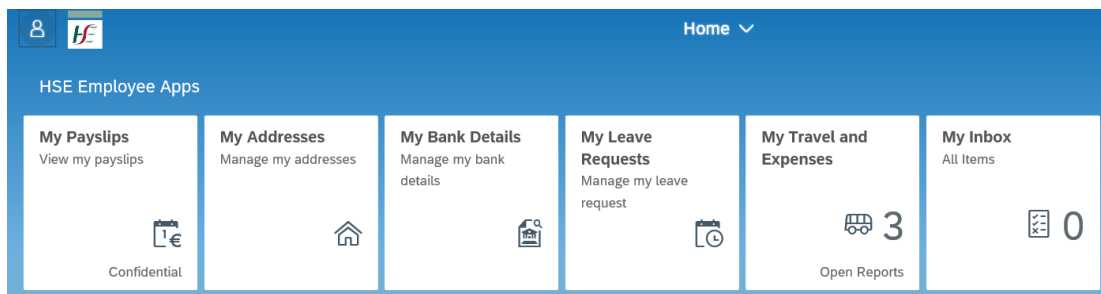




My Leave Requests

1. Enter Username and Password – Click on Log On.
2. Click on the My Leave Requests Tile.



- Quotas are shown “Up to” the current date – select the calendar to view “Up to” a different date

| Leave Type | Validity | Entitlement | Used | Planned | Available |
|-----------------------|-------------------------|-------------|--------------|---------|----------------|
| Annual Leave | 01.04.2019 – 31.03.2020 | 1.23 Hours | 0 Hours | 0 Hours | 1.23 Hours |
| Parental Leave Unpaid | 27.03.2007 – 31.12.9999 | 9,999 Hours | 357.75 Hours | 0 Hours | 9,641.25 Hours |

- **Leave Type:** Displays the type of leave that quota is for
- **Validity:** Start and End Date of the quota
- **Entitlement:** Displays the number of hours available/accrued

Note: Annual Leave Quota is generated/increased each night when time evaluation runs i.e. employees do not see their full quota until leave year end 31.03.XXXX shown in hours (not day) as per SAP HR/Payroll) – allows leave to go into a negative i.e. more taken than accrued

- **Used:** Displays hours used to each quota i.e. leave taken
- **Planned:** Displays hours applied for but not yet approved
- **Available:** Shows remaining hours in quota

Request Overview

Request Overview

| Calendar | Items (3) | Show from | 01.05.2019 | |
|------------|-----------|-----------|------------|------------|
| Leave Type | Validity | Status | Approver | Quota Used |

- Leave Request Overview shows leave from 1st of current month and back 60 days – select the calendar to “Show From” a different date
- All Leave Requests going forward can be viewed
- Request Overview shows;
 - Leave Type e.g. Annual Leave
 - Validity – date of leave
 - Status – Requested/Approved/Cancelled/Rejected- (colour coded e.g. requested orange, approved –green)
 - Approver – line manager who leave request is sent to
 - Quota Used – shows hours taken if there is a quota associated with the leave e.g. Annual Leave, Public Holiday Leave, Parental Leave

Requesting Less than One Day

1. Click on “Create Request” at bottom right hand corner of screen.

The screenshot shows the 'My Leave Request' interface. At the top, there's a navigation bar with a home icon and the title 'My Leave Request'. Below this, there's a section titled 'Items (3)' with a 'Show from' dropdown set to '25.02.2019'. This section contains a table with the following data:

| Leave Type | Validity | Entitlement | Used | Planned | Available |
|----------------------|-------------------------|--------------|--------------|---------|-------------|
| Time in Lieu | 04.10.2004 – 31.12.9999 | 238.25 Hours | 238.25 Hours | 0 Hours | 0 Hours |
| Public Holiday Leave | 02.08.2004 – 31.12.9999 | 657.3 Hours | 461.5 Hours | 0 Hours | 195.8 Hours |
| Annual Leave | 01.04.2018 – 31.03.2019 | 172.21 Hours | 171.5 Hours | 0 Hours | 0.71 Hours |

Below the table is a 'Request Overview' section with a 'Calendar' tab selected and 'Items (2)'. It includes a 'Show from' dropdown set to '01.02.2019' and a text prompt: 'Select a start and enddate to create a new request. Click on an existing request to display.' Below this is a calendar view for January-February 2019. The calendar shows dates from 1st to 28th. A 'Create Request' button is visible at the bottom right of the calendar area.

