Percentage each pay".

Annual Holiday Pay Act Accumulators

Date of last annual leave rollover: 20/11/1999

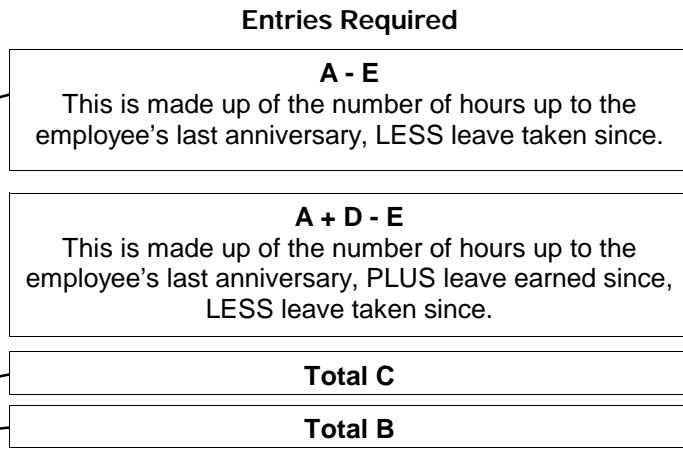
Holiday pay rate (should not be less than current hourly rate): 9.500000

Hours worked since last rollover: 100.00

Gross Earnings since last rollover: 950.00

New average holiday pay rate: 9.500000

The hours and earnings shown here are normally accumulated automatically by this program, although you may need to enter totals when setting up a new employee, or if adjustments are required.



Percentage Entitlement Method

Employee Annual Holiday Leave Maintenance

George Gershwin

Method of entitlement: Percentage each pay

Percentage accumulation (eg. enter 6% as .06): 0.060

Annual leave remaining (hours): 16.000 (2.0 8hour days)

Reason:

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See over for Notes, Tips and Recommendations