

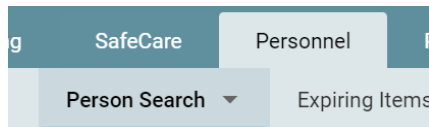
Annual Leave

HealthRoster Suite | V11 HealthRoster

TIP: to calculate a member of staff's annual leave & BH entitlement please use the annual leave calculator: [Annual leave \(Annual Leave Calculator 2025-26\)](#)

Please note, it is the manager's responsibility to update their staff's entitlements.

1. Navigate to personnel tab on the top of the screen.
2. Go to the option 'person search'

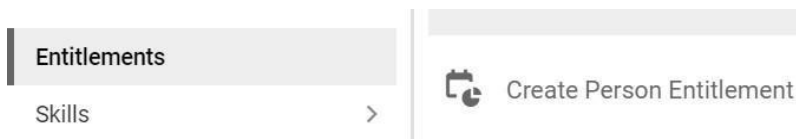


3. Select the unit and surname of the employee

Staff

Unit	Any	▼
Team	Any	▼
Surname		
Staff No		

4. Once the employees profile appears on the right, go to the entitlement tab, and select 'Annual Leave' & search. Please then select 'create person entitlement'



Create Person Entitlement ✕

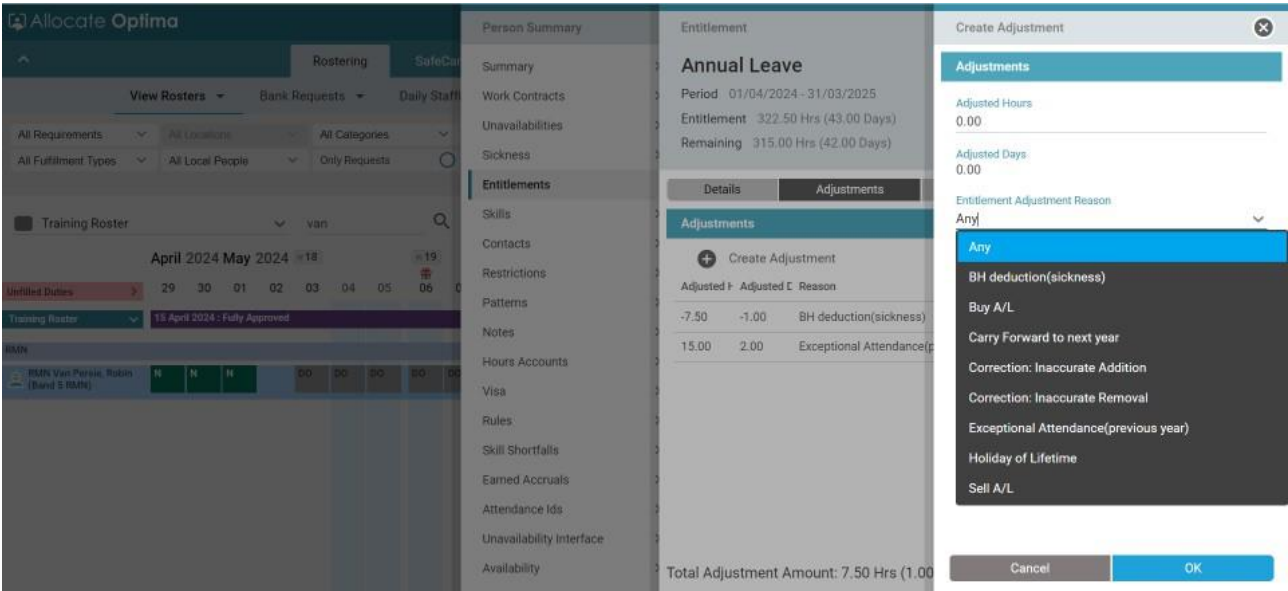
Entitlement Basis * Annual Rate	▼	Entitlement Type * Annual Leave	▼
Entitlement Units * Hours And Days	▼		
Annual Period Start 1	⊖ ⊕	April	▼
Base Hours 0.00		Base Days 0.00	

5. Select Fixed Amount for Entitlement Basis
6. Select **Annual Leave** for Entitlement Type
7. Select Hours Only for Entitlement Units
8. Enter the employee's full entitlement for the financial year (AL hours ONLY)
9. Enter any hours carried forward into the 'Agreed Carry Forward Hours' Field.
10. For Effective From, select the start date 1st of April for the Annual Period Start and 31st March for the End Period
11. Once the above fields are completed click 'Ok'

Please note, if the effective from date is anything other than an annual period start day, an initial balance is required. This creates a fixed amount from the effective start date to the start of the annual period.