2. Select Leave Type by selecting Drop down – available leaves listed below;

Note: Attachments can be added to a number of leave types e.g. Sick Leave Certified, Sick Leave PRI. The leave date/period should be selected and choose the + Attachment icon.

| | | |
|---------------------------|------|--------------------------------|
| Annual Leave | 0100 | |
| Public Holiday Leave | 0101 | |
| Sick Leave (Certified) | 0200 | |
| Sick Leave(SelfCertified) | 0205 | |
| Sick Leave PRI | 0230 | |
| Study Leave (Paid) | 0500 | |
| Examination Leave (Paid) | 0505 | |
| Study Leave (Unpaid) | 0550 | |
| Examination Leave (U) | 0555 | |
| Reflective Leave | 0964 | |
| Paternity Leave (Paid) | 0340 | |
| Parental Leave (U) | 0345 | |
| Ante / Post Natal Lve (P) | 0315 | |
| Leave Candidate Interview | 0605 | |
| Compassionate Leave (P) | 0410 | |
| Force Majeure Leave (P) | 0405 | |
| Trade U - Annual Delegate | 0600 | |
| Trade U - Special Deleгат | 0601 | |
| | | Trade U - Exec. Meeting 0602 |
| | | Trade U - Irish Congress 0603 |
| | | Jury Leave 0420 |
| | | Unpaid Leave 0920 |
| | | Health and Safety Leave 0400 |
| | | Pre-adopt class/meet (P) 0337 |
| | | Health & Safety > 21 days 0401 |
| | | Special Lve -Marriage (P) 0415 |
| | | Court Appear Job Rltd (P) 0421 |
| | | Fire Brigade Leave (U) 0485 |
| | | Elected Representative Lv 0921 |
| | | Fire brigade Leave (P) 0435 |

3. Select “Less than One Day”

4. Enter the Date of leave and the Start Time and End Time – the date/times may be typed in directly or chosen from the calendar/clock.
5. **Approver:** Identifies the manager allocated to sign off the Leave Request
6. **Input Hours:** Identifies the number of hours to be deducted – based on the start/end times entered
7. **Comments** – Enter any necessary text to accompany leave request to Manager (optional)
8. Click on “Save”
9. Click on Items icon beside Calendar to Overview Absence Request

Request Overview

Calendar **Items (3)** Show from 01.05.2019

| Leave Type | Validity | Status | Approver | Quota Used | |
|----------------------------|-------------------------|-------------|--------------|------------|----------------|
| Entitlement | | | | | |
| Items (2) Up To 07.05.2019 | | | | | |
| Leave Type | Validity | Entitlement | Used | Planned | Available |
| Annual Leave | 01.04.2019 – 31.03.2020 | 1.23 Hours | 0 Hours | 0 Hours | 1.23 Hours |
| Parental Leave Unpaid | 27.03.2007 – 31.12.9999 | 9,999 Hours | 357.75 Hours | 0 Hours | 9,641.25 Hours |

10. Leave which has been rejected is displayed in the Request Overview – the manager sends a reason/comment on rejection which the employee can view by selecting the leave type and reviewing the “Comment” tab

Request Overview

Calendar **Items (1)** Show from 01.05.2019

| Leave Type | Validity | Status | Approver | Quota Used |
|--------------------|-------------------------|----------|-----------------|------------|
| Study Leave (Paid) | 09.05.2019 – 10.05.2019 | Rejected | Loreto O'Rourke | |

Study Leave (Paid) 09.05.2019 – 10.05.2019

Comment Calendar

Ms Loreto O'Rourke: Please forward supporting documentation
Comment · 09.05.2019, 12:54:49

Deleting or Amending a Leave Request

1. Click on Items icon beside Calendar to Overview Absence Request

The screenshot displays the 'My Leave Request' interface. It is divided into two main sections: 'Entitlement' and 'Request Overview'.



Entitlement Section: This section shows a table of leave entitlements. The 'Items (3)' tab is selected. The table has columns for Leave Type, Validity, Entitlement, Used, Planned, and Available. The data is as follows:

| Leave Type | Validity | Entitlement | Used | Planned | Available |
|----------------------|-------------------------|--------------|--------------|---------|-------------|
| Time in Lieu | 04.10.2004 – 31.12.9999 | 238.25 Hours | 238.25 Hours | 0 Hours | 0 Hours |
| Public Holiday Leave | 02.08.2004 – 31.12.9999 | 657.3 Hours | 461.5 Hours | 0 Hours | 195.8 Hours |
| Annual Leave | 01.04.2018 – 31.03.2019 | 172.21 Hours | 171.5 Hours | 0 Hours | 0.71 Hours |

Request Overview Section: This section shows a table of leave requests. The 'Items (3)' tab is selected. The table has columns for Leave Type, Validity, Status, Approver, and Quota Used. The data is as follows:

| Leave Type | Validity | Status | Approver | Quota Used |
|--------------|-------------------------|-----------------|----------------|------------|
| Annual Leave | 20.02.2019 | Absence Request | Rathnait Foley | 8 Hours |
| Annual Leave | 19.02.2019 | Absence Request | Rathnait Foley | 8 Hours |
| Annual Leave | 11.02.2019 – 12.02.2019 | Absence Request | Rathnait Foley | 15.5 Hours |

At the bottom right of the interface, there is a 'Create Request' button.

11. Click on Pencil  to Edit Absence, Bin  to Delete Absence.