

1) Service Month

The employees' leave entitlement will be prorated according to their service month and the leave cut off is based on their anniversary. (If staff joined on or before the 15th of the month, the employee's entitlement is equal to 1 service month and staff joined on or after 16th of the month their entitlement is equal to 1/2 month, then the user will have to set the **Leave Cut Off Day** in the Leave Administration to 99.00).

Leave Cut Off Day 99.00

Leave Entitlement

Empcode: 022 Name: JERRY GAN

Hired Date: 01/06/2001 [7 months] Terminated Date: Category: NONE Department: NONE

Code	Description	Full	Adju	Entitle	BF	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	7.00		4.08		4.08	4.08	0.00	4.08

Leave Entitlement Breakdown Current Period : 200112

Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance
Mar/2001	03	0.00	0.00	0.00	0.00	0.00	0.00
Apr/2001	04	0.00	0.00	0.00	0.00	0.00	0.00
May/2001	05	0.00	0.00	0.00	0.00	0.00	0.00
Jun/2001	06	0.00	0.58	0.58	0.58	0.00	0.58
Jul/2001	07	0.00	0.58	1.16	1.16	0.00	1.16
Aug/2001	08	0.00	0.58	1.74	1.74	0.00	1.74
Sep/2001	09	0.00	0.58	2.32	2.32	0.00	2.32
Oct/2001	10	0.00	0.58	2.90	2.90	0.00	2.90
Nov/2001	11	0.00	0.59	3.49	3.49	0.00	3.49
Dec/2001	12	0.00	0.59	4.08	4.08	0.00	4.08

Leave Entitlement

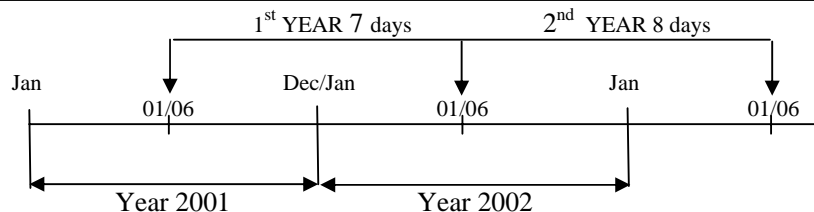
Empcode: 022 Name: JERRY GAN

Hired Date: 01/06/2001 [1 years 1 months] Terminated Date: Category: NONE Department: NONE

Code	Description	Full	Adju	Entitle	BF	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	8.00		7.58		3.78	3.78	0.00	3.78

Leave Entitlement Breakdown Current Period : 200206

Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance
Mar/2002	03	0.00	0.63	1.89	1.89	0.00	1.89
Apr/2002	04	0.00	0.63	2.52	2.52	0.00	2.52
May/2002	05	0.00	0.63	3.15	3.15	0.00	3.15
Jun/2002	06	0.00	0.63	3.78	3.78	0.00	3.78
Jul/2002	07	0.00	0.63	4.41	4.41	0.00	4.41
Aug/2002	08	0.00	0.63	5.04	5.04	0.00	5.04
Sep/2002	09	0.00	0.63	5.67	5.67	0.00	5.67
Oct/2002	10	0.00	0.63	6.30	6.30	0.00	6.30
Nov/2002	11	0.00	0.64	6.94	6.94	0.00	6.94
Dec/2002	12	0.00	0.64	7.58	7.58	0.00	7.58



1) Leave for Year 2001 = (7 month/12 month) x 7 days
= 4.08 days

2) Leave for Year 2002 = {(5 month/12 month) x 7 days} + {(7 month/12 month) x 8 days}
= 2.91 days + 4.66 days
= 7.58 days

2) Service Month (Entitle in 1st month)

The employees' leave entitlement will be prorated according to their service month but they will be entitled to the full number of earned leave in the first month they joined the company. The leave cut off is based on their anniversary.

Leave Entitlement

Empcode: 022 Name: JERRY GAN

Hired Date: 01/06/2001 [7 months] Terminated Date: Category: NONE Department: NONE

Code	Description	Full	Adju	Entitle	BF	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	7.00		4.08		4.08	4.08	0.00	4.08

Leave Entitlement Breakdown Current Period : 200112

Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance
Mar/2001	03	0.00	0.00	0.00	0.00	0.00	0.00
Apr/2001	04	0.00	0.00	0.00	0.00	0.00	0.00
May/2001	05	0.00	0.00	0.00	0.00	0.00	0.00
Jun/2001	06	0.00	4.08	4.08	4.08	0.00	4.08
Jul/2001	07	0.00	0.00	4.08	4.08	0.00	4.08
Aug/2001	08	0.00	0.00	4.08	4.08	0.00	4.08
Sep/2001	09	0.00	0.00	4.08	4.08	0.00	4.08
Oct/2001	10	0.00	0.00	4.08	4.08	0.00	4.08
Nov/2001	11	0.00	0.00	4.08	4.08	0.00	4.08
Dec/2001	12	0.00	0.00	4.08	4.08	0.00	4.08

Leave Entitlement

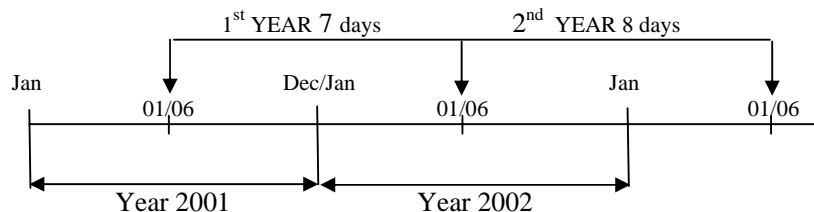
Empcode: 022 Name: JERRY GAN

Hired Date: 01/06/2001 [8 months] Terminated Date: Category: NONE Department: NONE

