STAFF HOLIDAYS

All of your staff members have a statutory right to a minimum number of days holiday during the year. SuperFox can track the number of days due to each employee and the number of days that they have taken.

At present SuperFox simply keeps a tally of the holidays taken and remaining in the holiday year. You can also add lieu / carry-forward days.

Holiday Pay

You will need to calculate the amount of holiday pay to give for each day's holiday. At the time of writing the rules depend on the staff member's length of service and on their recent earnings. There are some very clear guidelines for doing this on the ACAS web site.

The ACAS Web Site

If you are not already familiar with the ACAS web site it is well worth adding to your browser's favourites. It is a tremendous resource for employment legislation. You can find clear explanations of holiday allowances, who is entitled to paid holiday, when they can take it, and how to calculate their holiday pay.

Setting Up Holiday Allowances In SuperFox

Holiday allowances are set up in two places in SuperFox:

1) *Go > Home > Setting Details > Setting Details >*

You need to set up a default holiday year start date and holiday allowance here. This is particularly useful if your staff members have a common holiday year and everyone has statutory minimum holiday allowances.

You also need to set up the Default Midday Time here as well. This tells SuperFox when morning and afternoons end and start.

2) *Go > Home > Staff Details > Staff > Additional Details Tab >*

You can optionally set up holiday year start dates and holiday allowances for individual staff members. This is useful if staff members have different holiday allowances, or if their holiday years start on different dates.

If you do not specify a holiday year and allowance for a staff member SuperFox will use the default value set up in the Setting Details section (1 above).

Lieu or carry-forward extra days are also set on the Staff Details > Additional Details tab >.

Holiday Tracking In SuperFox

Holidays and lieu days are booked in and tracked from a calendar.

Go > Home > Day Planner > Staff Diaries > Calendar tab > Holiday Planning calendar >
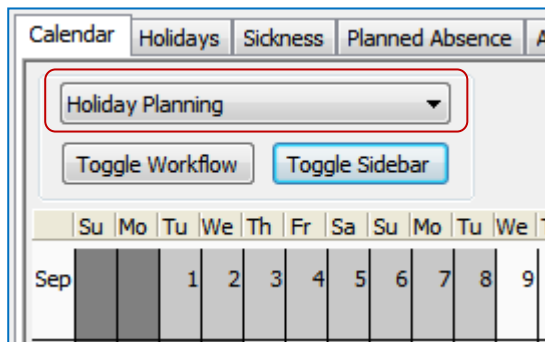
To add or edit holidays and lieu days:

- Select the Holiday Planning option on the Calendar tab.

- Toggle the Sidebar on.

- If you have a small screen toggle the Workflow Manager off to give yourself a little more working space.

Before adding any holidays or lieu days you will need to make sure that both the 'Show Holidays' and 'Show Lieu Days' check boxes are ticked.

These 'show' boxes both need to be ticked to add or edit a holiday or lieu day to avoid booking holidays onto lieu days and vice versa. If you have boxes ticked individually you can see which of the days off are holiday and which of the days off are lieu days.

Go to the sidebar and choose the staff member whose holiday you want to see, add or edit.

(Here we have chosen Ruth Eagle who is a Level 3 with baby experience.)
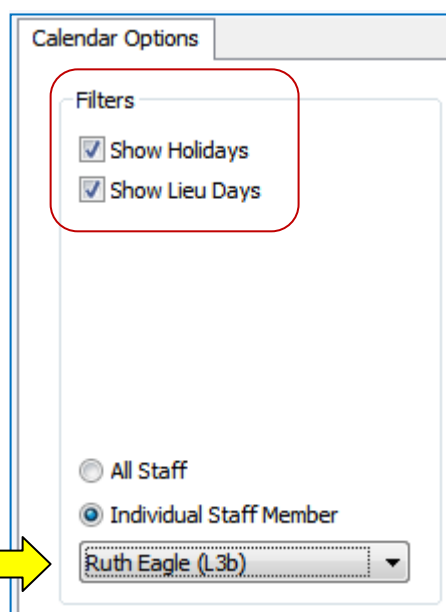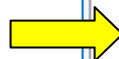
Colours Used On The Holiday Planning Calendar

The Holiday Planning calendar days are coloured as follows:

Green Entries

A selected individual staff member's holidays and lieu days are displayed in green.

Blue Entries

Holidays and lieu days are shown in blue if All Staff are selected.

**Both Colours**

If an Individual Staff Member is selected then their own days will be displayed in green and other people's holidays and lieu days will be shown in blue. This is useful background information that shows if other people are on holiday at the same time that you are thinking of granting time off to the current staff member.

Adding A Holiday

Now that you have selected the staff member and ticked both of the 'show' boxes you can add holidays and lieu days simply by clicking on the Holiday Planner calendar in the annual, monthly or weekly views.
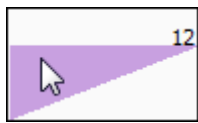
To select a **morning** click the top left half of the calendar day.
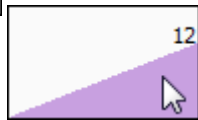
To select an **afternoon** click the lower right half of the calendar day.

To select a **full day** click the top of the calendar day.

If you are unhappy with your date selection you can remove it from the calendar by using the 'Clear Date Selection' button on the sidebar.

When you have chosen the days to include in the holiday, click on one of the selected days with right mouse button.

