

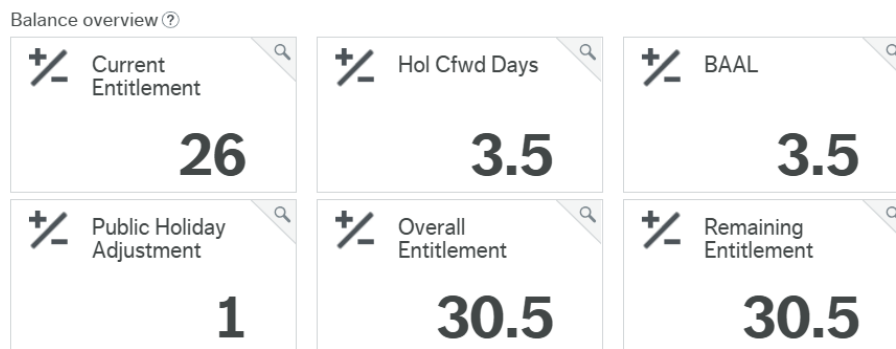
Annual Leave and Public Holiday Calculations in Business World ERP

Renfrewshire Council has 12 public holidays set at the beginning of each year.

The fixed Public Holidays are –

- New Year (3)
- Good Friday & Easter Monday (2)
- Early & Late May Holidays (2)
- Paisley Fair (1)
- September Weekend (2)
- Christmas (2)

Business World ERP accurately calculates your leave entitlement including any Public Holiday adjustments you require for part time, shift or job share workers. If you're in a position that requires you to work on public holidays, you'll need to claim for these by submitting a plain time & a day in lieu or double time request for each day of public holiday that you work (as directed by your line manager).



Current Entitlement – this is your annual leave entitlement before any adjustments are made. This is calculated based on your length of service and average working days per week. This is informed by the COSLA table. If you have more than one position in the organisation this will show your entitlement for both posts added together. See FAQ's for further guidance.

Hol Cfwd Days – this shows your carry forward from the previous year. This is capped at 5 days (pro-rated) anything above this will automatically delete from your record. Employees who have less than 5 years' service need to use their carry over leave by the end of January in the next leave year or these days will be lost.

BAAL – should you request to purchase additional annual leave and it is approved by your line manager; this will be added to your entitlement here.

Public Holiday Adjustment – Business World ERP calculates how many public holidays you are entitled to based on your average working days per week. Based on your work pattern it determines how many you are scheduled to work on and therefore will claim back. It then makes a +/- adjustment to ensure you receive the correct amount. You do not need to do anything for any public holidays you do not work on. If you work a public holiday, see how to claim back a public holiday in section further down this document.

Overall Entitlement – this is your current entitlement plus any of the additional adjustments made above. This is what you have available to use.

Remaining Entitlement – once you start to book your leave in the system, you can see your current balance here.

