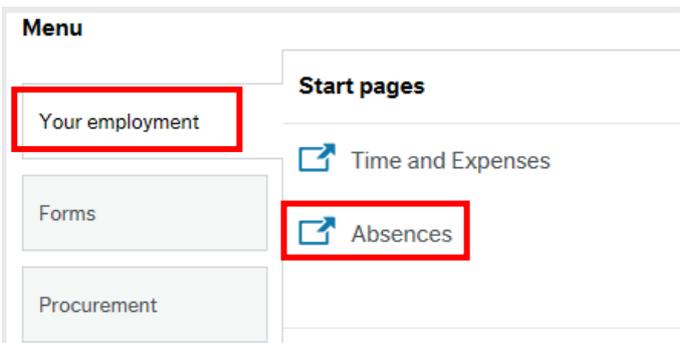
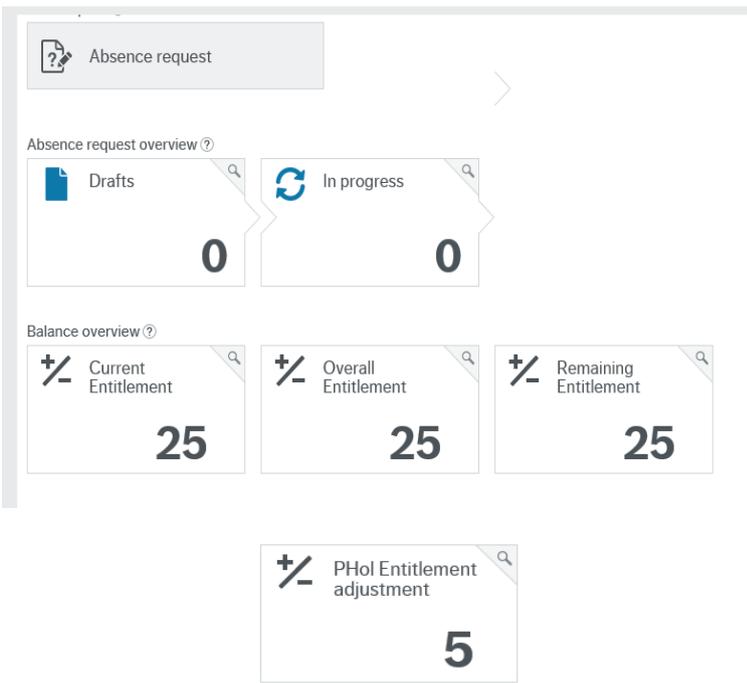


Requesting Annual, Special & Flexi Leave – Employee Quick Card

This guidance will show you how to request annual, special and flexi leave in Business World; amend or withdraw requests; and view your annual leave balance.

Etarmis – Please note that Business World does not link to Etarmis, therefore you must ensure you update this as normal, so your Flexi balance is correct.

1	 <p>The screenshot shows a 'Menu' section with a 'Start pages' sub-section. Under 'Start pages', there are three items: 'Your employment' (highlighted with a red box), 'Time and Expenses', and 'Absences' (highlighted with a red box). Below 'Start pages' are three other menu items: 'Forms' and 'Procurement'.</p>	<p>Navigate to 'Your Employment' tab then click on the 'Absences' button in the Start pages section.</p>
2	 <p>The screenshot shows the 'Absence request' screen. At the top is a search bar labeled 'Absence request'. Below it is an 'Absence request overview' section with two cards: 'Drafts' with a count of 0 and 'In progress' with a count of 0. Below that is a 'Balance overview' section with four cards: 'Current Entitlement' (25), 'Overall Entitlement' (25), 'Remaining Entitlement' (25), and 'PHol Entitlement adjustment' (5).</p>	<p>The Absence Request Screen contains the following –</p> <p>Absence request – where you will make a new leave request.</p> <p>Drafts – Any claims yet to be submitted.</p> <p>In progress – sent to line manager for review and are yet to be approved.</p> <p>Balance Overview – Contains Current Entitlement; Overall Entitlement; Remaining Entitlement (this will reduce after each request is approved). Part time workers and job sharers may also see Public Holiday Entitlement adjustment, which ensures they have the correct entitlement.</p>

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3

UNIT4 Business World On!

Absences x

Absences

New request ?



Absence request

Click on 'Absence Request' to bring up the fields you will complete to request leave.

4

Today							December 2018	
mon	tue	wed	thu	fri	sat	sun		
26	27	28	29	30	1	2		
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23	Absence: Sick Leave	
24	25	26	27	28	29	30	Absence req...	

You will now be able to view your leave calendar. This view will include any previously requested and approved leave as well as periods of sickness.

Note: this view will not include Public/Bank Holidays.

