

TIME AWAY FROM WORK CALCULATION

Please see below references to explain the TAFW table presented in EV People. The figures used in this are examples and yours will appear differently, referencing your holiday allowance.

Please access your TAFW table, through the Home Screen and 'Balances'



Key

Holiday Days = H

Holiday Carry Over Days = HCO

Grant – Highlighted in green

Total Grant (30) = H Grant (25) + HCO Accrued (5)

Booked – Highlighted in orange

Total Booked (19.5 Days) = H Approved (15 Days) + HCO Approved (4.5 Days)*

*This will include any adjustments made by a System Admin to the carryover allowances. This was part of the initial data loading.

Balance - Highlighted in blue

Total Balance (10.5 Days) = H - Remaining Grant (10 Days) + HCO Remaining (0.5 Days)

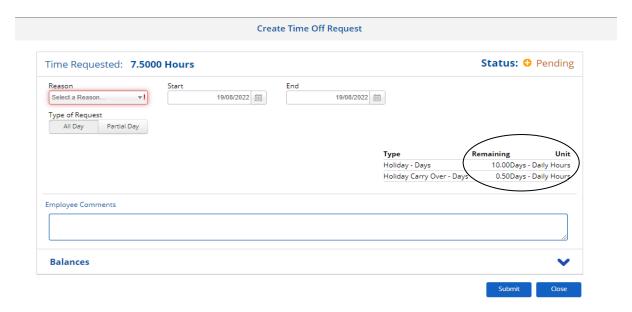
Calculation Example:

30 Days - 19.5 Days = 10.5 Days

This will match the view you see when requesting new Time Away From Work as below:

- * When booking a new Holiday, the system will default to deducting from your Carryover Days allowance before your Holiday allowance.
- ** As you manipulate the dates below, the circled values will automatically update





If any of the above Information is not correct (Grant, Carryover Balance, Booked leave etc) please contact evpeople@evcargo.com for assistance