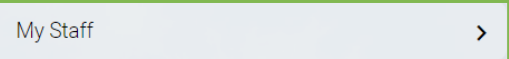


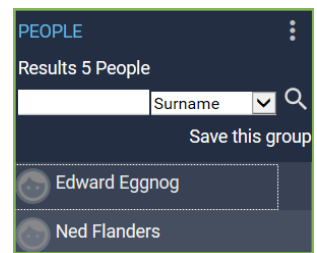
# How do I...

## ...View annual leave entitlement?

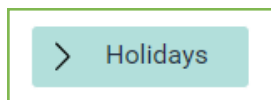
**STEP ONE:** Log onto **PiP For My Team** and from the shortcut menu click on **My Staff**



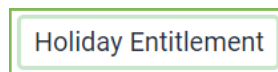
**STEP TWO:** From the menu on the left hand side either click on the name of your staff member you want to view the annual leave entitlement for or type their surname in the search field and click on the magnifying glass:



**STEP THREE:** Click on **Holidays**



**STEP FOUR:** Select **Holiday Entitlement**



**Entitlement:**  
This figure is your team members annual leave entitlement which includes:

- \* annual leave entitlement e.g. 21 days (155.4 hours)
- \* any annual leave carried forward to this leave year e.g. 12 days (88.8 hours)
- \* number of bank holidays scheduled for this year. (2019/20) There are 10 bank holidays this year (74 hours) = **318.3 hours (43 days in total)**

**If they work part time or started part way through the year, this balance will reflect the pro rated entitlement.**

**Ignore this Pro Rata figure**

**Leave carried forward**

**Entitlement for period**  
318.3 hours (244.2 hours Pro Rata) (88.8 brought forward)

**Entitlement summary**

|  |                               |
|--|-------------------------------|
| <b>Position/s</b>                                  | Administrative Officer        |
| <b>Leave year</b>                                  | 01/04/2019 - 31/03/2020       |
| <b>Length of service for annual leave purposes</b> | 1 year(s) 7 month(s) 0 day(s) |
| <b>Terms and conditions (Holiday scheme)</b>       | PSC NTNSP CS Annual Leave     |
| <b>Organisation start date</b>                     | 01/09/2017 -                  |

**Note: (for PSC Civil Service) in order to convert your team members holiday entitlement into days simply divide the hours figure by 7.4**

# ...viewing annual leave entitlement continued...

**Scheduled holidays  
(including bank holidays/  
privilege day)**

| From       | To         | Duration | Remaining entitlement |
|------------|------------|----------|-----------------------|
| 19/04/2019 | 19/04/2019 | 7.4      | 310.9                 |
| 22/04/2019 | 22/04/2019 | 7.4      | 303.5                 |
| 06/05/2019 | 06/05/2019 | 7.4      | 296.1                 |
| 27/05/2019 | 27/05/2019 | 7.4      | 288.7                 |
| 07/06/2019 | 07/06/2019 | 7.4      | 281.3                 |
| 05/07/2019 | 05/07/2019 | 7.4      | 273.9                 |
| 26/08/2019 | 26/08/2019 | 7.4      | 266.5                 |
| 11/11/2019 | 22/11/2019 | 7.4      | 192.5                 |
| 09/12/2019 | 11/12/2019 | 22.2     | 170.3                 |
| 25/12/2019 | 25/12/2019 | 7.4      | 162.9                 |
| 26/12/2019 | 26/12/2019 | 7.4      | 155.5                 |
| 01/01/2020 | 01/01/2020 | 7.4      | 148.1                 |
| 09/03/2020 | 10/03/2020 | 14.8     | 133.3                 |

**Remaining holiday entitlement**

Bank holidays are not included in this figure as they are automatically deducted.

**18 days (133.3 hours)**

This is the balance your team member will see in **PiP For Me**

**Do you need support?**

For advice on TOIL and/or annual leave please contact the OHR Absence Team on 685073 or [absence@gov.im](mailto:absence@gov.im)

