

My Leave Entitlements - Guide



Entitlement : 24.3

The **Entitlement** includes the amount for the period shown which may include any additional amounts added from a previous annual leave period (in excess of the Carry Forward)

Carry Forward : 29.6
 Carry Forward Used : 14.8
 Carry Forward Use By Date : 31/05/2019

Carry Forward is the amount that was unused from the previous entitlement year. Any amount not booked & taken by the **Carry Forward Use By Date** will be lost from the day after the date shown.

Taken : 7.4
 Booked : 66.6

Taken shows the amount of annual leave that you have taken prior to todays date from your **Entitlement**

Booked shows the amount of annual leave that you have booked for future dates

Entitlement Period shows the period of time that these details relate to – these dates are affected by projected end dates for fixed term contracts, leaving dates and changes to contractual hours

Entitlement Period from 01/04/2019 to 26/05/2019

Select Absence Type Holiday ▾

Entitlement Period from 01/04/2019 to 31/03/2020

Post	: Manager
As at Date	: 03/04/2019
Unit Type	: Hours
Entitlement	: 158.6
Carry Forward	: 29.6
Carry Forward Used	: 14.8
Carry Forward Use By Date	: 31/05/2019
Taken	: 7.4
Booked	: 66.6
Current Balance	: 180.8
Outstanding Balance	: 114.2

Current Balance : 180.8
 Outstanding Balance : 114.2

Current Balance details the amount of leave you have not yet taken regardless of whether you have booked leave or not

Outstanding Balance advises the amount of leave you have still to book

These two amounts will be dependent on todays date and the date of the **Carry Forward Use By Date**. Once the **Carry Forward Use By Date** has passed the difference between **Carry Forward** and **Carry Forward Used** will be lost and will be deducted from **Current Balance** and **Outstanding Balance**