



Annual Leave Employee Guide

Version V1
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Document Control

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Overview

- Your holiday entitlement (balance) is calculated using your contracted hours, your working pattern, and your length of service.
- Public holidays will be automatically deducted from your balance. However, if you are required to work on a public holiday your Line Manager will update your entitlement to return the hours back to your balance.
- If your working pattern is wrong, then it will impact on your leave entitlement. We **strongly advise** you check your working pattern. If your pattern is wrong, contact your Line Manager.

Checking your pattern:

Click 'View profile' => Click the 'Employment' tab.



The screenshot shows a user profile section with two fields. The first field is labeled 'Work location' and contains the text 'John Muir House'. The second field is labeled 'Work pattern' and contains the text '35:00 - M07:00 / T07:00 / W07:00 / T07:00 / F07:00 / S00:00 / S00:00'.

- If you have more than one position, you will see your holiday balance as a grand total for all your positions.
- **You can only amend future dated authorised requests.** When you make a change to an approved holiday an email and task will go to your Line Manager to review your changed dates again. It is recommended that before you amend a holiday that you speak to your Line Manager.



When booking a holiday if you see this warning message you must contact your Line Manager as a matter of urgency. This message tells you there is an active (open) sickness absence on your record. Your manager will need to close this absence as soon as possible.



The screenshot shows a 'Holiday details' section with a warning message in a brown box. The message reads: 'This absence overlaps with the following existing absence(s): 18/12/2023 - (OSP)'. A red arrow points to the warning message.

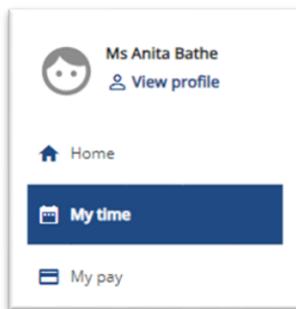
Logging in to myHR

- Web link ELC login credentials: https://ce0372li.webitrent.com/ce0372li_ess
- Web link using personal email address: https://ce0372li.webitrent.com/ce0372li_iss

Holiday Details

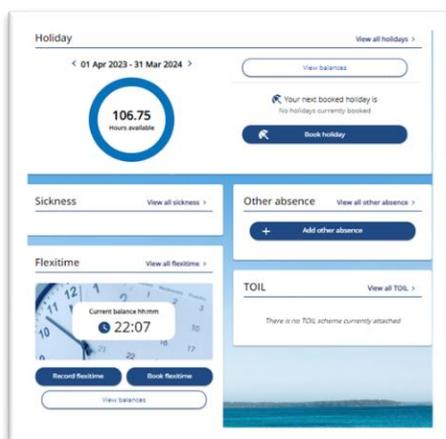
Your holiday entitlement is in line with the Leave policy and is calculated using your contracted hours, your working pattern, and your length of service.

- On the Home page **Click 'My time'**, a new screen will open.



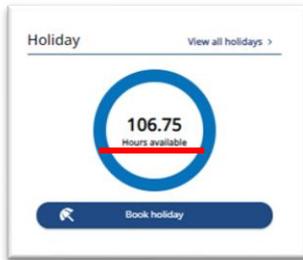
In the **'Overview'** page you will see details about your annual leave and other absence (Special Leave).

Please note: if you see fewer options, it means this function is not available within your service area.



Holiday Balance

On the Home Page you will see the **'Holiday'** tile and you will see your current holiday balance in the middle of the circle.



- To see your holiday balance in more detail, **click** on the **'Hours available'** link just below your balance total. A new screen will open.



Please note that your holiday balance is calculated to include your annual leave entitlement and public holidays.

The **'Taken'** and **'Scheduled'** fields include both annual leave and public holidays. Public holidays are automatically deducted from your leave balance at the start of every new leave year.

You will also be able to see the details of your next year's leave balances.

- To see the details of any holidays taken or scheduled **click** on the **'View all holidays'** link.



Absence records

Searching with neither Start date nor End date will return all absences.

