

Minute Conversion for Leave Time

Please use the following chart to translate minutes of leave time to the 100% equivalent. For example, a person taking 4 hours and 25 minutes off would report 4.42 for time missed.

Work	Report	Work	Report
1 min	0.02	31 min	0.52
2 min	0.03	32 min	0.53
3 min	0.05	33 min	0.55
4 min	0.07	34 min	0.57
5 min	0.08	35 min	0.58
6 min	0.10	36 min	0.60
7 min	0.12	37 min	0.62
8 min	0.13	38 min	0.63
9 min	0.15	39 min	0.65
10 min	0.17	40 min	0.67
11 min	0.18	41 min	0.68
12 min	0.20	42 min	0.70
13 min	0.22	43 min	0.72
14 min	0.23	44 min	0.73
15 min	0.25	45 min	0.75
16 min	0.27	46 min	0.77
17 min	0.28	47 min	0.78
18 min	0.30	48 min	0.80
19 min	0.32	49 min	0.82
20 min	0.33	50 min	0.83
21 min	0.35	51 min	0.85
22 min	0.37	52 min	0.87
23 min	0.38	53 min	0.88
24 min	0.40	54 min	0.90
25 min	0.42	55 min	0.92
26 min	0.43	56 min	0.93
27 min	0.45	57 min	0.95
28 min	0.47	58 min	0.97
29 min	0.48	59 min	0.98
30 min	0.50	60 min	1.00