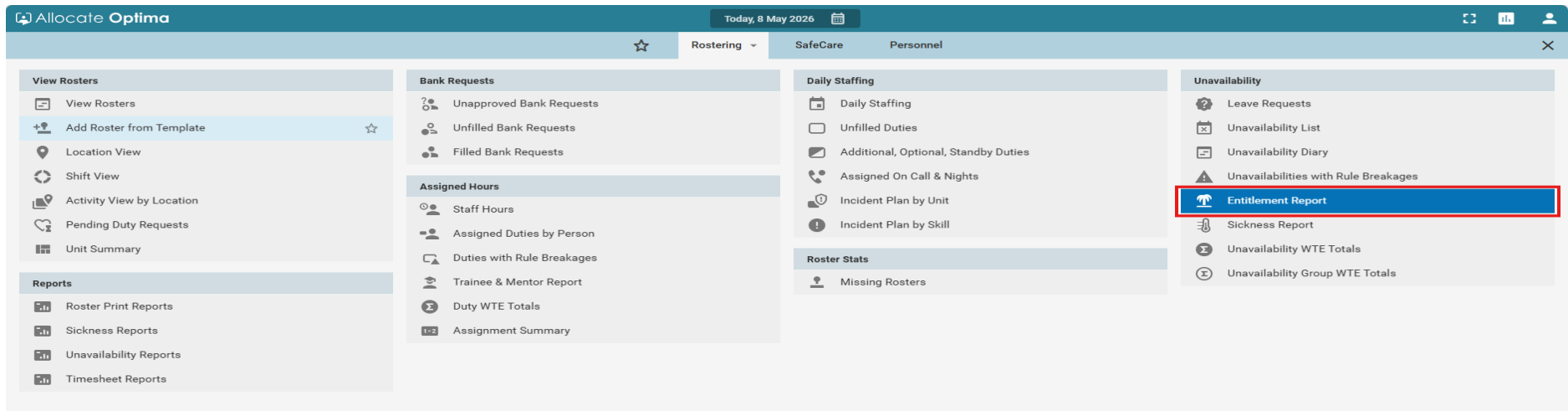


Entitlement Report

This report gives a breakdown of all Entitlement report recorded in a department within the defined parameters.

To open click **Rostering > Unavailability > Entitlement Report**



The parameters you can set include **Entitlement Type, Unit, Staff Group, Grade Type Category, Grade Type, Grade, Enterprise Work Contract Annual Leave Entitlement Configuration, Hire Date** (from and to) and **Leaving Date** (from and to). Reports can be exported to excel using the **icon** or the **extract** button highlighted in red.



Allocate Optima

Today, 8 May 2026

☆

Rostering

SafeCare

Personnel

Entitlement Report

0 Records

Entitlement Type *

Unit *

Surname

Staff No

Hire Date From

Hire Date To

Staff Group

Any

Grade Type Category

Any

Grade Type

Any

Grade

Any

Leaving Date From

Leaving Date To

☒ Exclude Closed People

Enterprise Work Contract

Any

Annual Leave Entitlement Configuration

Any

Contracted Weekly Hours From

Contracted Weekly Hours To

Extract

Unit

Surname

Forenames

Name

Remaining (Hrs) ↓

Entitlement Used (Hrs)

Planned (Hrs)

Total Entitlement (Days)

Base Entitlement Days

Base Entit

The headers for the report are **customisable** by using the icon highlighted in **blue**. These give various detailed in relation to entitlement report on the roster for the period defined within the parameters.

Allocate Optima Today, 8 May 2026

[Rostering](#)
[SafeCare](#)
[Personnel](#)

Entitlement Report

20 Records

Entitlement Type * **Annual Leave** Staff Group **Any** ☒ Exclude Closed People
 Unit * **Training Ward** Grade Type Category **Any** Enterprise Work Contract **Any**
 Surname _____ Grade Type **Any** Annual Leave Entitlement Configuration **Any**
 Staff No _____ Grade **Any**
 Hire Date From _____ Leaving Date From _____ Contracted Weekly Hours From _____
 Hire Date To _____ Leaving Date To _____ Contracted Weekly Hours To _____

[Extract](#) [Search](#)

Unit	Surname	Forenames	Total Entitlement (Hrs)	Remaining (Hrs) ↓	Entitlement Used (Hrs)	Total Entitlement (Days)	Base Entitlement Days	Base Entitlement Hours	Entitlement Type	Assignment No
Training Ward	Mullen	Frances	259.2	259.2	0.0	21.60	21.60	259.2	Annual Leave	FK781248
Training Ward	McDade	Victor	259.2	259.2	0.0	21.60	21.60	259.2	Annual Leave	FK781236
Training Ward	Jones	Eric	259.2	259.2	0.0	21.60	21.60	259.2	Annual Leave	FK781241
Training Ward	Harrid	Meena	259.2	259.2	0.0	21.60	21.60	259.2	Annual Leave	FK781242
Training Ward	Manky	Franky	251.3	251.3	0.0	21.85	21.85	251.3	Annual Leave	FK781250
Training Ward	Big	Innes	251.3	251.3	0.0	21.85	21.85	251.3	Annual Leave	FK781246
Training Ward	Jarvis	Jack	259.2	223.2	36.0	21.60	21.60	259.2	Annual Leave	FK781235
Training Ward	Guinness	Edith	259.2	223.2	36.0	21.60	21.60	259.2	Annual Leave	FK781244
Training Ward	Taylor	Archie	259.2	223.2	36.0	21.60	21.60	259.2	Annual Leave	FK781245
Training Ward	Jakey	Pete	218.7	218.7	0.0	18.23	18.23	218.7	Annual Leave	FK781243
Training Ward	Young	Fergie	216.7	216.7	0.0	18.06	18.06	216.7	Annual Leave	FK781249
Training Ward	Harrid	Navid	259.2	211.2	48.0	21.60	21.60	259.2	Annual Leave	FK781238

- ❖ The section highlighted in **blue** shows employee Names.
- ❖ The section highlighted in **red** shows Total entitlement in Hrs.
- ❖ The section highlighted in **yellow** shows entitlement remaining in hrs.
- ❖ The section highlighted in **green** shows Entitlement Type

This report is to check all employees remaining Annual Leave entitlement, Entitlement used