

TRADE UNION FACILITY TIME REPORTING CALCULATOR TOOL

This calculator is to assist you with producing the information needed to meet the requirements of the Trade Union (Facility Time Publication Requirements) Regulations 2017. **You will first need to complete the worksheet "Employee Data".**

Guidance on the requirement, including explanatory notes on the information that must be provided, is also available and should be used in conjunction with this calculator. You only need to enter data into the **white boxes**.

Enter reporting period: 1st April Year to 31st March Year

No. of employees who were relevant union officials during this time: Headcount FTE **Transfer this data to Table 1 on your report template**

Table 2: Percentage of time spent on facility time

This table will be automatically populated when you have completed worksheet "Employee Data".

Percentage of time	No. of employees
0%	<input type="text" value="0"/>
1-50%	<input type="text" value="2"/>
51-99%	<input type="text" value="0"/>
100%	<input type="text" value="0"/>

Transfer this data to Table 2 on your report template

Table 3: Percentage of pay bill spent on facility time

The first and last figure will be automatically populated when you have completed worksheet "Employee Data"

	Figures
Provide total cost of facility time	£ <input type="text" value="4,526.38"/>
Provide total pay bill (enter data)	£ <input type="text" value="7,952,100.00"/>
Provide % of total pay bill spent on facility time	<input type="text" value="0.06"/> %

Transfer this data to Table 3 on your report template

NB. If you need to add or deduct from the facility time cost to reflect a pooling arrangement you can overwrite the 'total cost' figure on the left

Table 4: Paid trade union activities

This figure will be automatically populated when you have completed worksheet "Employee Data"

Hours spent on paid trade union activities as a % of total paid facility time hours:	<input type="text" value="100.00"/> %
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Transfer this data to Table 4 on your report template