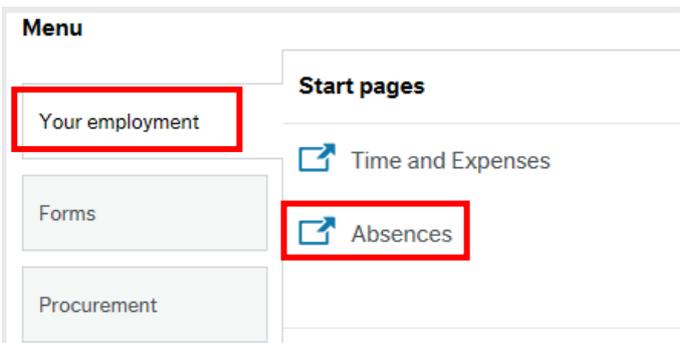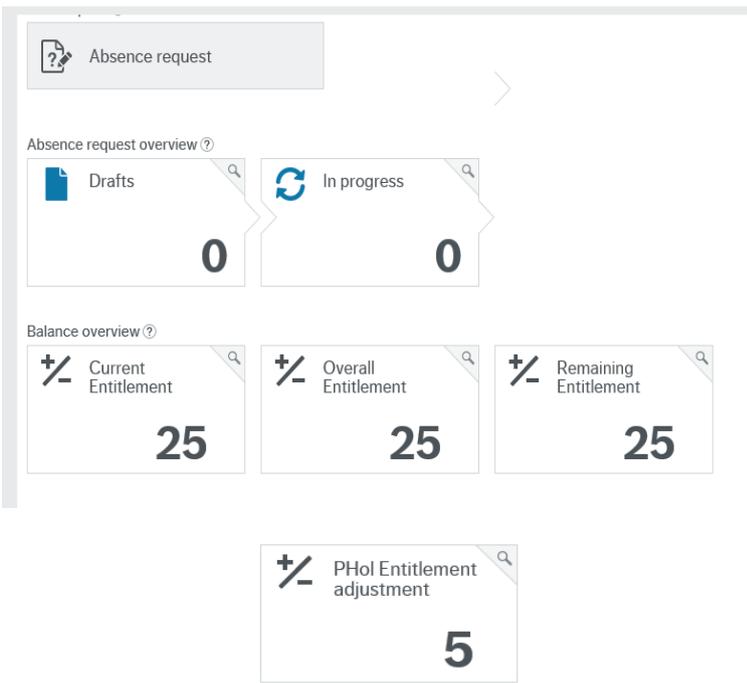**Business World**

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	**Menu** **Start pages** Your employment □ Time and Expenses Forms □ Absences Procurement	Navigate to **'Your Employment'** tab then click on the **'Absences'** button in the Start pages section.
2	Absence request Absence request overview ⑦ Drafts 0 In progress 0 Balance overview ⑦ Current Entitlement 25 Overall Entitlement 25 Remaining Entitlement 25 PHol Entitlement adjustment 5	The **Absence Request** Screen contains the following – **Absence request** – where you will make a new leave request. **Drafts** – Any claims yet to be submitted. **In progress** – sent to line manager for review and are yet to be approved. **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.

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3		Click on 'Absence Request' to bring up the fields you will complete to request leave.
4		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		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.

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6		You can also select the type of leave you wish to view by clicking here.
7		**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 | | 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?** - 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**	**Check that the number of days and hours selected match your request.**

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

Send for approval   Save as draft   View requests

✓ **Success**   ×

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

OK

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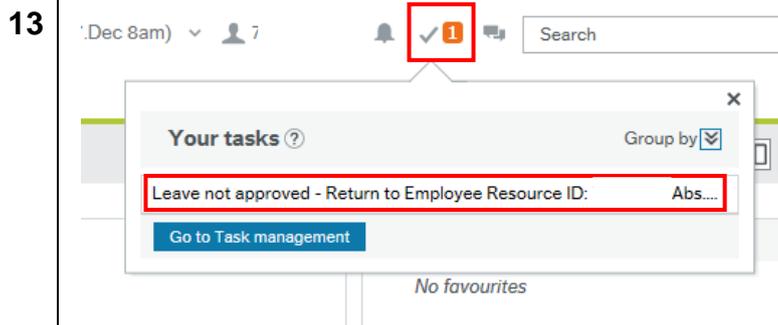
Alternatively, **if you are not yet ready to send your request**, you can click on the 'save as draft' button and submit your request later.