All
 Holiday
 Sickness
 Other
 Flexitime
 Time off in lieu

View: All | Status: Not refused

Start date (dd/mm/yyyy): 23/09/2023 | End date (dd/mm/yyyy):

Search

Start date	End Date	Duration	Type	Position	Status	Attachments
02 Jan 2024	02 Jan 2024	8.75	Bank holiday	Senior Officer - Test	Not applicable	
01 Jan 2024	01 Jan 2024	8.75	Bank holiday	Senior Officer - Test	Not applicable	
26 Dec 2023	26 Dec 2023	8.75	Bank holiday	Senior Officer - Test	Not applicable	
26 Dec 2023	26 Dec 2023	8.75	Bank holiday	Senior Officer - Test	Not applicable	
18 Sep 2023	18 Sep 2023	8.75	Bank holiday	Senior Officer - Test	Not applicable	
15 Sep 2023	15 Sep 2023	0	Bank holiday	Senior Officer - Test	Not applicable	
21 Aug 2023	01 Sep 2023	70	Personal Holiday	Senior Officer - Test	Awaiting authorisation	
02 Aug 2023	02 Aug 2023	8.75	Personal Holiday	Senior Officer - Test	Authorised	
04 Jul 2023	05 Jul 2023	17.5	Personal Holiday	Senior Officer - Test	Awaiting authorisation	

Booking a Holiday

When you submit a leave request the system looks at your working pattern and deducts the correct number of hours you work each day from your leave request/entitlement.

Booking a holiday that includes a public holiday.

If your request includes a public holiday the system will automatically deduct the **total** hours you've requested. The system **does not** recognise your request includes a public holiday which has already been deducted from your balance. If you continue the day/s will be deducted again from your balance.

When booking leave that is up to a public holiday book the days up to the day before the public holiday, then submit your request.

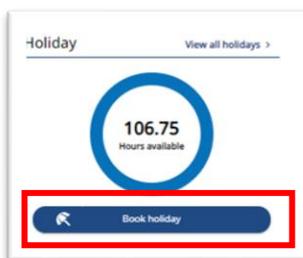
If your request includes a public holiday, you will need to do two leave requests to ensure the correct number of hours are deducted from your balance.

1. First, book the days up to the day before the public holiday and then submit your request.
2. Next, book the days after the public holiday and then submit your 2nd request.

You have two options to book a holiday.

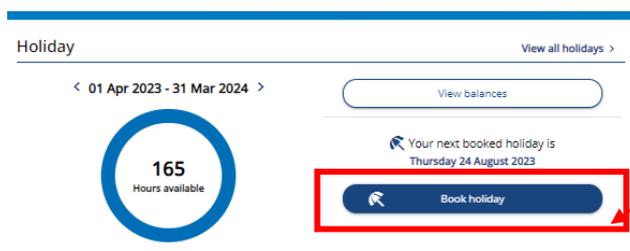
Option 1

- From the Homepage on the 'Holiday' tile click 'Book holiday'. The 'Holiday details' screen/form will appear.

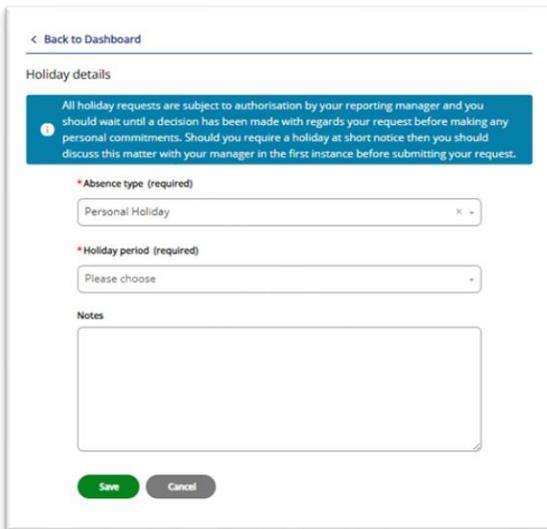


Option 2

- Click on 'My time' tab on the left side of the Homepage. Then click 'Book holiday'.

