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SOUTH AUSTRALIAN  
PREMIER'S  
FOOD and  
BEVERAGE  
INDUSTRY AWARDS

## FTEs

*Does your business have up to 15 or more than 15 full time equivalent staff?*

### HOW TO CALCULATE YOUR FTE

*Open business awards are judged in two categories: businesses with up to 15 Full Time Equivalent staff (FTEs) and those with more than 15 FTEs. For judging purposes, full time equivalent staff relates to those staff primarily involved in the production and manufacturing processes of the business. Retail sales people are not included.*

*To calculate your full time equivalent figure:*

- » *Identify how many hours constitutes a full time position (for example 38 hours).*
- » *For each position, divide the number of hours by the full time number – for example, someone working 10 hours per week would be 0.3 FTE (10 divided by 38, rounded to one decimal point).*
- » *Add the figures for each employee to obtain the total FTE figure.*