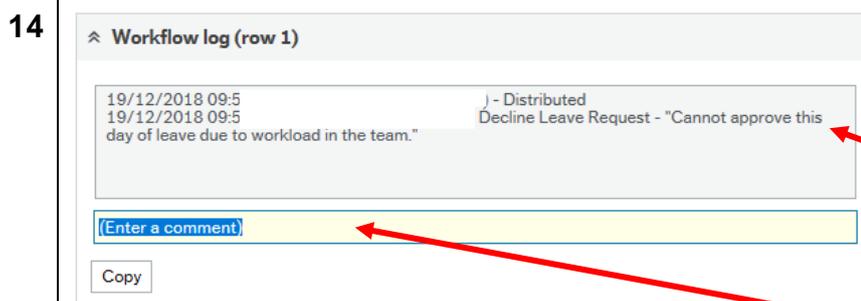Click on the **OK** button to close the pop-up message.

Requesting Annual, Special & Flexi Leave – Employee Quick Card

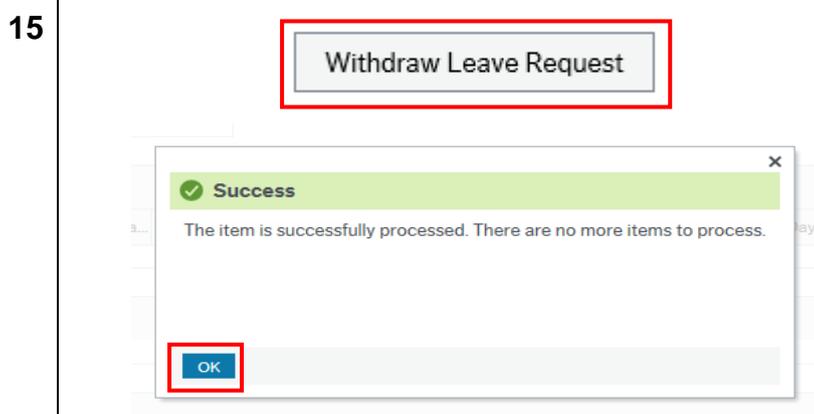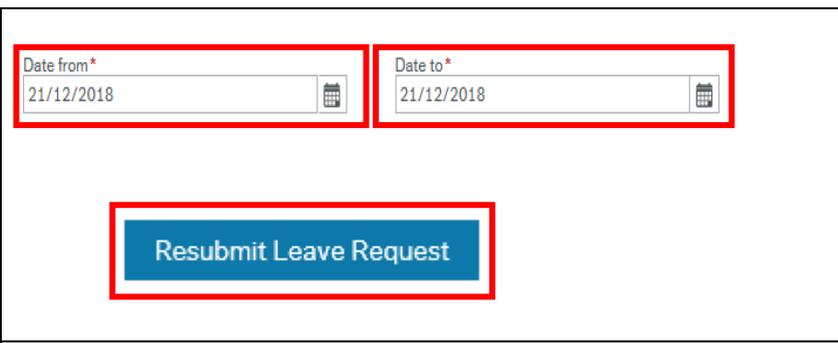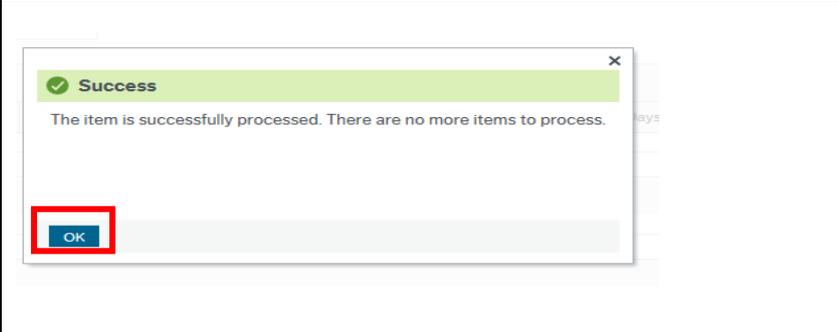| 12	You can **check the progress of your request(s)** by looking at the Absence Request Screen – see Item Number 2 above. When you click on the in progress box you will see a list of the leave that has still to be approved. Any **requests that are declined** by your line manager will workflow back to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

13	Dec 8am) ∨ ⍰ 7 🔔 ✓ **1** 💬 Search
	
	                           ✕
	Your tasks ⍰ Group by ⍈
	Leave not approved - Return to Employee Resource ID: Abs....
	Go to Task management
	
	           No favourites
		Navigate to your tasks and select "**Leave not approved**" task.

14	⌃ **Workflow log (row 1)** 19/12/2018 09:5 J - Distributed 19/12/2018 09:5 Decline Leave Request - "Cannot approve this day of leave due to workload in the team." (Enter a comment) Copy	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.
15	Withdraw Leave Request ✕ ✓ **Success** The item is successfully processed. There are no more items to process. ays OK	**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	Date from* 21/12/2018 Date to* 21/12/2018 Resubmit Leave Request	To **amend the dates of your leave request and re-submit**, edit the Date from and Date to fields then click "**Resubmit Leave Request**".
17	Success The item is successfully processed. There are no more items to process. OK	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.