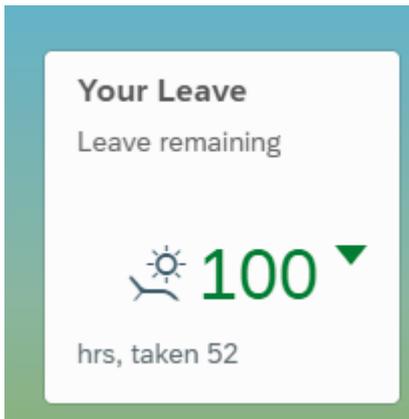




## Annual Leave (A/L) Balance Explained

1. Enter User Name and Password and click Log on
2. Click on the 'Your Leave' tile

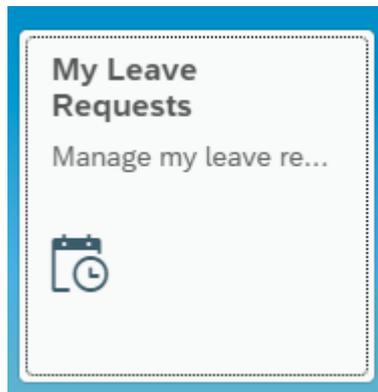


3. The screen presents below;

Entitlement C/F	Calc A/L for Year	A/L Taken	A/L Remaining	A/L Booked
0.00	221.84	51.50	100.34	70.00

4. The image above is an overall summary of your A/L (**in hours**), it is based on your grade, contract type, contracted hours and unpaid absences that impact on A/L entitlement such as Shorter Working Year. In addition for grades who have incremental A/L the service year date must be correct for the A/L to accrue correctly.
  - **Calc A/L for Year:** **221.84** hours is your **total** A/L entitlement for the year
  - **A/L Taken:** **51.5** hours is A/L you have taken to date
  - **A/L Remaining:** **100.34** is your A/L balance or A/L remaining
  - **A/L Booked:** **70.00** is A/L that you have booked in the **future** (Note: this is A/L you have **booked** and that has been approved but not yet taken)
5. Your **A/L Remaining** figure **100.34** is calculated based on the A/L that you have already taken (**51.5**) plus the A/L you have booked for the future (**70.00**) minus the total figure for the year (**221.84**) which gives a total of **100.34** remaining.

6. The next tile where you will see a summary of your A/L balance is in:



7. When you click on this tile you will see a 'Live' summary of your A/L balance.

*\*Live = Up to and including today's date.*

Leave Type	Validity	Entitlement	Used	Planned	Available
Annual Leave	01.04.2022 – 31.03.2023	50.45 Hours	51.5 Hours	70 Hours	-71.05 Hours

8. The image above is explained as follows:

- **Entitlement (50.45 hours)** is your A/L calculated up to and including today's date from the 1<sup>st</sup> of April. It is important to note that your A/L is ***accrued or builds up day by day*** from the start of the leave year i.e. the 1<sup>st</sup> of April
- **Used (51.5 hours)** is the number of A/L hours you have already taken to date
- **Planned (70 hours)** is A/L you have booked in the future but not yet taken
- **Available (-71.05 hours)** you will note this is in red above. This is because the ***used*** and ***planned*** hours when added together exceed or are greater than the number of hours accrued up to today's date from the 1<sup>st</sup> of April. ***Remember*** your A/L entitlement builds up day by day. This does not stop you from continuing to book and use A/L, this is a 'Live' summary of your A/L balance as of today's date.

9. **To convert your A/L balance from hours to days you need to:**

- Know your contracted hours e.g. 35 hours per week
- Then divide 35 / 5 to calculate your average working day = 7
- Then divide your AL balance (e.g. 100 hours) by your average working day (7)
- 100 / 7 = 14 days remaining.

**Note:** It is important to be aware that if you resign from the HSE in the middle of the A/L year e.g. October and your '**Available**' hours show as a minus figure or in the colour red then you would need to discuss the arrangements with your manager to organise appropriate repayment of hours to the HSE. ***What does this mean?*** This simply means that you have used or planned more A/L hours than you have accrued or built up to date.