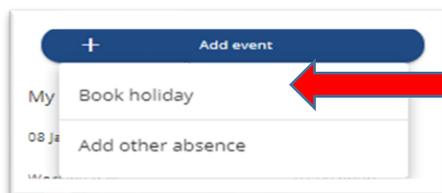
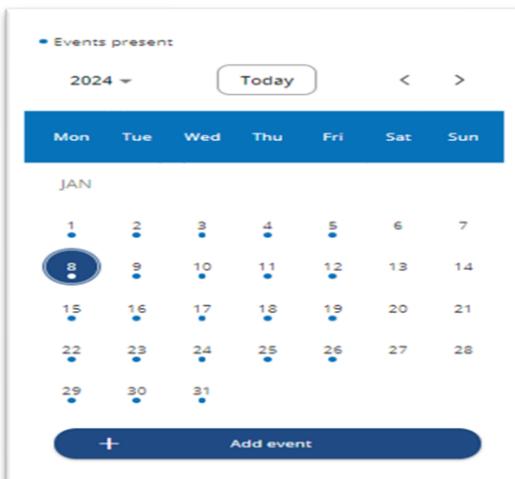


The 'Holiday details' page will open.



Option 3

- On the Homepage the 'Events' calendar on the right-hand side. Click on 'Add event'.



Click on 'Book holiday' and follow the process detailed below.

'Add other absence' – this is only to be used when requesting **Special Leave**, refer to the myHR user guide for instructions on how to make a request.

- **Absence type:** defaults to personal holiday.
- **Holiday period:** from the dropdown arrow select **Part day**, **Full day** or **More than one day**.

Part day

- **Start date:** enter the date manually or use the calendar icon.
- Morning, Afternoon or Specify time: if you select '**Specify time**' you will need to enter the '**Start time**', the number of '**Hours absent**' and the '**End time**'.
- Notes: complete this field to add additional information to your request for your Line Manager.
- Click '**Save**'

Full day

- Enter the holiday start date manually or use the calendar icon. Click '**Save**'.

Please note: if you already have an approved absence for the day you are requesting you will see a warning message. You will need to amend your request.

More than one day

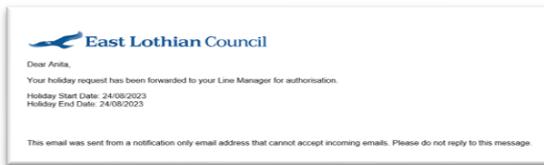
Complete the form as detailed above.

When requesting leave if your request **exceeds** your entitlement, you will see a warning message at the top of the screen. Your balance will show a negative value.



If you ignore this message and submit your request. Your manager will **'reject'** your request.

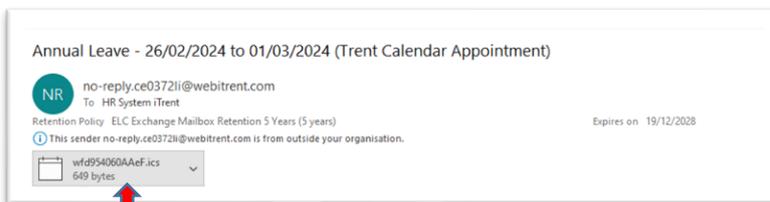
Once you click save on **any** leave request you will receive an automated email.



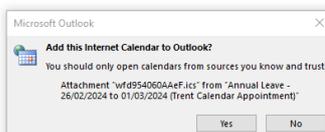
When your manager has reviewed your request, you will receive an email notification advising you whether your request has been approved or not. If your manager rejects your request the system will return the hours to your leave entitlement.

For approved leave you will receive an email confirming the approved dates. You will then receive a second email. The second email gives you the option to add the dates directly into your e-calendar.

This feature is optional so if you don't want to use it just delete the email. However, if you do then follow the 2-step process detailed below.



- Click on the attachment. The message below will appear.



