

Compressed Hours Working (CHW) – Guide to the Calculations

What the CHW calculator does is compensate for the difference in the length of the working day between CHW and non-CHW staff, as follows

All staff at UCL get the same entitlement to annual leave and Bank Holiday and Closure (BHC) days – whether they are CHW or not

The total annual leave and BHC any full time staff member is entitled to on current UCL Conditions, is **299.3 hours** comprising:

Annual leave = 27×7.3 hours = 197.10 hours

BHC days = 14×7.3 = 102.2 hours

Non-CHW staff have a standard working day of 7.3 days in length

When they have a Bank Holiday, Closure Day or want to book a day of leave, it 'costs' them 7.3 hours of the total annual entitlement of 299.3 hours

CHW staff on a 9-day fortnight pattern have a standard working day of 8.11 hrs in length

When a BHC day falls on one of their normal working days, or they want to book a day of leave, it 'costs' them 8.11 hours of the total entitlement of 299.3 hours

If a BHC day falls on one of their normal *non*-working days, it 'costs' them nothing, because they would not be expected to be working on that day anyway

Why do we have to calculate CHW in hours and make an adjustment for CHW workers?

If we were to try to work out leave for CHW workers by simply multiplying the standard 27 day holiday allowance by their 8.11 hour CHW working day, the annual leave component of their allowance would be $27 \times 8.11 = 218.97$ hours

Compare this to the annual leave component of the allowance for non-CHW staff, i.e. 27 days \times 7.3 hours = 197.10 hours

CHW and Non-CHW staff work exactly the same number of hours in a fortnight and in a year and are entitled to the same amount of annual leave, yet if we calculate their allocation like this, we are giving CHW workers an extra 21.87 hours compared to the standard (or almost an extra 3 days) per year! This is why we have to calculate in hours to compensate for the length of the CHW working day

How the calculation works, an example...

Employee CHW pattern is such that 12 BHC days fall on their normal working days (present at work)

Therefore, from the BHC allocation of 102.2 hours, they will use 12 days x 8.11 hours = 97.3 hours

$$102.2 - 97.3 = 4.9 \text{ hours}$$

The annual leave component of their total leave is 197.1 hours, the same as their non-CHW colleagues. So, their opening balance for the year would be the 4.9 hours remaining from their BHC allocation, plus the standard annual leave allocation of 197.1 hours

$$4.9 \text{ hours} + 197.1 \text{ hours} = 202 \text{ hours}$$

Let us say this member of staff carried forward 1.5 days of unused leave from the previous year, so we need to add that as well.

$$1.5 \text{ days} @ 8.11 \text{ hours per day} = 12.2 \text{ hours}$$

Their complete opening balance should therefore be 202 hours + 12.2 hours = 214.2 hours

MyView can only record in days for full time staff, so to reconcile the balance on MyView, we convert this back to days using the CHW working day length

$$214.2 \div 8.11 \text{ hours} = 26 \text{ days}$$

HR automatically set up their allocation on MyView at the start of the new year to show the standard 27 days annual leave plus their carry forward of 1.5 days, so a total balance of 28.5 days, but as we have just calculated, this should be 26

To correct their balance to match what they are really owed under their CHW we therefore need to deduct 2.5 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 of -2.5 days in the request and adding a note in the comments box that this is an adjustment for a CHW pattern

On screen, this appears as a reduction in the number of days displayed on their record. In reality they are getting the correct number of hours leave owed to them, including their carry forward and are not being penalised in any way – to check this we can compare it with their original non-CHW allocation as it appeared on MyView:

$$\text{CHW allocation of 26 days} \times 8.11 \text{ CHW hours per day} = 210.86 \text{ hours}$$

$$\text{Non-CHW allocation plus carry forward} = 28.5 \text{ days} \times 7.3 \text{ non-CHW hours} = 208.05 \text{ hours}$$

So, although it appears they are getting less leave as expressed in days on screen, because each unit of one working day is 'worth' more hours as CHW, and because of how their working pattern falls relative to the BHC days in the CHW calculation, each of the 26 days recorded on MyView is actually worth more to them than the original 28.5 days

Please note that if a staff member is on IoE or Pre-HERA UCL T&Cs you will need to adjust the base figures for annual leave allocation and length of working and CHW days accordingly