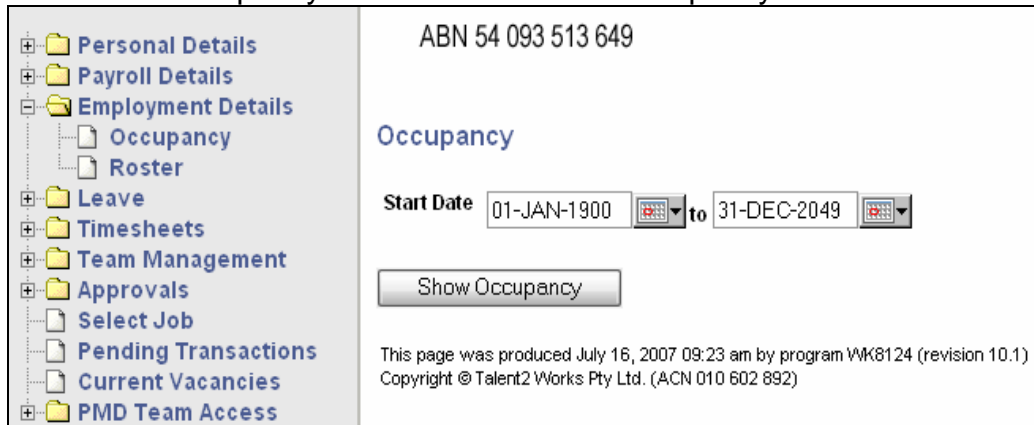


Fractional Leave Calculator

The Fractional Leave Calculator allows part-time (fractional) staff to view their actual leave balances as StaffOnline displays the Full Time Equivalent balances.

Requirements

1. Javascript must be enabled on your browser.
2. You must know your position fraction. If you are unsure what your fraction is, login to StaffOnline, click on the Employment Details folder and select Occupancy. Click on the Show Occupancy button.



3. This screen shows your occupancies in date order. As a rule the most current occupancy will be the top item. Occasionally PMD will enter future occupancies and will push the current occupancy to number 2 or 3 on the list. Please carefully check the date and click on the most current date.

Occupancy Display

Occ	Active From	Active To	Classification	Step	Commence Reason	Position#	Title
SUB	<u>1. 08-JAN-2008</u>	31-DEC-2049	HEW Admin Level 4	42	Annual Increment		
CON	<u>2. 14-MAR-2007</u>	07-JAN-2008	HEW Admin Level 4	42	Annual Increment		
CON	<u>3. 07-JAN-2007</u>	13-MAR-2007	HEW Admin Level 4	41	Gen Staff Internal Competitive Appoint		
SUB	<u>4. 13-JUL-2006</u>	06-JAN-2007	HEW Admin Level 4	41	Enterprise Bargaining Agreement		
SUB	<u>5. 14-MAR-2006</u>	12-JUL-2006	HEW Admin Level 4	41	Gen Staff External Recruit		

Records 1 to 5 of 5

4. Find the Occupancy Fraction and note the %.

Occupancy Display

Occupancy Type: Substantive

Active From: 01-FEB-2007 **Active To:** 31-DEC-2049
Position Number: 0 **Title:**

Organisation Level: People Management & Development

Commence Reason: Annual Increment **Employment Status:** Continuing (Part-Time Hrs)
Admin Location: People Management & Development **Paypoint:** Team 3
Location: Casuarina Campus

Award: CDU General Staff Award 2002
Classification: HEW Admin Level 4 **Step:** 44
Average Hours: 25 **Occupancy Fraction:** 68.03%

GL Account#: 030817012310001

Roster: 6.15hrs M,tu,w,th **Start Date:** 01-FEB-2007

Appointment Commence Date: 01-FEB-2007 **Appointment End Date:** 31-DEC-2049


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Using the Calculator

1. In the Leave Balances screen under the Leave folder, click on the Fractional Leave Calculator link above the page heading. This will open the calculator into a new window (IE) or tab (Mozilla).