Annual Leave and Public Holiday Calculations in Business World ERP

Frequently asked questions

- 1) **My service takes the public holidays when they fall as we are an essential service. For example, If Christmas day falls on a Sunday, we take that day and not the Monday like the rest of Renfrewshire Council. How does this impact my holidays?** This is not an issue for 2025, and you can continue to claim PH's as normal. Further advice will be given for 2026.
- 2) **I have more than one position in the organisation, how does my entitlement work?** Your Current Entitlement will show your combined balance for all positions. You can see a breakdown for each position within the Annual Leave Balances tab in your Personnel Information. This can be accessed in *Your Employment>Personnel Information>Annual Leave Balances*.
- 3) **I am moving position part way through the year, what do I need to do to ensure my entitlement is right?** Prior to transferring to your new position, you should cancel any leave pre-booked against your current position and once in your new position you can then re-book your days which will go to your new line manager for approval. Any required adjustments to your balance will be made by Employee Services.
- 4) **I want to carry more leave over than the max 5, what do I need to do?** Only in exceptional circumstances can additional leave be carried forward. Any requests or changes must be agreed with your head of service and HR & OD. You should speak with your line manager, if they agree to allow additional carry forward, they will contact your Head of Service. If approved by Head of Service and HR & OD, HR will make the appropriate adjustment to your entitlement in Business World ERP.
- 5) **Do I need to continue with an offline process (i.e. green cards, spreadsheets)?** Offline processes should cease, and Business World ERP should be the only place leave is requested and managed.
- 6) **My entitlement is wrong, what should I do?** Contact your line manager in the first instance and if they agree there is an issue they should contact your link People Adviser.
- 7) **My annual leave requests are not deducting the correct amount from my balance, what do I do?** This indicates your work pattern is incorrect in the system. Your line manager should check the pattern held in the system for you then contact Employee Services transactional team in order to work out the correct pattern and start week. Your line manager should confirm it appears correctly in the system after Employee Services update **before** you enter any more leave. Any leave days that have deducted the incorrect amount then need to be deleted/re-entered to pick up your correct pattern.
- 8) **I have booked 2025 leave but it is not showing anymore?**
You and your line manager should have received an alert advising this needs to be entered during the 2025 calendar year. Any 2025 leave entered during 2024 is removed from the system so your carry forward can calculate correctly. Please re-enter the leave in January.
- 9) **I have missing annual leave dates, or annual leave I did not actually take due to sickness, how can I fix this?**
This can be updated as normal by the employee via self-service. Employees can cancel any leave not taken in the system, or request any leave not recorded in the system, and this will workflow for approval to managers. Please input any retrospective requests before the end of the year.

Annual Leave and Public Holiday Calculations in Business World ERP

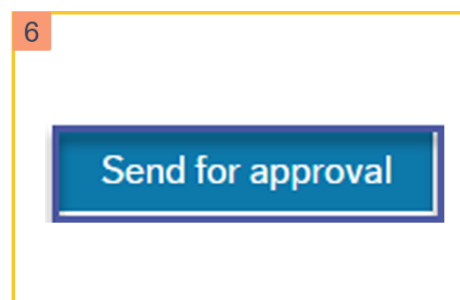
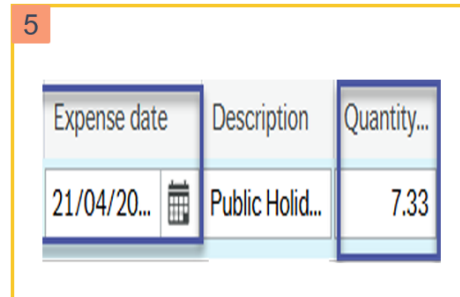
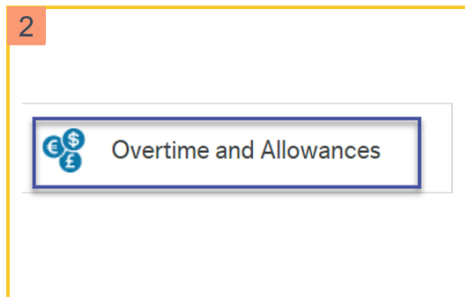
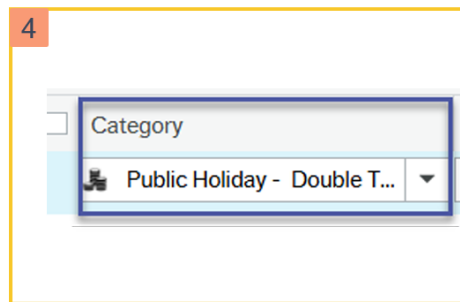
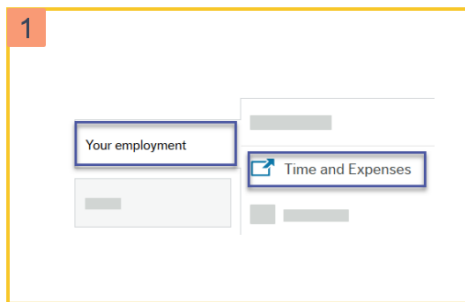
Working on a public holiday

If you are required to work on a public holiday (whether you were previously scheduled to work on this date, or not), you should apply to be paid for any hours worked. You must only do this *after* you have worked the public holiday.

