TeamSeer Suggested Holiday Quota

A) Days

Period 1 Feb 2018 to 31 Jan 2019
Span = 247 Days (worked only)
Annual allowance = 25.00 Days
Rounded using method: Round up (nearest half day) = **25.0 Days**
This suggestion is calculated by TeamSeer based on the start date, end date, allowance profile, and work pattern.

If an individual starts or leaves employment or changes work pattern during year, TeamSeer will show relevant periods and pro-rated allowance for each period in the following format:
X days during pro-rated period/247 days x 25.0 days = Y days pro-rated allowance

Adjustment for non-standard work pattern i.e. part-time:
This user works 3.0 Days per week in this period e.g. Tuesdays, Wednesdays & Fridays
A 'standard' employee works 5.0 Days per week
Holiday allowance = 3.0 / 5.0 x 25 = 15 Days
Adjusted for bank holidays = 15 Days + 8.4 Days** – 6 days* = **17.4 Days**
*Bank holidays received in this period = 6 days
**Bank holidays at their location in the period = 14.0 Days
Pro rata bank holiday allowance = 3.0 / 5.0 x 14.0 = 8.4 Days
Rounded using method: Round up (nearest half day) = **17.5 Days**

B) Hours

Period 1 Feb 2018 to 31 Jan 2019
Span = 247 Days (worked only)
Annual allowance = 175.00 hours
Rounded using method: Round up (nearest half hour) = **175.00 hours**
This suggestion is calculated by TeamSeer based on the start date, end date, allowance profile, and work pattern.

If an individual starts or leaves employment or changes work pattern during year, TeamSeer will show relevant periods and pro-rated allowance for each period in the following format:
X days during pro-rated period/247 days x 175.00 hours = Y hours pro-rated allowance

Adjustment for non-standard work pattern i.e. part-time:
This user works 21.00 hours per week in this period e.g. Tuesdays, Wednesdays & Fridays
A 'standard' employee works 35.00 hours per week
Holiday allowance = 21.00/35.00 x 175.00 = 105.00 hours
Adjusted for bank holidays = 105 hours + 58.80 hours** – 42.00 hours* = **121.80**
*Bank holidays received in this period = 42.00 hours
**Bank holidays at their location in the period = 98.00 hours
Pro rata bank holiday allowance = 21.00/35.00 x 98.00 = 58.80
Rounded using method: Round up (nearest half hour) = **122.00 hours**