Code	Description	Full	Adju	Entitle	BF	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	8.00		7.58	4.50	7.58	12.08	0.00	12.08

Leave Entitlement Breakdown Current Period : 200201

Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance
Jan/2002	01	4.50	7.58	7.58	12.08	0.00	12.08
Feb/2002	02	4.50	0.00	7.58	12.08	0.00	12.08
Mar/2002	03	4.50	0.00	7.58	12.08	0.00	12.08
Apr/2002	04	4.50	0.00	7.58	12.08	0.00	12.08
May/2002	05	4.50	0.00	7.58	12.08	0.00	12.08
Jun/2002	06	4.50	0.00	7.58	12.08	0.00	12.08
Jul/2002	07	4.50	0.00	7.58	12.08	0.00	12.08
Aug/2002	08	4.50	0.00	7.58	12.08	0.00	12.08
Sep/2002	09	4.50	0.00	7.58	12.08	0.00	12.08
Oct/2002	10	4.50	0.00	7.58	12.08	0.00	12.08



- 1) Leave for Year 2001 = (7 month/12 month) x 7 days
= 4.08 days
- 2) Leave for Year 2002 = {(5 month/12 month) x 7 days} + {(7 month/12 month) x 8 days}
= 2.91 days + 4.66 days
= 7.58 days

3) Full Entitlement

The employees' leave entitlement will be prorated according to their service month but they will be entitled to the full number of earned leave in the first month. Their full number of leave entitlement will start from the 2nd year and the leave cut off for this method is in December.

Leave Entitlement

Empcode: 022 Name: JERRY GAN

Hired Date: 01/06/2001 [7 months] Terminated Date: Category: NONE Department: NONE

Code	Description	Full	Adju	Entitle	BF	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	7.00		4.08		4.08	4.08	0.00	4.08

Leave Entitlement Breakdown Current Period : 200112

Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance
Mar/2001	03	0.00	0.00	0.00	0.00	0.00	0.00
Apr/2001	04	0.00	0.00	0.00	0.00	0.00	0.00
May/2001	05	0.00	0.00	0.00	0.00	0.00	0.00
Jun/2001	06	0.00	4.08	4.08	4.08	0.00	4.08
Jul/2001	07	0.00	0.00	4.08	4.08	0.00	4.08
Aug/2001	08	0.00	0.00	4.08	4.08	0.00	4.08
Sep/2001	09	0.00	0.00	4.08	4.08	0.00	4.08
Oct/2001	10	0.00	0.00	4.08	4.08	0.00	4.08
Nov/2001	11	0.00	0.00	4.08	4.08	0.00	4.08
Dec/2001	12	0.00	0.00	4.08	4.08	0.00	4.08

Leave Entitlement

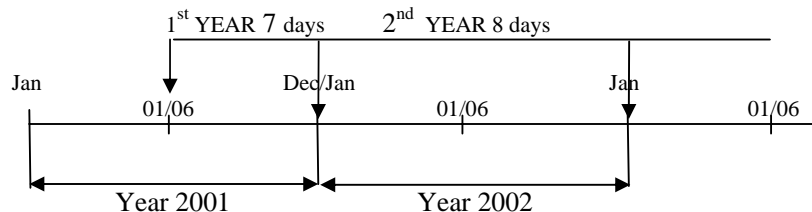
Empcode: 022 Name: JERRY GAN

Hired Date: 01/06/2001 [8 months] Terminated Date: Category: NONE Department: NONE

Code	Description	Full	Adju	Entitle	BF	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	8.00		8.00	0.00	8.00	8.00	0.00	8.00

Leave Entitlement Breakdown Current Period : 200201

Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance
Jan/2002	01	0.00	8.00	8.00	8.00	0.00	8.00
Feb/2002	02	0.00	0.00	8.00	8.00	0.00	8.00
Mar/2002	03	0.00	0.00	8.00	8.00	0.00	8.00
Apr/2002	04	0.00	0.00	8.00	8.00	0.00	8.00
May/2002	05	0.00	0.00	8.00	8.00	0.00	8.00
Jun/2002	06	0.00	0.00	8.00	8.00	0.00	8.00
Jul/2002	07	0.00	0.00	8.00	8.00	0.00	8.00
Aug/2002	08	0.00	0.00	8.00	8.00	0.00	8.00
Sep/2002	09	0.00	0.00	8.00	8.00	0.00	8.00
Oct/2002	10	0.00	0.00	8.00	8.00	0.00	8.00



- 1) Leave for Year 2001 = (7 month/12 month) x 7 days
= 4.08 days (Full entitlement in 1st Month which he/she joined)
- 2) Leave for Year 2002 = 8.00 days (Full entitlement in Jan 2002)

4) Calendar Day

The employees' leave entitlement will be prorated according to their hired date which is on the calendar days (365 days) and the leave cut off is based on their anniversary.