You can claim back public holidays as follows via Business World ERP;

- Request Plain Time (and time-off in lieu); or
- Request Double Time, *as directed by their line manager*

Claiming double time

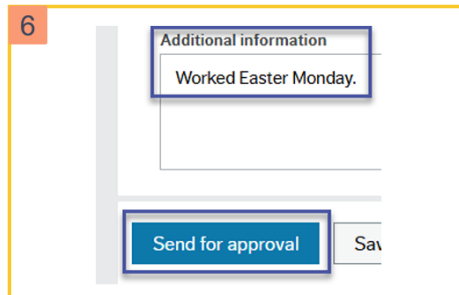
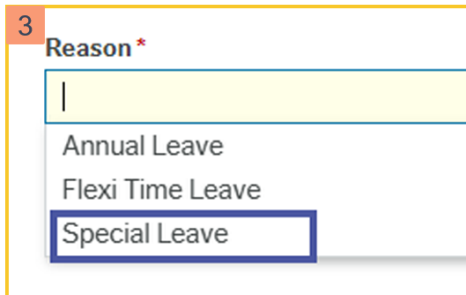
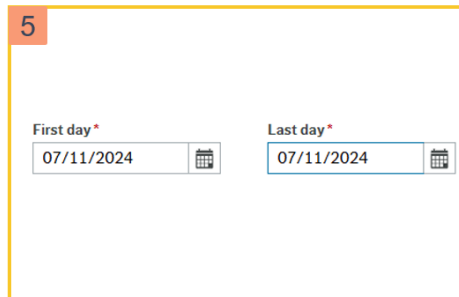
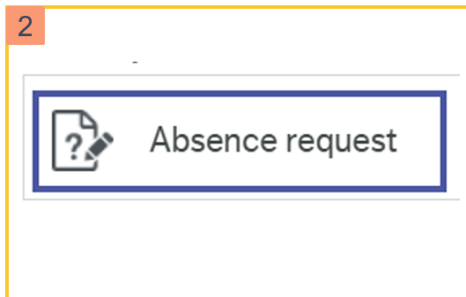
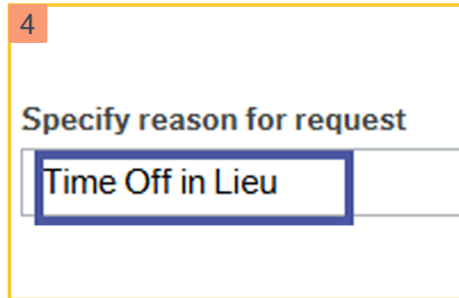
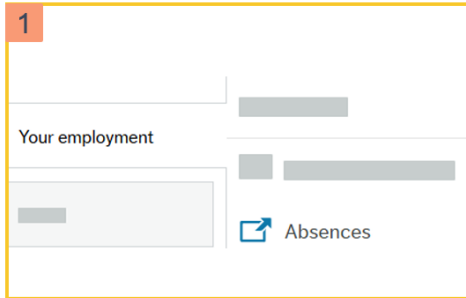


- 1 In Business World navigate to 'Your employment' and select 'Time and Expenses'.
- 2 Select 'Overtime and Allowances'.
- 3 Complete the 'Purpose' and 'Date' fields. You can change the 'Position' if required.
- 4 In the 'Category' field, select Public Holiday - Double Time (Not overtime).
- 5 Enter the date of the public holiday you works in the 'Expense date' field. Enter the hours you worked in decimal form. Do not double the amount of hours worked, the system will do that for you.
- 6 Complete the 'Overtime reason' field and click 'Send for approval'. This will workflow to your manager for approval. You do not need to do anything further.

Annual Leave and Public Holiday Calculations in Business World ERP

Claiming plain time and a day in lieu.

Repeat the steps above to claim payment for plain time. The only different is in step 4 select 'Public Holiday- Plain Time' in the category field. Then follow the steps below to claim a day in lieu.



- 1 In Business World navigate to 'Your employment' and select 'Absences'.
- 2 Select 'Absence request'.
- 3 In the 'Reason' field select 'Special Leave'. this means the day will not come off your entitlement.
- 4 An additional picklist will appear, select 'Time Off in Lieu'.
- 5 Enter the date you wish to take off.
- 6 In the 'Additional information' field, enter which public holiday you worked. Click 'Send for approval'. It will workflow to your manager to review.