To add an adjustment:

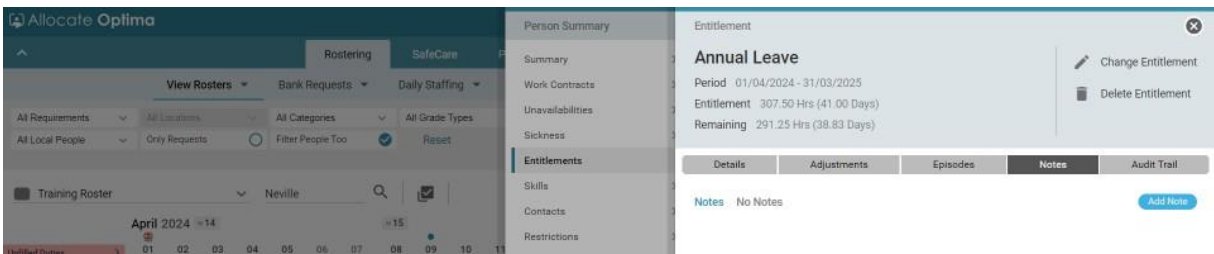
Follow steps 1-11 above to find the employee’s entitlement, click on the Adjustments tab.



Type the adjusted hours, select the adjustment reason and click ok. Enter a minus number to make a deduction.

To add an entitlement note:

Follow steps 1-11 above to find the employee’s entitlement, click on the Notes tab and select Add Note



Enter your note and click ok

Calculating Annual Leave & Bank Holiday Entitlements

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Full Year Annual Leave Calculator - Enter in Yellow boxes only			Bank Holidays 2024/2025		
Contracted Hours per week	37.5		Date	Day Of The Week	Bank Holiday
Number of Full Months* until 31/03/25	12.0		01-Apr-24	Monday	Easter Monday
	Entitlement In Days	Entitlement In Hours	06-May-24	Monday	Early May bank holiday
0-5 years NHS service	27.0	202.5	27-May-24	Monday	Spring bank holiday
5-10 years NHS service	29.0	217.5	26-Aug-24	Monday	Summer bank holiday
10+ years NHS service	33.0	247.5	25-Dec-24	Wednesday	Christmas Day
			26-Dec-24	Thursday	Boxing Day
			01-Jan-25	Wednesday	New Year's Day
Leave Entitlement For Bank holidays	7.0		Total Bank Holidays: 7		
	7.0	52.5			
0-5 years NHS service - Total	34.0	255.0			
5-10 years NHS service - Total	36.0	270.0			
10+ years NHS service - Total	40.0	300.0			

To use this calculator simply fill in the **Yellow Cells** with the required information.

1. Annual Leave is dependent upon length of service in the NHS
Length of NHS service (examples) -
0 - 5 years = 27 Days (full time)
5-10 years = 29 Days (full time)
10+ years = 33 Days (full time)
2. Total number of hours worked per week
3. Total number of bank holidays in the full year, part year or leaving period (based on which tab you're using)

The Annual Leave and Bank Holiday entitlement leave will then be calculated and produced in the Green Cells (entitlement in hours)

When calculating annual leave + BH entitlement for staff who have started part way through the year, please use the second tab (New starter – green tab) at bottom part of the worksheet. Input the number of completed months and the BHs that fall within the period (from their start date – 31st March) and the hours will be produced in the Green Cells below. This method can also be used for staff who change their hours or when NHS service increase's part way through the year.

Leavers are calculated the same way as a new starter/ part way starter, but you will need to use the Leavers tab (Leaver - orange tab).

Note: there are 3 tabs for you to choose from –

1. Full year calculation - someone who started from the 1st of April
2. New starter (part way) – Someone who started part way through a year
3. Leaver – Someone who is leaving the trust

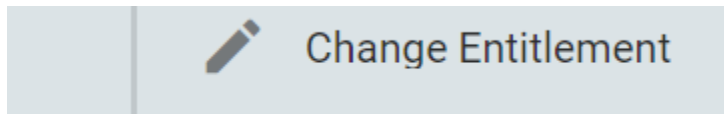


Change an Entitlement

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If an employee changes their contracted hours, CSD or is a leaver you will be able to amend their entitlement by following the instructions below –

1. Click on the entitlement you want to update and select 'Change Entitlement'



2. Enter the new base hours (For either entitlement) & Agreed Carry Forward (if any accrued)
3. Set the effective from date to the start of the period you are updating.
4. Select 'OK'.

If the change of hours occurs part way through an entitlement period, you will need to calculate this in two or more parts depending on the scenario & add the figures together to give you a total.

This process is usually used when an employee changes hours, CSD (continuous service), or compressed/condensed hours change.

TIPS

- Please also note we advise all managers to obtain the CSD dates from HR before the financial year starts to ensure they have the accurate length of service for their staff.
- Your BP/HR advisor will also be able to support you with AL and BH calculations (for all scenarios)