

## Office Staff hours - Summary 87 weeks

In preparing the hours, time sheets goback to 1/01/2022. The first 3-months of 2022 still had covid work bubbles with staff working from home, so estimates have been made. Calculations have been made allowing 30 minutes for lunch. Lunch hours are not generally taken. Hours are rounded down to the nearest half hour, and not up.

Example of hours: 9.00 am - 5.00 pm = 7.5 hours; 9.00 am - 5.30 pm = 8 hours; 9.00 am - 6.00 pm == 8.5 hours; 9.00 am - 6.30 pm = 9 hours.

Annual Leave/Bank Holidays has been included in the calculations as taken. Time owed (allowed for evening meetings or events) as taken were recorded as 'zero' hours. If annual leave had not been included, and was based on weeks worked, the weekly average and additional hours would be notably higher.

The below calculations take the total hours for the period; the additional hours worked (less any time owed taken), are recorded in blue total. The weekly average is in blue/beige box. Where someone has had time off for sickness, these have been added in green assuming the basic hours, and recalculation for weekly average reflected in blue/beige box.

CONTRACT HOURS:		FT 37 hrs/pw = 1924	FT 37 hrs/pw = 1924	FT 37 hrs/pw = 1924	PT 30 hrs/pw = 1560	PT 22 hrs/pw = 1144	PT 1 day per week	
		Caroline	Kathy	Lorraine	Debbie	Community Warden	Lindsey	<i>NB: does work additional days as needed</i>
<b>2022</b>	52 weeks 1/01-31/12/22	Extra +/-	Extra +/-	Extra +/-	Extra +/-	Extra +/-	Total hours	Weekly Ave
	Total yearly hours worked	2278.80	1733.00	1997.60	1612.60	1080.50	498	9.58
	Weekly Ave.	43.82	33.33	38.42	31.01	20.78		
	NB: Hours estimated due to WFH/Covid							
	Hours added for sick		225.00	22.50	7.50	28.60		
			1966.90	2020.10	1620.10	1109.10		
	weekly ave		37.83	38.85	31.16	21.33		
		Caroline	Kathy	Lorraine	Debbie	Community Warden		
		Caroline	Kathy	Lorraine	Debbie	Community Warden	Lindsey	<i>NB: does work additional days as needed</i>
<b>2023 to week 35 (01/09/23)</b>	Extra +/-	Extra +/-	Extra +/-	Extra +/-	Extra +/-	Leaver 16/06	Total hours	Weekly Ave
	Total hours 35 weeks	1610.00	1351.30	1383.30	1032.9	518.90	327	9.34
	Weekly ave + or -	9.55	Leaver week 35	2.68	1059.90	532.50		
	Hours added for sick		If completed week	2.00	27.00	13.60		
		Caroline	Kathy	Lorraine	Debbie	Community Warden		
<b>2022 comparrison to week 35</b>	Extra +/-	Extra +/-	Extra +/-	Extra +/-	Extra +/-	Extra +/-		
	Total hours 35 weeks	1516.30	1330.90	1324.20	1084.10	752.10		
	Weekly ave + or -	6.32	35.90	29.20	33.10	-17.90		
	Hours added for sick		1.03	0.83	0.95	-0.51		
				1346.70	1.48	766.70	-0.09	
				22.5		14.6		