This Excel-based template allows users to manage annual leave for employees. In addition to standard leave category up to 9 other absence categories, such as compassionate leave, sick leave, and study leave can be monitored. The accrual of annual leave entitlement on a monthly basis is calculated. The system can be set up for any starting month or year. Detailed schedules are calculated for each employee and monthly summary and annual summary reports are also produced. The standard template can be used up to 50 employees and can be filtered by department. The template can easily be customized for a larger number of employees. Each monthly schedule and reports can be printed to fit on a single letter or A4 page in landscape layout. The template can be easily updated for future years. The template is totally customizable, uses only standard Excel features for Excel 2007 or later versions and contains no macros.
**Annual Leave Management Excel Template User Guide**

**Excel-based Annual Leave Management Template**

**INTRODUCTION**

This Excel-based template provides a detailed leave management schedule template for each month of the year. A monthly and annual summary report is also produced. The template uses any month of the year as a starting position and is automatically updated for future years. The Excel template is totally customizable, uses only standard Excel features and contains no macros. The typical monthly calendar is depicted in Figure 1 below. The Annual Summary Report is depicted in figure 2 below.

**Figure 1 Monthly Schedule Excel Template**

**Figure 2 Annual Summary Report**

![Figure 1 Monthly Schedule Excel Template](image1)

![Figure 2 Annual Summary Report](image2)
USER INSTRUCTIONS

Setup
The template Setup tab is used to identify the Start Month and the Year. The Start Month is defined as a numeric value in the range of 1 to 12 (1 = Jan, 2 = Feb, etc.) and the year is entered as a four digit numeric value, 2013, 2014, etc. Both values can be changed at any time as per figure 3 below. Leave type descriptions and abbreviation codes are also edited via the Setup.

<table>
<thead>
<tr>
<th></th>
<th>Start Month (1 to 12)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Calendar Year</td>
<td>2014</td>
</tr>
</tbody>
</table>

3 | Leave Description | Abbreviation/Color |
---|-------------------|-------------------|
Annual Leave | AL |
Compassionate Leave | CL |
Time in Lieu | TL |
Sick Leave | SL |
Exam/Study Leave | ESL |
Unpaid Leave | UL |
Public Holiday | PH |
Leave 8 | L8 |
Leave 9 | L9 |
Leave 10 | L10 |

Figure 3 Setup Parameters

CHANGE THE START MONTH

The Setup worksheet, as depicted in figure 3 above, allows the Start Month to be changed by editing the entry in cell G3. The new value is for the first monthly Leave Schedule and all Monthly schedules are updated to reflect the change.
CHANGE THE CALENDAR YEAR

The Setup worksheet, as depicted in figure 3 above, allows the Calander Year to be changed by editing the entry in cell G4. The new value is then used throughout the complete system.

CHANGE THE LEAVE DESCRIPTIONS AND ABBREVIATIONS

The Setup worksheet, as depicted in figure 3 above, shows the default descriptions and abbreviations in columns F and G in rows 6 to 15.

These can be changed by editing the text in the relevant cells. The colors can NOT be changed.

ENTERING EMPLOYEE DETAILS

Employee details are entered in the Setup worksheet, as depicted in figure 4 below, in columns A, B and C from row 5 down. These details are then automatically updated and used throughout the system.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Department</th>
<th>Annual Leave Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Blog</td>
<td>Accounts</td>
<td>20</td>
</tr>
<tr>
<td>Jim Bigg</td>
<td>Sales</td>
<td>23</td>
</tr>
<tr>
<td>Jane Doe</td>
<td>Admin</td>
<td>20</td>
</tr>
</tbody>
</table>

Figure 4 Employee Details Setup

To enter a new employee:

- Enter Employee Name in column A
- Enter the Employee Department in column B
- Enter Annual Leave Entitlement in column C.

The individual Monthly Leave Schedules are produced in 12 individual workbook tabs, named Month1, Month2, Month3, etc. These tabs should NOT be renamed.
ENTERING LEAVE DETAILS

To enter leave details:
- Select the appropriate month and the relevant employee
- For each date for which Leave is to be entered, enter the relevant Abbreviation code for the Leave Type to be entered as per [1] in Figure 5 below.
- For ease of use the Leave Category descriptions and corresponding Abbreviations are displayed above the monthly schedule as per [2] in Figure 5 below.

The cell color is automatically changed and the monthly and annual totals for the Leave Category are updated.

Repeat the process for each Leave day for each employee.

MONTHLY LEAVE SUMMARIES

When the Leave details are entered in any particular month, the monthly summaries in columns AS to BH in the corresponding sheet are automatically updated as per Figure 6 below.

Where the Leave days taken year-to-date exceeds the Annual Leave Entitlement for any employee this is highlighted in red as per example in Figure 6 above.
ANNUAL LEAVE SUMMARY

Select the Full Year tab. The Annual Summary is displayed as per figure 7 below.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Department</th>
<th>Annual Leave</th>
<th>Entitlement</th>
<th>Balance</th>
<th>Compassionate Leave</th>
<th>Time in Lieu</th>
<th>Sick Leave</th>
<th>Exam/Study Leave</th>
<th>Unpaid Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Blog</td>
<td>Accounts</td>
<td>17</td>
<td>20</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Jim Bigg</td>
<td>Manufacturing</td>
<td>28</td>
<td>20</td>
<td>4</td>
<td>0</td>
<td>11</td>
<td>0</td>
<td>14</td>
<td>22</td>
</tr>
<tr>
<td>Jill Jones</td>
<td>Sales</td>
<td>24</td>
<td>20</td>
<td>9</td>
<td>13</td>
<td>2</td>
<td>8</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>John Doe</td>
<td>IT</td>
<td>22</td>
<td>20</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Tim Joy</td>
<td>Admin</td>
<td>23</td>
<td>20</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>John Small</td>
<td>Manufacturing</td>
<td>11</td>
<td>20</td>
<td>9</td>
<td>11</td>
<td>12</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Jane Doe</td>
<td>Shipping</td>
<td>1</td>
<td>20</td>
<td>19</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Big Guy</td>
<td>Admin</td>
<td>11</td>
<td>25</td>
<td>14</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Jim Flant</td>
<td>IT</td>
<td>22</td>
<td>20</td>
<td>7</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>5</td>
<td>3</td>
</tr>
</tbody>
</table>

Figure 7 Annual Leave Summary

FILTERING BY DEPARTMENT

For convenience all schedules and monthly and annual summaries can be filtered by Department. To filter on a particular Department, select the dropdown list as per [1] in figure 8 below and select the appropriate Department as per [2] in figure 8 below.

Figure 8 Filtering by Department
PRINTING SCHEDULES AND SUMMARIES

The particular schedule or summary to be printed can be selected for the dropdown list as per [1] in figure 7 above.

Choose the desired Printer.

Choose to print “Selection”

Set the page Orientation or Landscape as appropriate

The report can be scaled to 1 Page Wide or 1 Page Tall or Fit-to-Page Printing, depending on the specific Printer type

The specific details may vary depending on the printer chosen.