Leave Entitlement

Empcode: 022 Name: JERRY GAN

Hired Date: 01/06/2001 [7 months] Terminated Date: Category: NONE Department: NONE

Code	Description	Full	Adju	Entitle	BF	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	7.00		4.10		4.10	4.10	0.00	4.10

Leave Entitlement Breakdown Current Period : 200112

Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance
Mar/2001	03	0.00	0.00	0.00	0.00	0.00	0.00
Apr/2001	04	0.00	0.00	0.00	0.00	0.00	0.00
May/2001	05	0.00	0.00	0.00	0.00	0.00	0.00
Jun/2001	06	0.00	0.58	0.58	0.58	0.00	0.58
Jul/2001	07	0.00	0.58	1.16	1.16	0.00	1.16
Aug/2001	08	0.00	0.58	1.74	1.74	0.00	1.74
Sep/2001	09	0.00	0.59	2.33	2.33	0.00	2.33
Oct/2001	10	0.00	0.59	2.92	2.92	0.00	2.92
Nov/2001	11	0.00	0.59	3.51	3.51	0.00	3.51
Dec/2001	12	0.00	0.59	4.10	4.10	0.00	4.10

Leave Entitlement

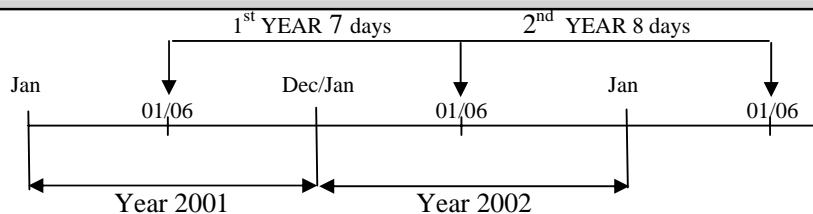
Empcode: 022 Name: JERRY GAN

Hired Date: 01/06/2001 [8 months] Terminated Date: Category: NONE Department: NONE

Code	Description	Full	Adju	Entitle	BF	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	8.00		7.58	0.00	0.63	0.63	0.00	0.63

Leave Entitlement Breakdown Current Period : 200201

Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance
Jan/2002	01	0.00	0.63	0.63	0.63	0.00	0.63
Feb/2002	02	0.00	0.63	1.26	1.26	0.00	1.26
Mar/2002	03	0.00	0.63	1.89	1.89	0.00	1.89
Apr/2002	04	0.00	0.63	2.52	2.52	0.00	2.52
May/2002	05	0.00	0.63	3.15	3.15	0.00	3.15
Jun/2002	06	0.00	0.63	3.78	3.78	0.00	3.78
Jul/2002	07	0.00	0.63	4.41	4.41	0.00	4.41
Aug/2002	08	0.00	0.63	5.04	5.04	0.00	5.04
Sep/2002	09	0.00	0.63	5.67	5.67	0.00	5.67
Oct/2002	10	0.00	0.63	6.30	6.30	0.00	6.30



1) Leave for Year 2001 = $(214 \text{ days} / 365 \text{ days}) \times 7 \text{ days}$

= 4.10 days

2) Leave for Year 2002 = $\{(151 \text{ days} / 365 \text{ days}) \times 7 \text{ days}\} + \{(214 \text{ days} / 365 \text{ days}) \times 8 \text{ days}\}$

= 2.89 days + 4.69 days

= 7.58 days (Full entitlement in Jan 2002)

5) Calendar Day (Entitle in 1st month)

The employees' leave entitlement will be prorated according to their hired date (by calendar) but they will be entitled to the full number of earned leave in the first month they joined the company. The leave cut off for the employee will be by anniversary.

Leave Entitlement

Empcode: 022 Name: JERRY GAN

Hired Date: 01/06/2001 [7 months] Terminated Date: Category: NONE Department: NONE

Code	Description	Full	Adju	Entitle	BF	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	7.00		4.10		4.10	4.10	0.00	4.10

Leave Entitlement Breakdown Current Period : 200112

Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance
Mar/2001	03	0.00	0.00	0.00	0.00	0.00	0.00
Apr/2001	04	0.00	0.00	0.00	0.00	0.00	0.00
May/2001	05	0.00	0.00	0.00	0.00	0.00	0.00
Jun/2001	06	0.00	4.10	4.10	4.10	0.00	4.10
Jul/2001	07	0.00	0.00	4.10	4.10	0.00	4.10
Aug/2001	08	0.00	0.00	4.10	4.10	0.00	4.10
Sep/2001	09	0.00	0.00	4.10	4.10	0.00	4.10
Oct/2001	10	0.00	0.00	4.10	4.10	0.00	4.10
Nov/2001	11	0.00	0.00	4.10	4.10	0.00	4.10
Dec/2001	12	0.00	0.00	4.10	4.10	0.00	4.10

Leave Entitlement

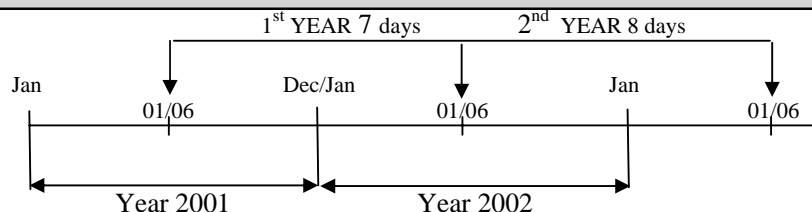
Empcode: 022 Name: JERRY GAN

Hired Date: 01/06/2001 [8 months] Terminated Date: Category: NONE Department: NONE

Code	Description	Full	Adju	Entitle	BF	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	8.00		7.58		7.58	7.58	0.00	7.58

Leave Entitlement Breakdown Current Period : 200201

Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance
Jan/2002	01	0.00	7.58	7.58	7.58	0.00	7.58
Feb/2002	02	0.00	0.00	7.58	7.58	0.00	7.58
Mar/2002	03	0.00	0.00	7.58	7.58	0.00	7.58
Apr/2002	04	0.00	0.00	7.58	7.58	0.00	7.58
May/2002	05	0.00	0.00	7.58	7.58	0.00	7.58
Jun/2002	06	0.00	0.00	7.58	7.58	0.00	7.58
Jul/2002	07	0.00	0.00	7.58	7.58	0.00	7.58
Aug/2002	08	0.00	0.00	7.58	7.58	0.00	7.58
Sep/2002	09	0.00	0.00	7.58	7.58	0.00	7.58
Oct/2002	10	0.00	0.00	7.58	7.58	0.00	7.58



- 1) Leave for Year 2001 = $(214 \text{ days} / 365 \text{ days}) \times 7 \text{ days}$
 = 4.10 days (Full entitlement in 1st Month which he/she jointed)
- 2) Leave for Year 2002 = $\{(151 \text{ days} / 365 \text{ days}) \times 7 \text{ days}\} + \{(214 \text{ days} / 365 \text{ days}) \times 8 \text{ days}\}$
 = 2.89 days + 4.69 days
 = 7.58 days (Full entitlement in Jan 2002)

6) Calendar Day - Full

The employees' leave entitlement will be prorated according to their hired date (by calendar) but they will be entitled to the full number of earned leave in the first month. The difference between this method with **Calendar Day (Entitle in 1st month)** is that the employees will have their full number of leave entitlement starting from the 2nd year and the leave cut off for this method will be in December.

Leave Entitlement

Empcode: 022 Name: JERRY GAN

Hired Date: 01/06/2001 [7 months] Terminated Date: Category: NONE Department: NONE

Code	Description	Full	Adju	Entitle	BF	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	7.00		4.10		4.10	4.10	0.00	4.10

Leave Entitlement Breakdown Current Period : 200112

Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance
Mar/2001	03	0.00	0.00	0.00	0.00	0.00	0.00
Apr/2001	04	0.00	0.00	0.00	0.00	0.00	0.00
May/2001	05	0.00	0.00	0.00	0.00	0.00	0.00
Jun/2001	06	0.00	4.10	4.10	4.10	0.00	4.10
Jul/2001	07	0.00	0.00	4.10	4.10	0.00	4.10
Aug/2001	08	0.00	0.00	4.10	4.10	0.00	4.10
Sep/2001	09	0.00	0.00	4.10	4.10	0.00	4.10
Oct/2001	10	0.00	0.00	4.10	4.10	0.00	4.10
Nov/2001	11	0.00	0.00	4.10	4.10	0.00	4.10
Dec/2001	12	0.00	0.00	4.10	4.10	0.00	4.10

Leave Entitlement

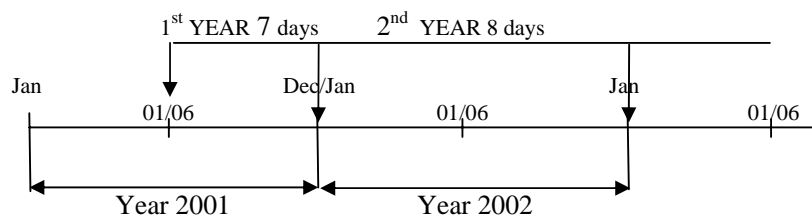
Empcode: 022 Name: JERRY GAN

Hired Date: 01/06/2001 [8 months] Terminated Date: Category: NONE Department: NONE

Code	Description	Full	Adju	Entitle	BF	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	8.00		8.00	0.00	8.00	8.00	0.00	8.00

Leave Entitlement Breakdown Current Period : 200201

Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance
Jan/2002	01	0.00	8.00	8.00	8.00	0.00	8.00
Feb/2002	02	0.00	0.00	8.00	8.00	0.00	8.00
Mar/2002	03	0.00	0.00	8.00	8.00	0.00	8.00
Apr/2002	04	0.00	0.00	8.00	8.00	0.00	8.00
May/2002	05	0.00	0.00	8.00	8.00	0.00	8.00
Jun/2002	06	0.00	0.00	8.00	8.00	0.00	8.00
Jul/2002	07	0.00	0.00	8.00	8.00	0.00	8.00
Aug/2002	08	0.00	0.00	8.00	8.00	0.00	8.00
Sep/2002	09	0.00	0.00	8.00	8.00	0.00	8.00
Oct/2002	10	0.00	0.00	8.00	8.00	0.00	8.00



1) Leave for Year 2001 = (214 days/365 days) x 7 days

= 4.10 days

2) Leave for Year 2002 = 8.00 days

7) Service Year

The employees' leave entitlement will be prorated according to their service month and the cut off is in December.

Leave Entitlement

Empcode: 022 Name: JERRY GAN

Hired Date: 01/06/2001 [7 months] Terminated Date: Category: NONE Department: NONE

Code	Description	Full	Adju	Entitle	BF	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	7.00		4.08		4.08	4.08	0.00	4.08

Leave Entitlement Breakdown Current Period : 200112

Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance
Mar/2001	03	0.00	0.00	0.00	0.00	0.00	0.00
Apr/2001	04	0.00	0.00	0.00	0.00	0.00	0.00
May/2001	05	0.00	0.00	0.00	0.00	0.00	0.00
Jun/2001	06	0.00	0.58	0.58	0.58	0.00	0.58
Jul/2001	07	0.00	0.58	1.16	1.16	0.00	1.16
Aug/2001	08	0.00	0.58	1.74	1.74	0.00	1.74
Sep/2001	09	0.00	0.58	2.32	2.32	0.00	2.32
Oct/2001	10	0.00	0.58	2.90	2.90	0.00	2.90
Nov/2001	11	0.00	0.59	3.49	3.49	0.00	3.49
Dec/2001	12	0.00	0.59	4.08	4.08	0.00	4.08

Leave Entitlement

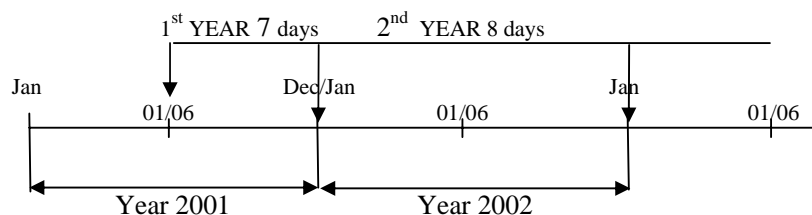
Empcode: 022 Name: JERRY GAN

Hired Date: 01/06/2001 [1 years 7 months] Terminated Date: Category: NONE Department: NONE

Code	Description	Full	Adju	Entitle	BF	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	8.00		8.00		8.00	8.00	0.00	8.00

Leave Entitlement Breakdown Current Period : 200212

Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance
Mar/2002	03	0.00	0.66	1.98	1.98	0.00	1.98
Apr/2002	04	0.00	0.66	2.64	2.64	0.00	2.64
May/2002	05	0.00	0.67	3.31	3.31	0.00	3.31
Jun/2002	06	0.00	0.67	3.98	3.98	0.00	3.98
Jul/2002	07	0.00	0.67	4.65	4.65	0.00	4.65
Aug/2002	08	0.00	0.67	5.32	5.32	0.00	5.32
Sep/2002	09	0.00	0.67	5.99	5.99	0.00	5.99
Oct/2002	10	0.00	0.67	6.66	6.66	0.00	6.66
Nov/2002	11	0.00	0.67	7.33	7.33	0.00	7.33
Dec/2002	12	0.00	0.67	8.00	8.00	0.00	8.00



- 1) Leave for Year 2001 = (7 month/12 month) x 7 days
= 4.08 days (Full entitlement in 1st Month which he/she joined)
- 2) Leave for Year 2002 = 8.00 days (Full entitlement in Jan 2002)

8) Service Year – Financial

The employee's leave entitlement will be prorated according from their date of join to the Date of financial cut off date.

Example 1

Date of join: 01/06/2001

Financial Year Setup for Annual Code 2000: 01/08/2000 to 01/08/2001

Annual Leave Entitlement for Annual Code 2000: (2/12X7) = 1.17

(Service month from period 01/06/2001 to 01/08/2001 = 2)

Leave Entitlement

Empcode: 022 Name: JERRY GAN

Hired Date: 01/06/2001 [2 months] Terminated Date: Category: NONE Department: NONE

Code	Description	Full	Adju	Entitle	BF	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	7.00		1.17		1.17	1.17	0.00	1.17

Leave Entitlement Breakdown Current Period : 200107

Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance
Oct/2000	03	0.00	0.00	0.00	0.00	0.00	0.00
Nov/2000	04	0.00	0.00	0.00	0.00	0.00	0.00
Dec/2000	05	0.00	0.00	0.00	0.00	0.00	0.00
Jan/2001	06	0.00	0.00	0.00	0.00	0.00	0.00
Feb/2001	07	0.00	0.00	0.00	0.00	0.00	0.00
Mar/2001	08	0.00	0.00	0.00	0.00	0.00	0.00
Apr/2001	09	0.00	0.00	0.00	0.00	0.00	0.00
May/2001	10	0.00	0.00	0.00	0.00	0.00	0.00
Jun/2001	11	0.00	0.58	0.58	0.58	0.00	0.58
Jul/2001	12	0.00	0.59	1.17	1.17	0.00	1.17

Leave Entitlement

Empcode: 022 Name: JERRY GAN

Hired Date: 01/06/2001 [1 years 2 months] Terminated Date: Category: NONE Department: NONE

Code	Description	Full	Adju	Entitle	BF	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	8.00		7.17		7.17	7.17	0.00	7.17

Leave Entitlement Breakdown Current Period : 200207

Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance
Oct/2001	03	0.00	0.59	1.77	1.77	0.00	1.77
Nov/2001	04	0.00	0.60	2.37	2.37	0.00	2.37
Dec/2001	05	0.00	0.60	2.97	2.97	0.00	2.97
Jan/2002	06	0.00	0.60	3.57	3.57	0.00	3.57
Feb/2002	07	0.00	0.60	4.17	4.17	0.00	4.17
Mar/2002	08	0.00	0.60	4.77	4.77	0.00	4.77
Apr/2002	09	0.00	0.60	5.37	5.37	0.00	5.37
May/2002	10	0.00	0.60	5.97	5.97	0.00	5.97
Jun/2002	11	0.00	0.60	6.57	6.57	0.00	6.57
Jul/2002	12	0.00	0.60	7.17	7.17	0.00	7.17

9) Service Year - (Cut off July)

The employee's leave entitlement will be prorated according from their date of join to the date Of financial cut off date.

Example 1

Date of join: 01/01/2001

Financial Year Setup for Annual Code 2000: 01/07/2000 to 01/07/2001

Annual Leave Entitlement for Annual Code 2000: $(6/12 \times 7) = 3.5$

(Service month from period 01/01/2001 to 01/07/2001 = 6)

Leave Entitlement

Empcode: 022 Name: JERRY GAN

Hired Date: 01/01/2001 [6 months] Terminated Date: Category: NONE Department: NONE

Code	Description	Full	Adju	Entitle	BF	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	7.00		3.50		3.50	3.50	0.00	3.50

Leave Entitlement Breakdown Current Period : 200106

Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance
Sep/2000	03	0.00	0.00	0.00	0.00	0.00	0.00
Oct/2000	04	0.00	0.00	0.00	0.00	0.00	0.00
Nov/2000	05	0.00	0.00	0.00	0.00	0.00	0.00
Dec/2000	06	0.00	0.00	0.00	0.00	0.00	0.00
Jan/2001	07	0.00	0.58	0.58	0.58	0.00	0.58
Feb/2001	08	0.00	0.58	1.16	1.16	0.00	1.16
Mar/2001	09	0.00	0.58	1.74	1.74	0.00	1.74
Apr/2001	10	0.00	0.58	2.32	2.32	0.00	2.32
May/2001	11	0.00	0.59	2.91	2.91	0.00	2.91
Jun/2001	12	0.00	0.59	3.50	3.50	0.00	3.50

Leave Entitlement

Empcode: 022 Name: JERRY GAN

Hired Date: 01/01/2001 [1 years 6 months] Terminated Date: Category: NONE Department: NONE

Code	Description	Full	Adju	Entitle	BF	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	8.00		8.00		8.00	8.00	0.00	8.00

Leave Entitlement Breakdown Current Period : 200206

Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance
Sep/2001	03	0.00	0.66	1.98	1.98	0.00	1.98
Oct/2001	04	0.00	0.66	2.64	2.64	0.00	2.64
Nov/2001	05	0.00	0.67	3.31	3.31	0.00	3.31
Dec/2001	06	0.00	0.67	3.98	3.98	0.00	3.98
Jan/2002	07	0.00	0.67	4.65	4.65	0.00	4.65
Feb/2002	08	0.00	0.67	5.32	5.32	0.00	5.32
Mar/2002	09	0.00	0.67	5.99	5.99	0.00	5.99
Apr/2002	10	0.00	0.67	6.66	6.66	0.00	6.66
May/2002	11	0.00	0.67	7.33	7.33	0.00	7.33
Jun/2002	12	0.00	0.67	8.00	8.00	0.00	8.00

10) Working Day

The employees' leave entitlement will be prorated according to their hired date which is on The working days (260 days for 5 days per week, 286 days for 5.5 days per week....) and the Leave cut off for the employee will be by their anniversary.

Leave Entitlement

Empcode: 022 Name: JERRY GAN

Hired Date: 01/06/2001 [7 months] Terminated Date: Category: NONE Department: NONE

Code	Description	Full	Adju	Entitle	BF	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	7.00		4.08		4.08	4.08	0.00	4.08

Leave Entitlement Breakdown Current Period : 200112

Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance
Mar/2001	03	0.00	0.00	0.00	0.00	0.00	0.00
Apr/2001	04	0.00	0.00	0.00	0.00	0.00	0.00
May/2001	05	0.00	0.00	0.00	0.00	0.00	0.00
Jun/2001	06	0.00	4.08	4.08	4.08	0.00	4.08
Jul/2001	07	0.00	0.00	4.08	4.08	0.00	4.08
Aug/2001	08	0.00	0.00	4.08	4.08	0.00	4.08
Sep/2001	09	0.00	0.00	4.08	4.08	0.00	4.08
Oct/2001	10	0.00	0.00	4.08	4.08	0.00	4.08
Nov/2001	11	0.00	0.00	4.08	4.08	0.00	4.08
Dec/2001	12	0.00	0.00	4.08	4.08	0.00	4.08

Leave Entitlement

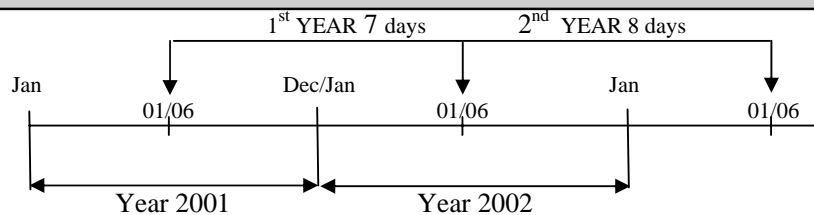
Empcode: 022 Name: JERRY GAN

Hired Date: 01/06/2001 [8 months] Terminated Date: Category: NONE Department: NONE

Code	Description	Full	Adju	Entitle	BF	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	8.00		7.58	0.00	7.58	7.58	0.00	7.58

Leave Entitlement Breakdown Current Period : 200201

Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance
Jan/2002	01	0.00	7.58	7.58	7.58	0.00	7.58
Feb/2002	02	0.00	0.00	7.58	7.58	0.00	7.58
Mar/2002	03	0.00	0.00	7.58	7.58	0.00	7.58
Apr/2002	04	0.00	0.00	7.58	7.58	0.00	7.58
May/2002	05	0.00	0.00	7.58	7.58	0.00	7.58
Jun/2002	06	0.00	0.00	7.58	7.58	0.00	7.58
Jul/2002	07	0.00	0.00	7.58	7.58	0.00	7.58
Aug/2002	08	0.00	0.00	7.58	7.58	0.00	7.58
Sep/2002	09	0.00	0.00	7.58	7.58	0.00	7.58
Oct/2002	10	0.00	0.00	7.58	7.58	0.00	7.58



$$1) \text{ Leave for Year 2001} = (152 \text{ days}/260 \text{ days}) \times 7 \text{ days}$$

$$= 4.08 \text{ days}$$

$$2) \text{ Leave for Year 2002} = \{(108 \text{ days}/260 \text{ days}) \times 7 \text{ days}\} + \{(152 \text{ days}/260 \text{ days}) \times 8 \text{ days}\}$$

$$= 2.9 + 4.67$$

$$= 7.58 \text{ days}$$

11) Anniversary - Full

The employees' leave entitlement will be prorated according to their date of join but they will be entitled to the full number of earned leave in the first month they joined the company. The leave cut off for the individual employee will be in the month they joined in the following year.

Leave Entitlement

Empcode: 022 Name: JERRY GAN

Hired Date: 01/06/2001 [7 months] Terminated Date: Category: NONE Department: NONE

Code	Description	Full	Adju	Entitle	BF	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	7.00		7.00		7.00	7.00	0.00	7.00

Leave Entitlement Breakdown Current Period : 200112

Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance
Jun/2001	01	0.00	7.00	7.00	7.00	0.00	7.00
Jul/2001	02	0.00	0.00	7.00	7.00	0.00	7.00
Aug/2001	03	0.00	0.00	7.00	7.00	0.00	7.00
Sep/2001	04	0.00	0.00	7.00	7.00	0.00	7.00
Oct/2001	05	0.00	0.00	7.00	7.00	0.00	7.00
Nov/2001	06	0.00	0.00	7.00	7.00	0.00	7.00
Dec/2001	07	0.00	0.00	7.00	7.00	0.00	7.00
Jan/2002	08	0.00	0.00	7.00	7.00	0.00	7.00
Feb/2002	09	0.00	0.00	7.00	7.00	0.00	7.00
Mar/2002	10	0.00	0.00	7.00	7.00	0.00	7.00

Leave Entitlement

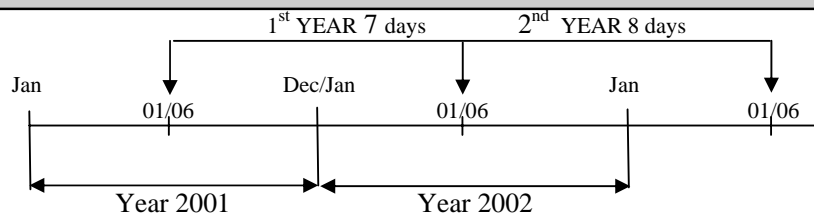
Empcode: 022 Name: JERRY GAN

Hired Date: 01/06/2001 [1 years 1 months] Terminated Date: Category: NONE Department: NONE

Code	Description	Full	Adju	Entitle	BF	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	8.00		8.00	0.00	8.00	8.00	0.00	8.00

Leave Entitlement Breakdown Current Period : 200206

Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance
Jun/2002	01	0.00	8.00	8.00	8.00	0.00	8.00
Jul/2002	02	0.00	0.00	8.00	8.00	0.00	8.00
Aug/2002	03	0.00	0.00	8.00	8.00	0.00	8.00
Sep/2002	04	0.00	0.00	8.00	8.00	0.00	8.00
Oct/2002	05	0.00	0.00	8.00	8.00	0.00	8.00
Nov/2002	06	0.00	0.00	8.00	8.00	0.00	8.00
Dec/2002	07	0.00	0.00	8.00	8.00	0.00	8.00
Jan/2003	08	0.00	0.00	8.00	8.00	0.00	8.00
Feb/2003	09	0.00	0.00	8.00	8.00	0.00	8.00
Mar/2003	10	0.00	0.00	8.00	8.00	0.00	8.00



- 1) Leave for 1st Year = 7 days
- 2) Leave for 2nd Year = 8 days

12) Anniversary - (1st Prorate & 2nd Full)

The employees' leave entitlement will be prorated according to their date of join in their first year and they will be entitled to have the full number of leave in their 1st month of second year. The leave cut off will be in the month they joined in the following year.

Leave Entitlement

Empcode: 022 Name: JERRY GAN

Hired Date: 01/06/2001 [7 months] Terminated Date: Category: NONE Department: NONE

Code	Description	Full	Adju	Entitle	BF	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	7.00		7.00		4.06	4.06	0.00	4.06

Leave Entitlement Breakdown Current Period : 200112

Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance
Jun/2001	01	0.00	0.58	0.58	0.58	0.00	0.58
Jul/2001	02	0.00	0.58	1.16	1.16	0.00	1.16
Aug/2001	03	0.00	0.58	1.74	1.74	0.00	1.74
Sep/2001	04	0.00	0.58	2.32	2.32	0.00	2.32
Oct/2001	05	0.00	0.58	2.90	2.90	0.00	2.90
Nov/2001	06	0.00	0.58	3.48	3.48	0.00	3.48
Dec/2001	07	0.00	0.58	4.06	4.06	0.00	4.06
Jan/2002	08	0.00	0.58	4.64	4.64	0.00	4.64
Feb/2002	09	0.00	0.59	5.23	5.23	0.00	5.23
Mar/2002	10	0.00	0.59	5.82	5.82	0.00	5.82