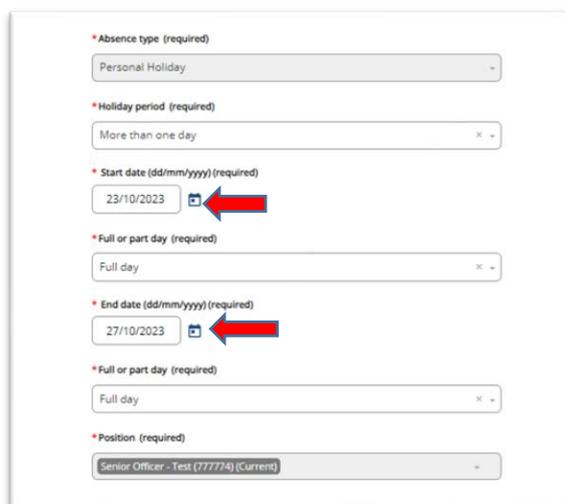
- Click **'Yes'**.

Amending an Authorised/Approved Holiday

Before you amend any approved holiday, you must discuss the change first with your Line Manager. After your manager agrees then amend your holiday.

- **Click** on **'View all holidays'** in the **'Absence records'** page from the list of holidays hover your cursor over the holiday and **click** on it.

When in the **'Holidays details'** screen make the required change to the holiday.



The screenshot shows a form with the following fields:

- Absence type (required):** Personal Holiday
- Holiday period (required):** More than one day
- Start date (dd/mm/yyyy) (required):** 23/10/2023 (with a calendar icon and a red arrow pointing to the date field)
- Full or part day (required):** Full day
- End date (dd/mm/yyyy) (required):** 27/10/2023 (with a calendar icon and a red arrow pointing to the date field)
- Full or part day (required):** Full day
- Position (required):** Senior Officer - Test (777774) (Current)

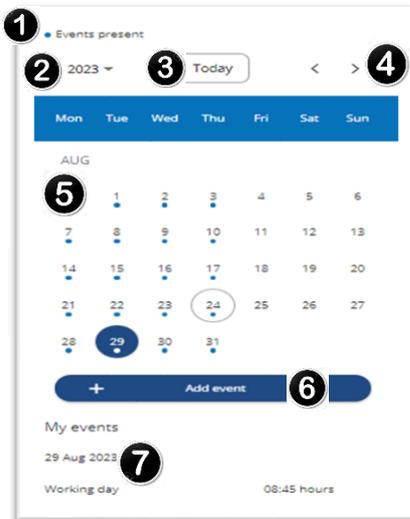
- **Click** into the date field or use the calendar icon to change the date.
- Next, **click 'Save'**.

This will start the authorisation process again. You will receive an automated email with the updated details and your manager will receive an email/task to review your amended request.

Please note: you cannot amend a holiday that is in the **past**. You will need to speak to your Line Manager, and they will need to make the required changes.