5

Your employment

Time and Expenses

Personnel information

Forms

Absences

My Absence

Time and expenses

Absences

Activate your substitutes

◀ 01 Jan 2018 - 31 Dec 2018 ▶
📅

Week
Month
Year

You can also access your calendar via **Your Employment > My Absence**

You can select whether you want a Week, Month or Year view by clicking on each word.

Requesting Annual, Special & Flexi Leave – Employee Quick Card

6

My Absence

View pane

▲ Legend

Planned Absence

Unplanned Absence

You can also select the type of leave you wish to view by clicking here.

7

Reason *

Annual Leave

Flexi Time Leave

Special Leave

First day * 18/12/2018

from 00:00

Last day * 18/12/2018

to 07:10

Position *

Business World Stakeholder Liaison Officer

Business World Stakeholder Liaison Officer

Reason – Press your spacebar or click on the black triangle and click on the type of leave you are requesting.

First Day / Last Day – Click on the Calendar icons/symbols and select the dates as appropriate. Alternatively, type in the date in DDMMYY format.

Position – Your position will auto-populate if you only have one position in the organisation. **If you have more than 1 position, you can select each position separately, or select *All Positions*** to save you time. If you select All Positions, each line manager will receive the request to approve.

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8

Reason*

Specify reason for request

 Attending Meeting with External Agencies - Unpaid
 Bereavement - Paid
 Domestic Violence - Paid
 Donations - Paid
 Donations - Unpaid
 Family/Dependant Care - Paid
 Family/Dependant Care - Unpaid

Employee*

Reason*

When selecting **special leave**, an **additional field** will appear for you to select what type of special leave you are requesting. Some of this leave is paid and some unpaid.

Line Managers can also record Special Leave and Annual Leave on behalf of their employee's. To do this select the name of the employee from the picklist. Then follow the above steps. This request will auto approve and will not workflow for approval.

9

Is this a full day?

Enter your part time absence

First day: Last day:

Apply to all days

Is this a full day? - If you select the 'No' button for the question 'Is this a full day?' the following pop up screen will appear.

The 'AM/PM' tab will appear as a default.

Select which day(s) you would like to adjust to a half day as appropriate by clicking on the appropriate day and AM or PM. Only Renfrewshire Leisure use time. Now click OK

Requesting Annual, Special & Flexi Leave – Employee Quick Card

10

Summary

Number of days	2
Number of hours	14.00

Additional information

Check that the number of days and hours selected match your request.

Note: *If your request includes a half day, this will not show as .5 in the summary – it will round up to full day, however, your balance will only reduce by .5 when approved by your line manager.*

The **Additional Information** box must be completed if you are applying for special leave to give your manager as much information as possible when considering your request. You can also enter information for annual/flexi leave if you wish.

11

✓ **Success**

Your request for Annual Leave (08/01 - 09/01) is sent for approval.

If you are ready to submit, click on the send for approval button. A success pop-up message will appear. Your request will now workflow to your line manager(s) for approval.

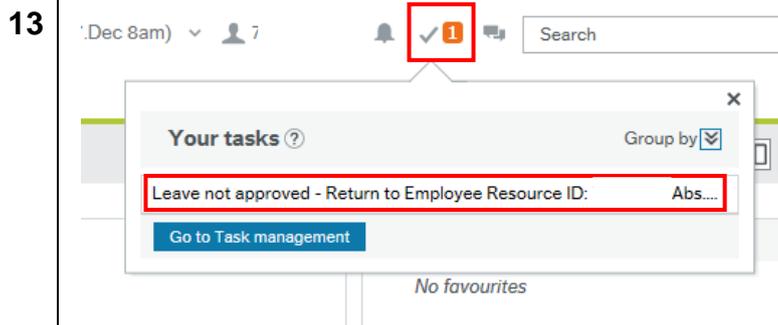
Alternatively, if you are not yet ready to send your request, you can click on the 'save as draft' button and submit your request later.

Click on the **OK** button to close the pop-up message.

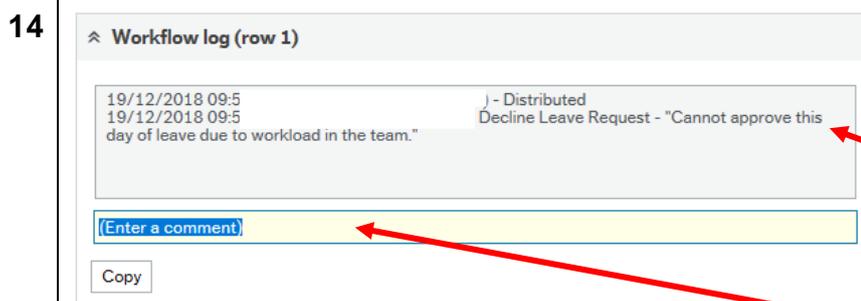
Requesting Annual, Special & Flexi Leave – Employee Quick Card

12 You can **check the progress of your request(s)** by looking at the Absence Request Screen – see Item Number 2 above. When you click on the in progress box you will see a list of the leave that has still to be approved.

