

Following are three examples of calculations for MCP employees (undefined hours of work) and three examples for MCP office employees. Examples use the data from the table below. For your calculations use number of working hours per month from the **Table 1 – Number of Working Hours per Month (excludes designated holidays)**.

Data for Examples Calculations

Example	Month	# of Working Hours in the Month	# of Working Hours on Mondays	# of Working Hours on Tuesdays	# of Working hours on Wednesdays	# of Working Hours on Thursdays	# of Working Hours of Fridays
	January	160	32	32	32	32	32*
	February	160	32*	32	32	32	32
	March	176	32	40	40	40	24*
	April	168	32	32	32	32	40
	May	168	32*	40	32	32	32
	June	176	32	32	40	40	32
	July	152	32	32	32	32	24*
	August	176	32*	40	40	32	32
	September	168	24*	32	32	40	40
	October	160	32*	32	32	32	32
	November	168	32	40	40	32	24*
December	160	24*	24*	32	40	40	

*Working hours on specific days of the week have been reduced by the Designated Holidays. When you regularly scheduled reduced hours of work fall on a designated holiday and you take another day in addition to the designated holiday, the hours not worked must be adjusted by 8 hours.

MCP EMPLOYEES – UNDEFINED HOURS OF WORK

Example 1

Employee wants to work Monday through Wednesday working week (note: maximum approval period is 12 months).

Approval Period: January 1- December 31

	Full Time hours in Approval Period by Month	Hours Not Worked by Month - HNW
January	160	64
February	160	64
March	176	64
April	168	72
May	168	64
June	176	72
July	152	56
August	176	64
September	168	80
October	160	64
November	168	56
December	160	80
Total	1992	800

$$\begin{aligned} \text{Hours to be Worked} &= \text{Full Time Hours} - \text{Hours Not Worked} \\ 1992 - 800 &= 1192 \end{aligned}$$

To calculate the percentage worked:

$$\begin{aligned} \text{Hours to be Worked} & \quad \frac{1192}{1992} = 59.84\% \\ \text{Full Time Working Hours} & \quad 1992 \\ \text{In the Approval Period} & \end{aligned}$$

Note: Numbers above is an example only. For your calculation use the number of working hours per month from Table 1 (numbers are reduced by Designated Holidays).

Example 2

Employee requested to take off the months of November and December with approval period starting February

Approval Period: February 1- December 31

Full Time hours in Approval Period by Month		Hours Not Worked by Month - HNW
February	160	
March	176	
April	168	
May	168	
June	176	
July	152	
August	176	
September	168	
October	160	
November	168	168
December	160	160
Total	1992	328

$$\begin{aligned} \text{Hours to be Worked} &= \text{Full Time Hours} - \text{Hours Not Worked} \\ 1832 - 328 &= 1504 \end{aligned}$$

To calculate the percentage worked:

$$\begin{aligned} \text{Hours to be Worked} &= \frac{1504}{\text{Full Time Working Hours } 1832} = 82.09\% \\ &\text{In the Approval Period} \end{aligned}$$

Note: Numbers above is an example only. For your calculation use the number of working hours per month from Table 1 (numbers are reduced by Designated Holidays).

Example 3

Employee wants to work a 6 hour day (reduction of 2 hours per day) until June 30 in the next calendar year.

Approval Period: January 1 – June 30

Full Time Hours in		Hours Not Worked by
Approval Period by Month		Month - HNW
January	160	Hours in Approval Period/8 1008/8 = 126 days in Approval Period Days in Approval Period x Hours Reduced per Day 126x2=252 Hours
February	160	
March	176	
April	168	
May	168	
June	176	
Total	1008	

$$\begin{aligned} \text{Hours to be Worked} &= \text{Full Time Hours} - \text{Hours Not Worked} \\ 1008 - 252 &= 756 \end{aligned}$$

To calculate the percentage worked:

$$\begin{aligned} \text{Hours to be Worked} &= \frac{756}{1008} = 75\% \\ &\text{Full Time Working Hours 1008} \\ &\text{In the Approval Period} \end{aligned}$$

Note: Numbers above is an example only. For your calculation use the number of working hours per month from Table 1 (numbers are reduced by Designated Holidays).

