Please find below the following proposals:

1. **ALL TYPES OF LEAVES**

The various leaves must be updated, denoted and classified by using codes as follows:

1. Casual Leave - CL
2. Sick leave - SL
3. Vacation Leave – VL
4. Daily Vacation - DV
5. Injury Leave – IL
6. Maternity Leave – ML
7. Study Leave – SL
8. Special Leave – SP
9. Leave without Pay – LWP
10. Contractual Leave – CL
11. Pre-retirement Leave – PRL
12. Unauthorized Leave – UNL
13. Time off in lieu of Overtime – TO
14. Interdiction - IN

* The various leaves must be updated in the system by using code of officer, with generation of their respective names and using- (dd/mm/yyyy) - date, month and year. Period of leave taken should be indicated. Updating of leaves must be done by using above codes and not comic symbols. Provisions be made for the updating of half day leaves.

***An example is given below***:

Code of Officer: 800

Name of Officer: John Simpson

Casual: CL

Entitlement of Officer: 11 days

Period of Leave: From 09/01/2020 To 10/01/2020

No. of Days: 2 days

Casual Leave already taken by officer 5 days

Updating of casual leaves Saved in system

* Total no of leaves taken by respective officers be calculated automatically.
* In cases whereby officer has taken all his leaves to which he is entitled, a warning message be pop up, indicating that the officer has no more leaves.
* Possibility to print out of an analysis of absences for each officer either in summarized form or in detail form.

1. **SICK LEAVE**

At the end of each year, unutilised sick is paid to officer in monetary terms. The HR Section must submit the Finance Section the numbers of days each and every officer is to be paid. In normal cases, each and every officer are entitled to 21 days sick leaves for the current year and are allowed to accumulate up to 110 days in bank. On beyond of the 110 days in the bank, the sick leaves left are paid based upon a calculation. A computation and a printout report for the unutilised sick leaves must be provided by the system and possibility to export same to an excel file.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sn** | **Code** | **Last Name** | **First Name** | **Date of Entry** | **Opening Balance** | **Yearly Entitlement** | **Earned** | **Days Taken** | **No of days to be Paid** | **Closing Balance** |
| 1 | 800 | Simpson | John | dd/mm/yyyy | 110 | 21 | 21 | 5 | 16 | 110 |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

A list of all necessary data for the opening balance and yearly entitlement will be provided in an excel sheet from the HR Section.

1. **VACATION LEAVE**

As per regulations an officer is entitled to vacation leave according to his/her years of service.

Length of service Leave Earning Rate Maximum leave that can be

(in years) per Annum (in days) accumulated (in days)

Up to 5 25 105

5+ to 10 30 140

10+ to 15 35 175

Over 15 35 210

Computation of vacation leave left at the end of the year must be done. A printed report from the system must be possible and the data must also be exported to an excel file to compute balance of vacation leave as per table below.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sn | Code | Last Name | First Name | Date of  Entry | Opening Balance | Yearly Entitlement | Earned  Entitlement | Days Taken | Daily Vacation Taken | Excess Sick Leave | Other Leave Taken | Closing Balance |
| 1 | 800 | Simpson | John | dd/mm/yyyy | 210 | 35 | 33 | 18 | 1 | 0 | - | 210 |

Officers are entitled to vacation leave as per table above, depending upon the years of service.

For example:

Officer name: John Simpson

Date of Entry: 01.01.2010 – (7 years of service)

Opening Balance for the year 2017 – 95 days

Officer is **entitled** to 30 days of vacation leave in the current year

If officer has taken 7 days of vacation leave during the year, the **earned** number of days is:

Vacation leave earned for the current year = (358 x 30) / 365 = 29 days

= (95 – 7) + 29 = 117 days

* **(i) Earned = (365 – no. of vac. Leave taken – any other leave ) x Entitlement / 365**
* **(ii) Accumulated vacation leave – vacation leave taken + Earned**

1. **OVERTIME**

Overtime is paid for extra hours worked beyond normal working hours, working on Saturdays, Sundays, Public Holidays and on days declared as cyclonic as per regulations. At SIFB, usually messengers and drivers are paid overtime for their extra hours worked and as per approval from CEO/AS.

The normal working hours for messengers are 8.00 a.m to 16.30 p.m. These officers are paid overtime for extra hours worked as per approval **before 8.00 a.m and/or after 16:30 p.m depending upon the number of hours worked.**

Overtime for messengers are calculated at a round off interval of 15 minutes. That is if he works for example up to 16:47 p.m, he will be paid for 15 mins, that is up to 16:45 and if he works up to 17:12, he will be paid for 30 minutes, that is, up to 17:00 only.

The system must provide facility to generate such report showing the extra hours worked both in the morning and in the afternoon.

The reports must indicate the approval of extra hours worked.

Possibility to do manual input for arrival time and departure time for the purpose of overtime, normally for drivers must be given.

Rate for overtime: x 1.5 for weekdays; From 6.00 a.m to 11.00 p.m

x 2.0 for Sundays & Public Holidays & From 11.00 p.m to 6.00 a.m

Reports must be as follows

**OVERTIME REPORT**

From Date:…………

To Date:……………

Officer: Code:…………. Name:………………………..

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Time In** | **Time Out** | **Duration** | **In** | **Out** | **Total** | **x 1.5** | **x 2.0** |
| Tue 07-Aug-2017 | 07:41 | 17:00 **$** | 09:19 | 00:19 | 00:30 | 0:49 | 0:30 |  |
| Sun …………… | 08:00 **$** | 13:00 |  |  |  |  |  | 5:00 |

**$ - denotes Authorized Overtime**

Worked by:………………………………………

Checked by:…………………………………….

1. **MONTHLY ANALYSIS**

The system must also provide us facilities to generate **Monthly First in Last out Report** including all types of leave taken.

**Example**

**FIRST IN LAST OUT REPORT**

**FOR THE MONTH OF JANUARY 2017**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Code | Su  1 | Mo  2 | Tu  3 | We  4 | Th  5 | Fr  6 | Sa  7 | Su  8 | Mo  9 PH |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Officer Name |
| 800 | 08:46  16:00 | 9:00  16:00 | CL  CL | 08:50  15:58 | 08:00  14:30 | 08:10  HS12:00 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Simpson John |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |