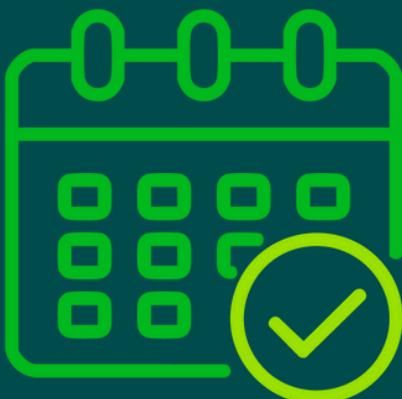


# FAQs

## Time Away From Work (Annual Leave)





1

## What is 'Time Away From Work'?

In Dayforce, all types of leave are classed as 'Time Away From Work'. This includes for example: annual leave, sick leave, family leave or career breaks to name a few. This FAQ will focus on Annual Leave.

You can request Time Away From Work via your Dayforce profile, however some types of leave will be processed via your HR team, for example Maternity or Paternity leave.

2

## Will I notice any changes with Dayforce?

Requesting Time Away From Work in Dayforce is much simpler, however you may see some new terminology. For example, your annual leave 'entitlement' is now called your 'Balance'.

Any annual leave that you 'carry forward' into a new holiday year will be called 'Annual Leave - Prior' on Dayforce.

You will also notice that annual leave is now calculated in hours rather than days.

3

## Why is my annual leave now calculated in hours, not days?

The functionality of the new Dayforce system means that it only displays annual leave balances in hours.

This cannot be changed on the system, but you will still get the same holidays you are contractually entitled to.



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## How can I quickly calculate my annual leave hours?

You can calculate your holiday entitlement using the following formula:

$$\left( \frac{\text{Weekly Contracted Hours}}{\text{Number of Days Worked in Week}} \right) \times \text{Contractual Holiday Entitlement} = \text{HOURS}$$

Here are some examples:

For someone who is contracted for 37.5 hours per week, works 5 days per week, and has 33 days annual leave:

$$(37.5 \div 5 = 7.5) \times 33 = \underline{247.5 \text{ hours}}$$

For someone who is contracted for 37.5 hours per week, works 5 days per week, and has 36 days annual leave:

$$(37.5 \div 5 = 7.5) \times 36 = \underline{270 \text{ hours}}$$

For someone who is contracted for 40 hours per week, works 5 days per week, and has 33 days annual leave:

$$(40 \div 5 = 8) \times 33 = \underline{264 \text{ hours}}$$

For someone who is contracted for 40 hours per week, works 5 days per week, and has 36 days annual leave:

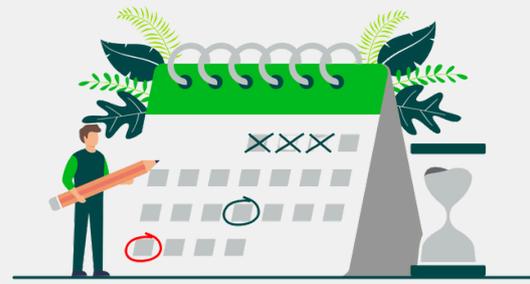
$$(40 \div 5 = 8) \times 36 = \underline{288 \text{ hours}}$$

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## How are service days calculated?

After 1 years continuous service, 1 additional day's holiday will be added to your balance each year up to 3 year's service.

The appropriate number of hours will be automatically added to your annual leave balance in Dayforce on your anniversary date.



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## I work part-time. How will Dayforce record my holidays?

Your pro-rata holiday entitlement will be converted to hours in Dayforce and will be deducted in line with your daily working schedule.

For example: someone who is contracted for part time hours at 32 hours per week, works 4 days per week, and therefore has a pro-rated 26.5 days annual leave:

$$(32 \div 4 = 8) \times 26.5 = 212 \text{ hours}$$

If you have any queries, please contact your HR team.

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## How will holidays carry over into my new annual leave year in April 2025?

Any approved carry over annual leave will be converted to hours and added to your new balance in Dayforce . This will show in Dayforce as 'Annual Leave - Prior'.

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## How will Shut Down Days work in Dayforce?

Shut Down Days will be automatically applied to Dayforce at the beginning of the new holiday year., so for 2025/26 these will already be in your schedule.

These will be calculated in hours and will be automatically deducted from your balance.



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## I've already booked annual leave for later in 2025. How will that work in Dayforce?

If you have approved holidays for anytime in 2025 in the old Holiday System, and you have booked these prior to the end of March 2025 they will be automatically transferred into Dayforce.

Any new Time Away From Work requests going forward will be booked in Dayforce.

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## Will I still be able to see a year calendar of the days I have booked?

Yes, you can view your full year's calendar for all Time Away From Work date by selecting:



the 'hamburger menu' at the top left of your Dayforce screen

Then navigating to 'Work', then 'Attendance (Year at a Glance)'

The screenshot shows the Dayforce web interface for a user named GRAHAM. The navigation menu on the left includes: Home, Profile, Work (highlighted with a red box), Time Away List, Calendar, Attendance (Year at a Glance) (highlighted with a red box), Earnings, and Employee Timesheet. The main content area displays a year-at-a-glance calendar for 2025, showing months from February to May. A red box highlights the date '7' in February. Below the calendar, there is a table with columns for Description, Hours, and Incidences. The Hours column shows 0.00 and the Incidences column shows 0.



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## What if I need to cancel a Time Away From Work request?

If your line manager has not yet approved your Time Away From Work request you can simply cancel the request by selecting:



the 'hamburger menu' at the top left of your Dayforce screen.

Then navigating to 'Work', then 'Time Away List'

Then clicking the down arrow on the relevant 'Pending' request and selecting 'Cancel Request'.

If your request is already approved, you can follow the same process, however your line manager will be notified to approve the cancellation.

The screenshot displays the Dayforce interface for a Time Away From Work request. At the top, there is a search bar and a 'Request New Time Off' button. Below this, a 'Balances' section is visible. The main content area shows a request for 'Monday, 12 May 2025 Annual Leave' with a duration of '1 day' and a status of 'Pending'. A red arrow points to the hamburger menu icon on the left side of the request card. Below the request card, the 'Time Off Details' panel is expanded, showing the request date as 'Monday, 12 May 2025' and the requested date as 'Friday, 7 February 2025'. The 'Time Requested' is '7.75 Hours'. The 'Reason' is 'Annual Leave' with start and end dates of '12/05/2025'. The 'Type of Request' is 'All Day'. A table shows the remaining balance for 'Annual Leave' as 87.87 hours. The 'Employee Comments' section is empty. The 'Document Privacy and Retention' section contains a warning about personal information. At the bottom, there is a 'Balances' section and a 'Benefit History' section. A red arrow points to the 'Cancel Request' button at the bottom of the request details panel.

GRAHAM Search Dayforce

+ Request New Time Off Select Status to Filter: Display All

Balances

Monday, 12 May 2025 Annual Leave Approved by 1 day Pending

Monday, 12 May 2025 Annual Leave Requested Friday, 7 February 2025 Approved by

Time Off Details

Time Requested: 7.75 Hours

Reason	Start Date	End Date	Type	Remaining	Unit
Annual Leave	12/05/2025	12/05/2025	Annual Leave	87.87	Hours
			Annual Leave - Prior	0.00	Hours
			Volunteer Day	15.00	Days

Type of Request: All Day, Half Day

Employee Comments

Document Privacy and Retention

Supporting Documents that you attach may contain personal and private information and may be retained in your records for at least 7 years. All attached documents are available to be viewed by those employees who can currently manage your TAPW. If you do not want this to occur, please provide the document directly to your appropriate manager.

I Agree

Balances Benefit History

Cancel Request Submit Close



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## How do I book other types of leave if they do not appear in the dropdown selection?

Your line manager will need to inform your HR team of the type of leave (e.g. Maternity Leave, Paternity Leave, Adoption Leave etc.) you are requesting and they will process this for you.



**Do you have any other questions on Time Away From Work?**

If you do, please contact your HR team on

[HR-GFM@graham.co.uk](mailto:HR-GFM@graham.co.uk)