



<-- Click to go to Office Settings

Version

6.8

#### SELECT UNIT

- On the office setting tab select the unit name. This will automatically set the office staffing, hours and public holidays

#### UPDATE HEADCOUNT

- On the Office Settings Tab enter the Unit Head count details, if different from the default number shown. In the Reserves section enter the value of the headcount which are reserves. If the number of employees is likely to be different to the current SIP figure throughout the new leave year make sure you amend the demand as appropriate.

#### CHECK LEAVE

- Check that the total number of annual leave weeks you are planning to allocate is accurate for your office. The Total Demand wks shown in the Office Settings tab is the baseline taken from PSP and is based on the entitlements of current SIP at the last update. It is therefore important that the accuracy of this is reviewed and any appropriate amendments are made to ensure the total is reflective of the annual leave requirements for the year in question. If you need to amend the total (e.g. Purchased leave, Agreed carried over leave, Changes to TM1 or any other reason) you can adjust using the Leave amendment cell. *e.g. if the current entitlement says 272 weeks and you require 300 weeks enter 28 in this cell.*

#### CHRISTMAS LEAVE

- Enter the start and finish weeks of the Christmas period, in which you wish to cease all leave allocation completely.

#### REVIEW BH DATA

- Check the dates for Bank Holidays are correct. You can amend or add any extra Bank Holidays as required. Double click in the DATE column to select a date.

#### INPUT SCHOOL HOLIDAYS

- Enter school holidays for your area. A link is provided to assist in your search

#### SPECIAL EVENTS

- Enter the special event information for any Special Events that have resource implications (*eg major local posting, by election, valentines day, Mothers Day, University freshers week*)

#### RELIGIOUS FESTIVALS

- Enter any religious festivals that have resource implications (*eg Divali, End of Ramadan*)

#### OTHER FACTORS

- Enter information for any other events that have resource implications

#### REVIEW CALENDARISATION

- The Graph on Annual Leave Calendarisation tab will now give you an indication of how the total number of Annual leave blocks can be spread across the year, based against your agreed best practise workload profile. It will also display the Bank Holidays, Special Events, School Holidays. Religious festivals and the other reminder information that you have added. The chart is an indicator of what you need to do to allocate the annual leave blocks for the unit. This is a guide to aid your decisions \ discussions for the final leave allocation

#### PLAN LEAVE

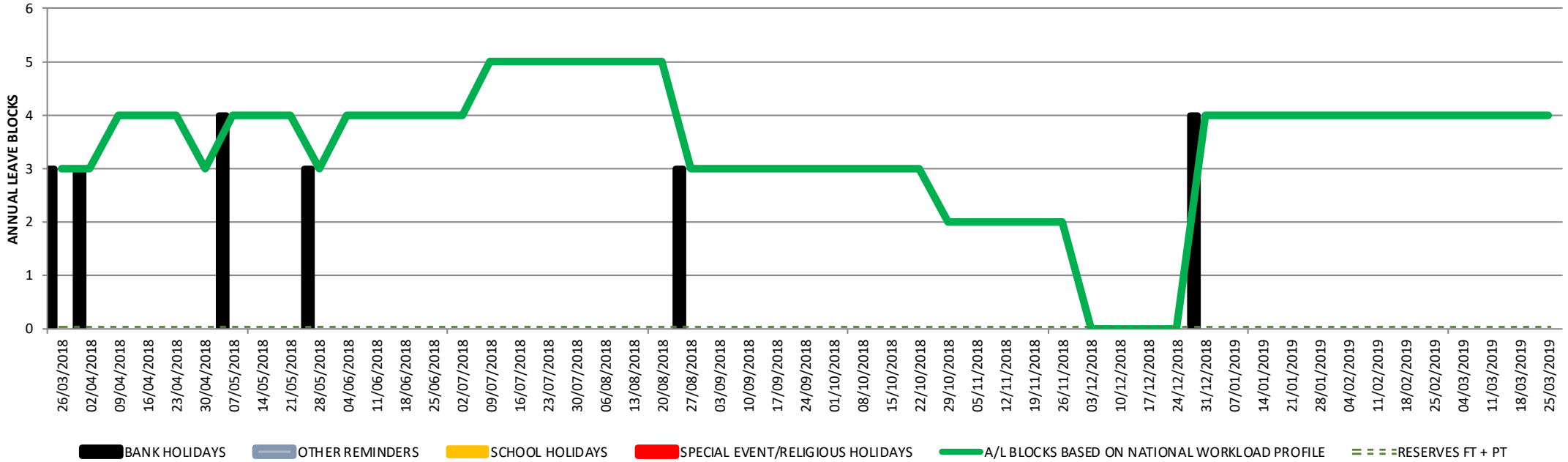
- Work through the annual planning meeting agenda, and follow the guidance within the **Annual Resourcing Guidelines** (Clicking the highlighted text).
- Further information on allocating annual leave can be found in the annual leave section (P18) of the Royal Mail & CWU **Way Forward Agreement** (Click the highlighted text)

#### FINALISE LEAVE PLAN

- Enter the final number of annual leave blocks you have agreed ensuring the F/T – P/T mix is reflected in the final agreement. Whilst the tool will give separate full and part time leave levels subject to ratio, the national Way Forward agreement, section 4, para entitled Annual Leave Selection Processes Principles, states: 'All employees will be included on an equal basis, whether full or part time



# Abbey Wood DO Annual Leave Calendarisation



■ BANK HOLIDAYS

■ OTHER REMINDERS

■ SCHOOL HOLIDAYS

■ SPECIAL EVENT/RELIGIOUS HOLIDAYS

— A/L BLOCKS BASED ON NATIONAL WORKLOAD PROFILE

- - - RESERVES FT + PT

Unit Headcount	31
----------------	----

Total Leave Weeks	166
-------------------	-----

approx - 5.4 wks pp

PSP Leave Hours	5,858
-----------------	-------

