Annual Leave – Guide to Calculating Pro-rata for Staff Leaving Mid-Year

Example: Member of staff leaving on 15 June 2018

**Step 1** – Calculate the pro-rata leave allocation for the part of the year in which full months were worked.

In this case, for the period 1 October 2017 to 30 May 2018 = 8 months

Allocation of \((27 \text{ days per year} \div 12 \text{ months}) \times 8 \text{ months} = 18 \text{ days}\)

**Step 2** - Calculate pro-rata leave allocation for part-month worked using the Part Month Leave Calculator

In this example: 1 June to 15 June 2018 would be 11 working days, therefore using the calculator this accrues an allocation of 1.14 days

**Step 3** – add the two pro-rata subtotals together. This gives us their allocation for the entire portion of the annual leave year worked.

18 days (Step 1) + 1.14 days (Step 2) = 19.14 days = 19.5 days (rounded UP to the nearest half day)

**Step 4** – Adjusting the balance on MyView

HR automatically set up leave allocations on MyView at the start of the new leave year to show the standard 27 days annual leave plus any carry forward, but in this example we have just calculated the pro-rata allocation for the year to be 19.5 days

To correct the balance to match what the member of staff in the example is really owed, we therefore need to deduct an appropriate number of days from their MyView balance.

We do this using the ‘Request Extra Days’ button in their leave record on MyView, by entering a minus value in the request and adding a note in the comments box that this is a pro-rata adjustment in line with their last day in service.

Continuing with this example: 27 days (full year allocation) − 19.5 days (pro rata allocation) = 7.5 days

Therefore, 7.5 days need to be deducted using the ‘Request Extra Days’ by entering -7.5 in the number of days box.

Any leave booked for dates which fall after the expected last day in service need to be cancelled.

Once this has been done, the remaining balance showing on MyView will be correct. Some or all of the days remaining can be booked as leave before the last working day, or be paid in lieu by HR as part of the staff members’ last salary payment [if payment in lieu is required, this must be notified when submitting the Leaver Notification form to srs-hr@ucl.ac.uk]

Please note that if a staff member is on IoE or Pre-HERA UCL T&Cs you will need to adjust the base figures accordingly.