Compressed Hours Working (CHW) – Guide to the Calculations and Guide to Calculating Pro-rata for Staff Adopting CHW Mid-Year

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

<table>
<thead>
<tr>
<th>All staff at UCL get the same entitlement to annual leave and Bank Holiday and Closure (BHC) days – whether they are CHW or not</th>
</tr>
</thead>
<tbody>
<tr>
<td>The total annual leave and BHC any full time staff member is entitled to on current UCL Conditions, is <strong>299.3 hours</strong> comprising:</td>
</tr>
<tr>
<td>Annual leave = 27 x 7.3 hours = 197.10 hours</td>
</tr>
<tr>
<td>BHC days = 14 x 7.3 = 102.2 hours</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Non-CHW staff have a standard working day of 7.3 days in length</th>
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<td>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</td>
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<th>CHW staff on a 9-day fortnight pattern have a standard working day of 8.11 hrs in length</th>
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<tr>
<td>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</td>
</tr>
<tr>
<td>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</td>
</tr>
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<th>Why do we have to calculate CHW in hours and make an adjustment for CHW workers?</th>
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<td>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 x 8.11 = 218.97 hours</td>
</tr>
<tr>
<td>Compare this to the annual leave component of the allowance for non-CHW staff, i.e. 27 days x 7.3 hours = 197.10 hours</td>
</tr>
<tr>
<td>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</td>
</tr>
</tbody>
</table>
Calculating following a change to CHW part-way through the current leave year, a worked example...

Example staff member has switched to CHW with effect from 1 February with every other Friday off, prior to that they were working a standard non-working pattern

**Step 1** - Calculate their pro-rata leave allocation for the part of the year in which they were on standard non-CHW pattern

In this case, for the period 1 October to 31 January = 4 months

 Allocation of \( \frac{27 \text{ days per year}}{12 \text{ months}} \times 4 \text{ months} = 9 \text{ days} \)

It makes the calculation easier if staff begin their CHW arrangement from the first of any given month. If they have started part way through a month, use the above to calculate the number of days allocated for the full months in that part of the leave year, then the online [Part Month Leave Calculator](#) for the fraction of the month up to the date of their switch

**Step 2** - Calculate their pro-rata leave allocation for the part of the year in which they will be on a CHW pattern

Whilst the BHC allocation for a full year is 102.2 hours, for this calculation we need to include only those BHC dates which fall within the part of the leave year being worked on CHW. In this example, this is from 1 February to 30 September.

Using the 2017/18 leave year as an example, between 1 Feb and 30 Sep there are 8 BHC days falling on the following days:

- THU 13.04.17
- FRI 14.04.17
- MON 17.04.17
- TUE 18.04.17
- WED 19.04.17
- MON 01.05.17
- MON 29.05.17
- MON 28.08.17

You can find a list of all the BHC days for the current leave year on the [UCL Term Dates website](#) or in the most up to date CHW calculator circulated to managers at the start of the leave year.

Therefore the BHC part of the annual leave allocation for any member of staff between these dates is

\( 8 \text{ d} \times 7.3 \text{ hrs} = 58.4 \text{ hours} \)

This employee’s CHW pattern is such that 7 of those BHC days fall on their normal working days (present at work)

Therefore, from the BHC allocation of 58.4 hours in that period, they will use

\( 7 \text{ d} \times 8.11 \text{ hrs} = 56.77 \text{ hours} \)

\( 58.4 - 56.77 = 1.63 \text{ hours} \)
The annual leave component of their total leave, pro-rata from 1 Feb to 30 Sept is the same as it would be for their non-CHW colleagues over the same 8 months.

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

\[ 18 \text{ days} \times 7.3 \text{ hours} = 131.4 \text{ hours} \]

Their total allocation for 1 Feb to 30 Sept 2018 will therefore be \( 1.63 + 131.4 \text{ hours} = 133 \text{ hours} \)

As in Step 1, if they had started part way through a month, we would use the above to calculate the number of hours allocated for the full months in that part of the leave year, then the online Part Month Leave Calculator for the fraction of the month remaining after the date of their switch.

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.

\[ 133 \div 8.11 \text{ hours} = 16.5 \text{ days} \]

**Step 3 – add the two pro-rata subtotals together**

This gives us their allocation for the entire year, so we have 9 days (Step 1) + 16.5 days (Step 2) = 25.5 days

**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 opening balance for the year to be 25.5 days.

To correct the balance to match what the member of staff in the example is really owed under their CHW pattern, we therefore need to deduct 1.5 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 -1.5 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:

\[
\begin{align*}
\text{CHW allocation of } & 25.5 \text{ days} \times 8.11 \text{ CHW hours per day } = 207 \text{ hours } \\
\text{Non-CHW allocation } & = 27 \text{ days } \times 7.3 \text{ non-CHW hours } = 197 \text{ hours }
\end{align*}
\]

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 25.5 days recorded on MyView is actually ‘worth’ more to them than the original 27 days, but in relative days they are receiving a comparable allocation to their non-CHW colleagues.

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.