Full Time Equivalent Equations

**SLAC Full Time Equivalent (FTE)**
Employee Charged Hours / SLAC Adjusted F.T.E. Hours:

**Work Time Equivalent (WTE)**
Employee Charged Hours / Chargeable Hours

**Head Count Equivalent (HCE)**
Employee Charged Hours / Total Paid Hours

**Headcount**
The total number of different people who work at SLAC, at the end of a pay period, regardless of the number of hours charged.

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**Employee Charged Hours**
Hours employee charged to a charge number

**SLAC Adjusted F.T.E. Hours:**
Chargeable Hours / (1 + Non Mandatory Leave Accrual)

**Chargeable Hours**
available hours less Mandatory Hours Off

**Available Hours**
8 hours per day X number weekdays per period (approximately 2080 hours per year)
Charged hours + Mandatory Hours Off + Other Hours Off

**Mandatory Hours Off**
Hours which cannot be charged to a charge number, including:
- Holiday hours * (excluding birthday holiday)
- Other hours SLAC management requires an employee to be absent from work (i.e. Christmas Shut Down and required paid time off)

**Other Hours Off Includes:**
- Sick and Other Leave
- Vacation
- Birthday Holidays
- Unpaid Time Off

**Leave Accrual**
Sick & Other Leave
Holiday
Vacation
Example for 1998

Assumptions

Available Work Hours Per Year
8 hours per day X number weekdays per period (approximately 2080 hours per year)
Charged hours + Mandatory Hours Off + Other Time Off
52 weeks X 5 days per week X 8 hours per day = 2,080 hours per year

Total Leave Accrual (for FY 98)
5.3% = Sick & Other Leave
5.0% = Holiday
9.9% = Vacation
20.2%

Mandatory Time Off (for FY 98)
Holidays = 10 days X 8 hours = 80 hours
Paid Time Off = 1 day X 8 hours = 8 hours
Christmas Shut down = 3 days X 8 hours = 24 hours
Total Mandatory Time Off = 112 hours

Hours Worked
Available Work Hours per Year / (1 + Total Leave Accrual)
2,080 / 1.202 = 1730.449 hours actually worked

Non Mandatory Leave Accrual (required to calculate adjusted FTE hours)
(Available Work Hours - Mandatory Time Off / Hours worked) -1
(2,080 - 112) / 1730.449 = 1968 / 1730.449 = 13.7%