Leave Entitlement

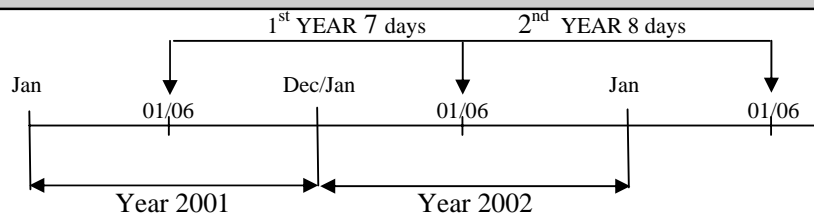
Empcode: 022 Name: JERRY GAN

Hired Date: 01/06/2001 [1 years 1 months] Terminated Date: Category: NONE Department: NONE

Code	Description	Full	Adju	Entitle	BF	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	8.00		8.00	0.00	8.00	8.00	0.00	8.00

Leave Entitlement Breakdown Current Period : 200206

Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance
Jun/2002	01	0.00	8.00	8.00	8.00	0.00	8.00
Jul/2002	02	0.00	0.00	8.00	8.00	0.00	8.00
Aug/2002	03	0.00	0.00	8.00	8.00	0.00	8.00
Sep/2002	04	0.00	0.00	8.00	8.00	0.00	8.00
Oct/2002	05	0.00	0.00	8.00	8.00	0.00	8.00
Nov/2002	06	0.00	0.00	8.00	8.00	0.00	8.00
Dec/2002	07	0.00	0.00	8.00	8.00	0.00	8.00
Jan/2003	08	0.00	0.00	8.00	8.00	0.00	8.00
Feb/2003	09	0.00	0.00	8.00	8.00	0.00	8.00
Mar/2003	10	0.00	0.00	8.00	8.00	0.00	8.00



- 1) Leave for 1st Year = 7 days (1st Year Prorate)
- 2) Leave for 2nd Year = 8 days (2nd Year Full Entitlement at the 1st month)

13) Anniversary

The employees' leave entitlement will be prorated according to their date of join. The cut off for their leave will be in the month they joined in the following year.

Leave Entitlement

Empcode: 022 Name: JERRY GAN

Hired Date: 01/06/2001 [7 months] Terminated Date: Category: NONE Department: NONE

Code	Description	Full	Adju	Entitle	BF	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	7.00		7.00		4.06	4.06	0.00	4.06

Leave Entitlement Breakdown Current Period : 200112

Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance
Jun/2001	01	0.00	0.58	0.58	0.58	0.00	0.58
Jul/2001	02	0.00	0.58	1.16	1.16	0.00	1.16
Aug/2001	03	0.00	0.58	1.74	1.74	0.00	1.74
Sep/2001	04	0.00	0.58	2.32	2.32	0.00	2.32
Oct/2001	05	0.00	0.58	2.90	2.90	0.00	2.90
Nov/2001	06	0.00	0.58	3.48	3.48	0.00	3.48
Dec/2001	07	0.00	0.58	4.06	4.06	0.00	4.06
Jan/2002	08	0.00	0.58	4.64	4.64	0.00	4.64
Feb/2002	09	0.00	0.59	5.23	5.23	0.00	5.23
Mar/2002	10	0.00	0.59	5.82	5.82	0.00	5.82

Leave Entitlement

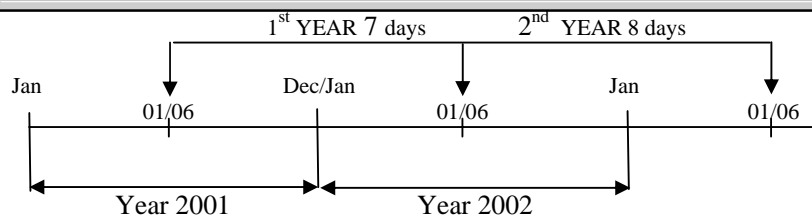
Empcode: 022 Name: JERRY GAN

Hired Date: 01/06/2001 [1 years 1 months] Terminated Date: Category: NONE Department: NONE

Code	Description	Full	Adju	Entitle	BF	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	8.00		8.00	0.00	0.66	0.66	0.00	0.66

Leave Entitlement Breakdown Current Period : 200206

Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance
Jun/2002	01	0.00	0.66	0.66	0.66	0.00	0.66
Jul/2002	02	0.00	0.66	1.32	1.32	0.00	1.32
Aug/2002	03	0.00	0.66	1.98	1.98	0.00	1.98
Sep/2002	04	0.00	0.66	2.64	2.64	0.00	2.64
Oct/2002	05	0.00	0.67	3.31	3.31	0.00	3.31
Nov/2002	06	0.00	0.67	3.98	3.98	0.00	3.98
Dec/2002	07	0.00	0.67	4.65	4.65	0.00	4.65
Jan/2003	08	0.00	0.67	5.32	5.32	0.00	5.32
Feb/2003	09	0.00	0.67	5.99	5.99	0.00	5.99
Mar/2003	10	0.00	0.67	6.66	6.66	0.00	6.66



- 1) Leave for 1st Year = 7 days (Prorate)
- 2) Leave for 2nd Year = 8 days (Prorate)