Any **requests that are declined** by your line manager will workflow back to you with the reason(s) why they were declined. You will be able to either – amend your request and re-submit for approval, or, withdraw your request by following the instructions below.



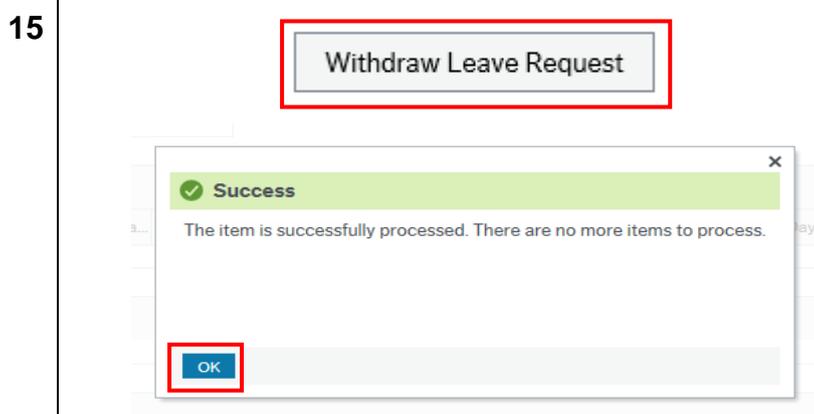
Navigate to your tasks and select **“Leave not approved”** task.



When the task opens, review the **Workflow log**.

This will show a comment from your line manager explaining why the leave was declined.

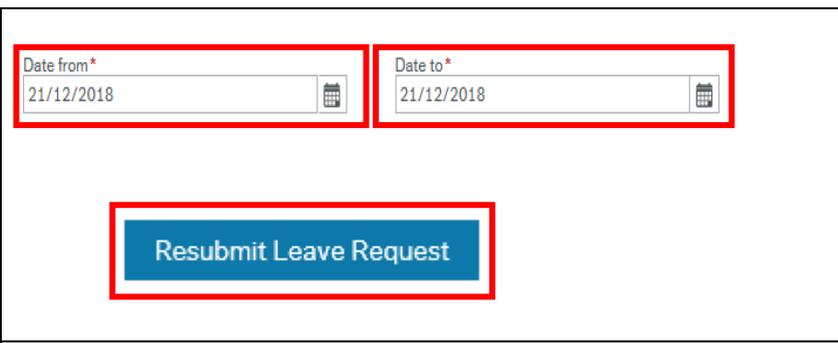
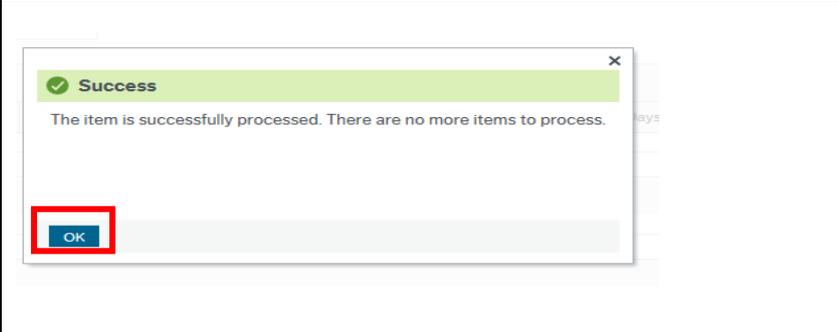
If chose to resubmit your request, you can also Enter a comment in response.



To withdraw your leave request without selecting another date, **click “Withdraw Leave Request”**.

You will receive a successful message, click **“OK”** to close the pop-up.

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16	 A screenshot of a web interface showing two date selection fields. The first field is labeled 'Date from*' and contains the date '21/12/2018'. The second field is labeled 'Date to*' and contains the date '21/12/2018'. Both fields have a calendar icon to their right. Below these fields is a blue button with the text 'Resubmit Leave Request'. All these elements are enclosed in a red rectangular border.	<p>To amend the dates of your leave request and re-submit, edit the Date from and Date to fields then click “Resubmit Leave Request”.</p>
17	 A screenshot of a success message pop-up window. The window has a green header bar with a checkmark icon and the word 'Success'. Below the header, the text reads: 'The item is successfully processed. There are no more items to process.' At the bottom left of the window is a blue button with the text 'OK'. The 'OK' button is highlighted with a red rectangular border.	<p>You will receive a successful message, click “OK” to close the pop-up. Your request will now workflow back to the line manager for approval again.</p>