[Fractional Leave Calculator](#)

Leave Balances

Enquiry Date 

Leave Type	Calculation Date	Next Accrual Date	Actual Balance	Pro-rata Balance	Unit
Annual Rec Leave	05-FEB-2007	17-FEB-2007	2.729	2.729	Days
Long Service Leave	05-FEB-2007	17-MAR-2007	0	26.038	Calendar days
Paid Sick Leave	05-FEB-2007	17-MAR-2007	2.773	2.773	Days
Sick leave half pay	05-FEB-2007	17-MAR-2007	30	30	Days

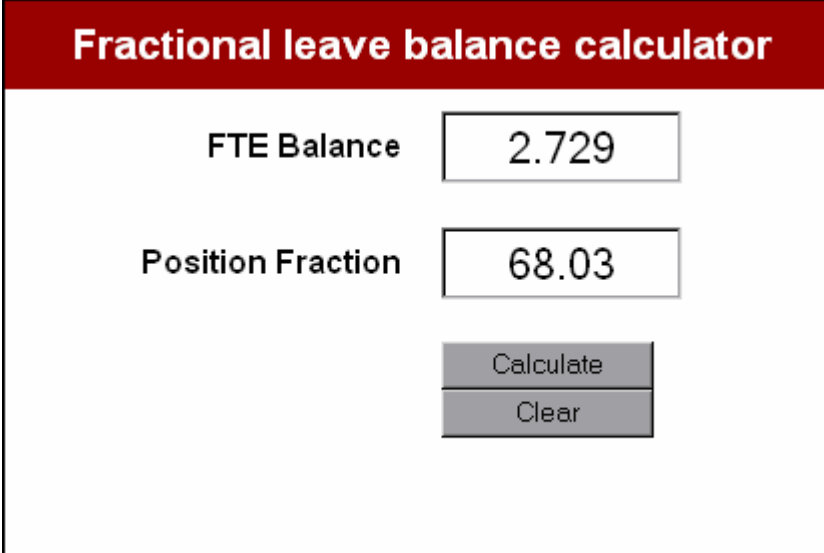
Records 1 to 4 of 4

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[User Preferences](#)

Fractional Leave Calculator

2. Enter your Leave Balance from the Actual Balance field of the Leave Balances table.
Enter your Position Fraction. See procedure above if you don't know what it is.
Click on the Calculate button.

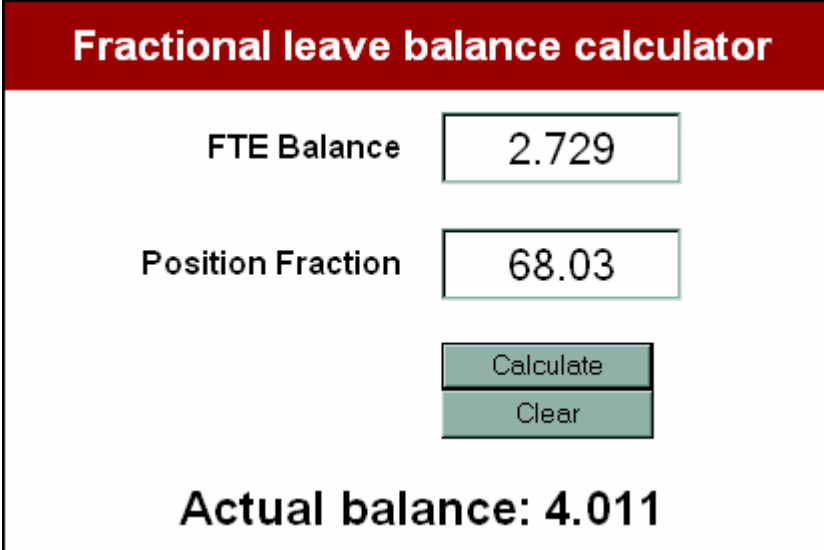


Fractional leave balance calculator

FTE Balance

Position Fraction

4. You Actual Fractional balance will be displayed below the buttons.



Fractional leave balance calculator

FTE Balance

Position Fraction

Actual balance: 4.011

5. To perform another calculation, click the Clear button.