Examples of Calculations for MCP – Office Employees (36 Hours/week)

Example 1

Employee has Monday EDO and wants every Monday off starting April until September

Approval period: April 1 – September 30

Full Time Hours in Approval Period by Month	Mondays in Approval Period	EDO Hours by Month	Hour (Mondays) Not Worked in Approval Period
April	32	16	16
May	32	24	8
June	32	16	16
July	32	16	16
August	32	16	16
September	24	16	8
Total	184	104	80

$$\begin{aligned} \text{Regular Hours to be Worked} &= \text{Full Time Hours in Approval Period} - \\ &\quad \text{EDO Hours by Month} \\ &1008 - 104 = 904 \end{aligned}$$

$$\begin{aligned} \text{Hours to be Worked} &= \text{Regular hours to be Worked} - \text{Hours Not Worked} \\ &\quad \text{In the Approval Period} \\ &904 - 80 = 824 \end{aligned}$$

To calculate the percentage to be worked in Approval Period:

$$\begin{aligned} \text{Hours to be Worked} &= \frac{824}{904} = 91.15\% \\ \text{Regular Hours to be Worked} &904 \end{aligned}$$

Note: Numbers above is an example only. For your calculation use the number of working hours per month from Table 1 (numbers are reduced by Designated Holidays).

When an employee's EDO falls on a Designated Holiday, the Designated Holiday is **not** moved to another day. If the employee chooses to have another day off in addition to Designated Holiday, the percentage would change, as the hours worked should be reduced as follows:

$$\begin{aligned} \frac{\text{Hours to be Worked}}{\text{Regular Hours to be Worked}} &= \frac{(824 - 8)}{904} = 90.26\% \end{aligned}$$

Example 2

Employee wants to work a 6 hour day for the period September – June (next calendar year). Employee has Monday EDO.

Approval period: September 1 – June 30

Full Time Hours in Approval Period by Month		EDO Hours by Month	Regular Hours to be Worked	Hours Not Worked in Month
September	168	16	152	Hours to be Worked in Approval Period = (1664 – 176)/8 = 186 days
October	168	16	160	
November	176	16	136	
December	152	24	144	Days in Approval Period X Hours Reduced Per day = 186 x 2 = 372
January	176	16	152	
February	168	16	136	
March	176	16	160	
April	168	16	152	
May	160	16	144	
June	176	24	152	
Total	1664	176	1488	

Regular Hours to Be Worked = Full time Hours in Approval Period - EDO Hours

$$1664 - 176 = 1488$$

Hours to Be Worked = Regular Hours to Be Worked – Hours Not Worked

$$1488 - 372 = 1116$$

To calculate the percentage worked

$$\frac{\text{Hour to be worked}}{\text{Regular hours to be worked}} = \frac{1116}{1488} = 75\%$$

Note: Numbers above is an example only. For your calculation use the number of working hours per month from Table 1 (numbers are reduced by Designated Holidays).

Example 3

Employee has Monday EDOs and wants to take every second Friday off (commencing July 1st) and the month of December.

Approval Period: July 1 – December 31

Full Time Hours in Approval Period by Month	EDO Hours by Month	Regular Hours to be Worked	Hours Not Worked by Month
July	152	16	136
August	176	16	160
September	168	16	152
October	160	24	136
November	168	16	152
December	160	16	144
Total	984	104	880

$$\text{Regular Hours to be Worked} = \text{Full Time Hours in Approval Period} - \text{EDO Hours}$$

$$984 - 104 = 880$$

$$\text{Hours to be Worked} = \text{Regular Hours to be Worked} - \text{Hours Not Worked}$$

$$880 - 232 = 648$$

To calculate the percentage worked:

$$\frac{\text{Hour to be Worked}}{\text{Full Time Working Hours In the Approval Period}} = \frac{648}{984} = 65.85\%$$

Note: Numbers above is an example only. For your calculation use the number of working hours per month from Table 1 (numbers are reduced by designated holidays).