Choose whether to add a new holiday or lieu day for the selection. (You can only add lieu days if there is a positive number of lieu days remaining.)
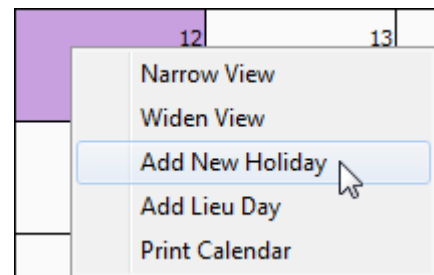
Lastly you will be asked to enter a title for the holiday. This will help you distinguish this holiday group from others in the program. For example:

The selected days will then be displayed in green when they have been added as holidays or lieu days.

* IMPORTANT * A holiday booking is just a collection of leave days or half days. It does not need to be a continuous leave period. It could just as well be series of mid-week afternoons. Just click on the days you need to make up the booking.
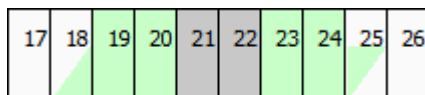
This example is a holiday starting on the afternoon of the 18th and ending after the morning of the 25th
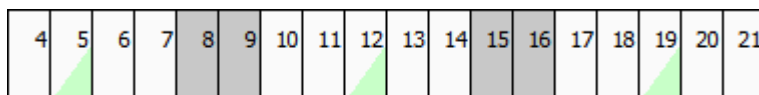
This example shows a series of Wednesday afternoons booked off for college study leave.

The holiday title is especially important for bookings that are spread through the year, like study leave, rather than summer holidays. (You can also right click on an existing holiday or lieu group to edit the holiday days or remove a lieu day.)

Granting Lieu Days

Are described on the next page. Lieu days must be granted to a staff member before you can book them on the calendar. Add a staff member's lieu/carry forward (extra) days from:
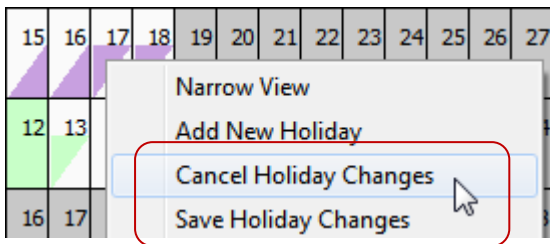
Go > Home > Staff Details > Staff Details > Additional Details tab >

To Edit A Holiday
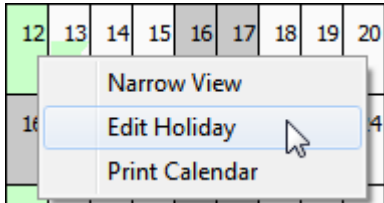
Right click on the holiday group and choose 'Edit Holiday' from the pop-up menu. The entire holiday group will highlight in purple.

Click the calendar with your mouse to add or remove holiday days or half days until the booking appears as required.

When you have finished working with your holiday dates just right click on the group again and choose:

- Save Holiday Changes, or

- Cancel Holiday Changes.

If you don't use Save, your changes will not be saved!

The Holidays Tab

You can view a list of the booked holidays and lieu days from the Staff Diaries > Holidays tab as shown below.
You can see the holiday groups listed by their start date and the total number of days booked.

Here you can see two holiday groups on the calendar
and how they appear in the holidays list

- The first group is 5 consecutive holidays from 15 Oct 2012

- The second group is two half lieu days from 14 Dec 2012
  (The two half days are listed as 1 day holiday)

- H = Holiday. L = Lieu day.

You can delete an entire group from here by selecting the holiday and clicking the Delete button.
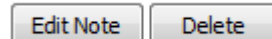
You can edit the note describing the holiday using the Edit Note button.

Holiday And Lieu Days Remaining

| Annual Holiday Allowance: | 28 | Additional (lieu) days: | 3 |
| Show holidays booked from: | 01 June 2012 ▾ | Remaining (2012-2013): | 25 |

You can view the extra lieu / carry forward days at the bottom of the Holidays tab (this is from a different example). To grant extra lieu days you need to go to the Staff Details section:

Go > Home > Staff Details > Staff Details > Additional Details tab >

Simply edit the total number of lieu days due in the Staff Details section and they will be available for use on the Holiday Planning calendar.

Remaining Days = Holiday Allowance + Lieu Days

You can also edit the current year's holiday allowance from this tab. There is no holiday allowance history in the program, the running totals only relate to the current holiday year. (The computer date is used to determine which holiday year is in use now). The 'Show holidays booked from' date can be changed to show holidays and lieu days taken in previous holiday years.

Adding A Lieu Day

If the staff member has lieu days remaining on the Holidays tab you can add them to the calendar in the same way as described for adding holidays. The lieu day balance will decrease to reflect the number of days booked.

To Remove A Lieu Day

Delete — You need to remove lieu days using the Delete button on the Holidays tab. The group of lieu days that you remove will be re-credited back to the remaining lieu day balance.

Mornings, Afternoons and Default Holiday Allowances

The holidays and lieu days are tracked with half day resolution. This time off can be booked for an entire day, a morning or an afternoon. The time separating the morning and afternoon will default to 12:00 noon, but can be set to a specific time in:

Go > Home > Setting Details > Setting Details >

Here the time for midday has been left as 12:00 (noon)

If you not set up a holiday year and entitlement specific to individual staff members then they will use the default value which is set up here in Setting Details too.

Reminder: Individual staff member's holiday years and allowances are set up in *Staff Details > Staff Details >*

Setting Name:	Kidspace
Cheque payment name:	Kidspace Limited
Ofsted number:	EY 000000
Tax reference:	123/NZ/54321
Default Midday time:	12:00
Default holiday year start:	01 September 2012 ▾
Default holiday entitlement:	28
Maximum places:	26

End