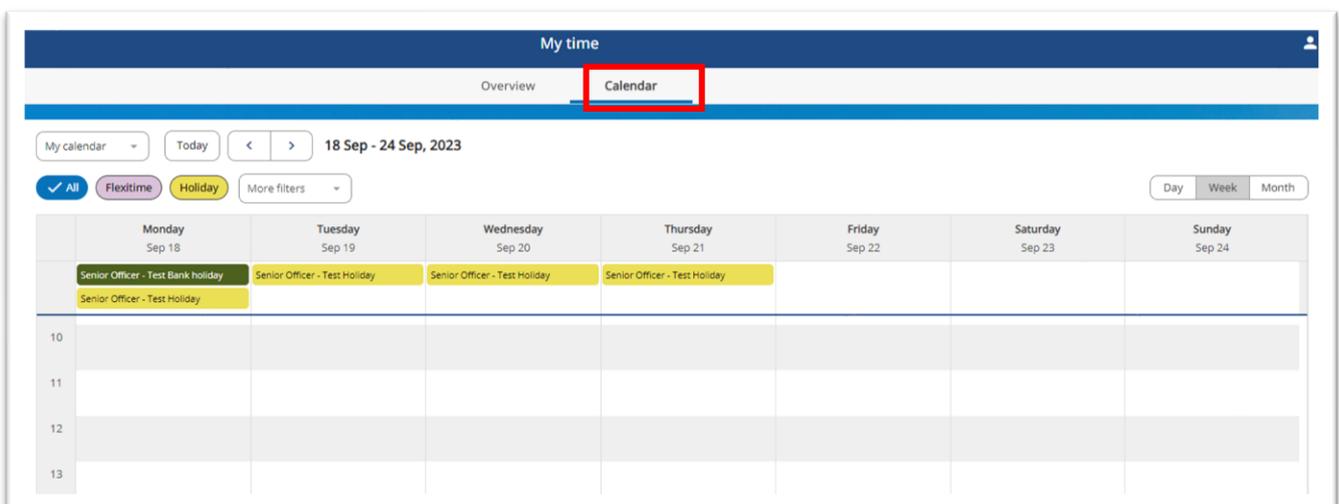
Viewing your Calendar

On the Homepage you will see a quick view calendar on the right-hand side.



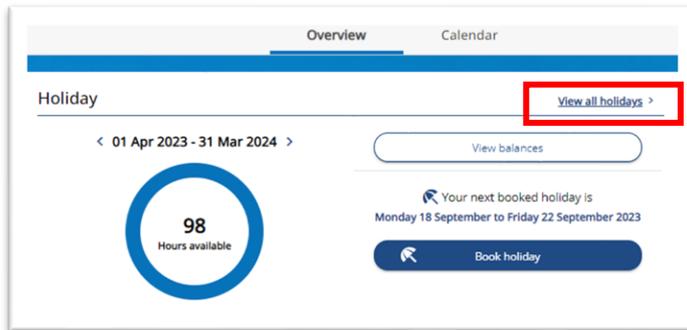
1. **Events present** indicates blue dots under any day of the week that shows an event is present, i.e. a public holiday or a working day.
2. **Year – defaults to current year:** click on the drop-down arrow, select the year, then the month then the day.
3. **Today button:** click this button to refresh the calendar.
4. **The < or >:** these are navigation arrows.
5. **Calendar:** the current day will be circled in 'grey'. Blue dots appear below a date where an event is present. When you select a date, it will be highlighted.
6. **+ Add event:** when you click on this button a dropdown menu will appear with the options of '**Book holiday**', '**Add other absence**' (special leave).
7. **My events:** this shows the events and timings on the selected day. If the event has a related page within myHR then the item will be hyperlinked and will allow you to open the related page.

To view your calendar in full view, **click** on '**My time**' then click the '**Calendar**' tab.

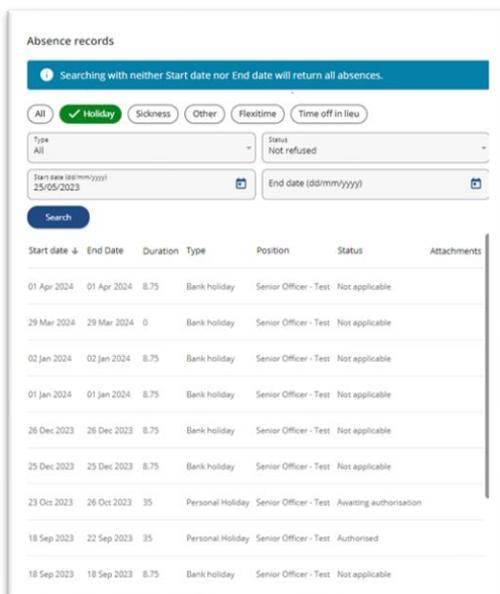


Viewing all Holidays

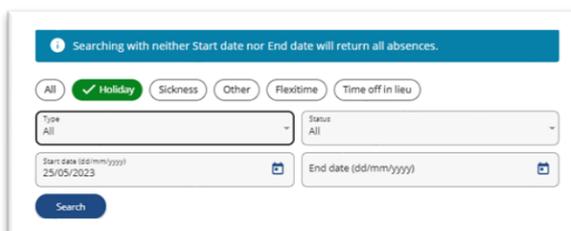
To see all your holidays, **click 'My time'** then **click 'View all holidays'**.



The system default will list your holidays 3 months in the past from the current date.



Using the search function will allow you to refine your search to specific holidays. In each of the fields use the dropdown arrows to make your selection. In the date fields use the calendar icon or enter the date manually.



Click 'Search'.

[End of guidance]