



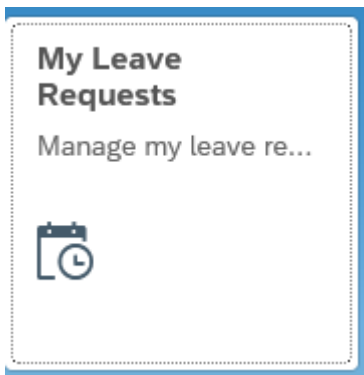
My HSE Self Service

Leave balances explained





My Leave tile – Entitlements explained



Annual Leave Entitlement

Your Annual Leave entitlement shown in My HSE Self Service accrues from the 1st April each year i.e. you have a zero balance on the 1st April. It is normal for your entitlement to show less than your full annual quota. This does not affect your ability to apply for annual leave on the system.

If you would like to view your annual leave entitlement for the full leave year you can do so by clicking on the "**Your Leave**" tile on My HSE Self Service.

Entitlement i

Items (8) Up To i 08.06.2022 📅

Leave Type	Validity	Entitlement	Used	Planned	Available
Time in Lieu	01.02.2022 – 31.12.9999	3 Hours	0 Hours	0 Hours	3 Hours
Public Holiday Leave	03.06.2019 – 31.12.9999	13.4 Hours	7 Hours	0 Hours	6.4 Hours
Annual Leave	01.04.2022 – 31.03.2023	33.51 Hours	0 Hours	0 Hours	33.51 Hours
C/F Annual Leave	01.04.2022 – 30.09.2022	156.88 Hours	60 Hours	0 Hours	96.88 Hours
Concession/Privilege Days	01.01.2022 – 31.12.2022	1 Day	0 Days	0 Days	1 Day

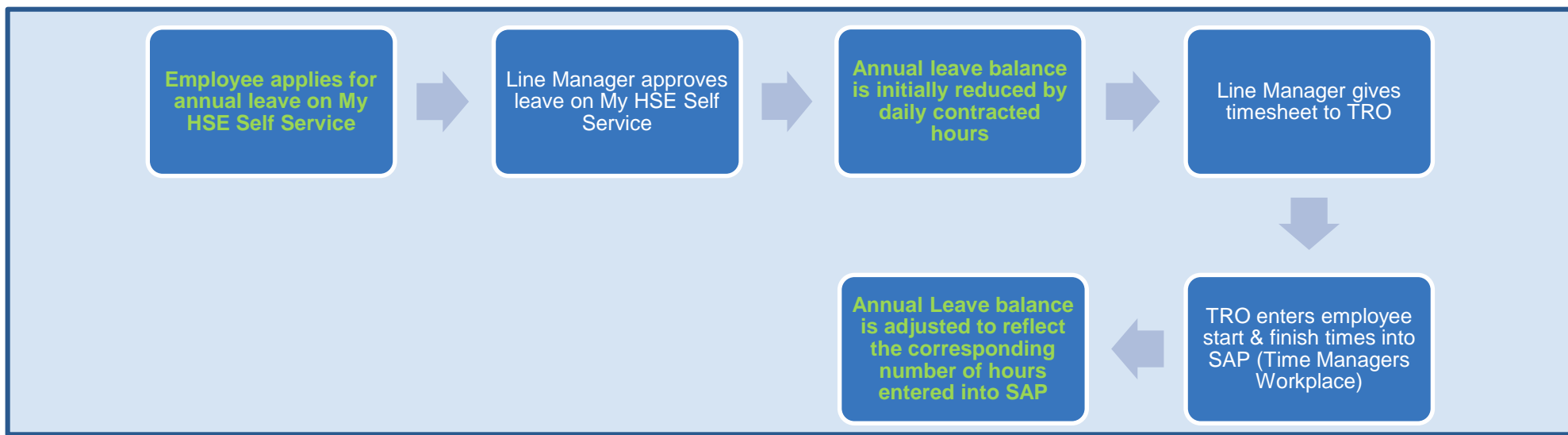


How much Annual Leave will I be deducted?

Employee applies for Annual Leave **after** roster has been entered on SAP



Employee applies for Annual Leave **before** roster has been entered on SAP





Your Leave tile – Where to find old paper leave card info?



APPLICATION FOR ANNUAL/SICK/SPECIAL LEAVE.


Year ending 31st. March, 202x

NAME _ Post Held _ Location

Staff No _ Leave entitlement for year 25 days = **185.87** C/F leave = 0

Date of Application	(Both days inc)		No. of hours Annual	No. of hours Sick	No. of hours Special	Reason for Special Leave	Annual leave Balance to date (inc. this app).	Recommended	Approved	Recorded
	From	To								

Your Leave
Leave remaining

 **277** ▾

hrs, taken 60

Employee number	Name	Entitlement C/F	Calc A/L for Year	A/L Taken	A/L Remaining	A/L Booked
		0.00	185.87	0.00	185.87	0.00



How Managers/Approvers can access their annual leave entitlement?



Managers/Approvers can click here to view their own annual leave entitlement for the year

Annual Leave Report

Today

Employee number	Name	Entitlement C/F	Calc A/L for Year	A/L Taken	A/L Remaining	A/L Booked
No data						

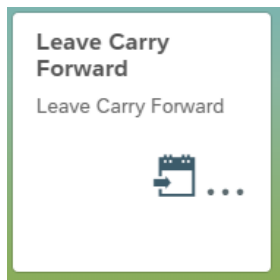
Annual Leave Report

Today

Employee number	Name	Entitlement C/F	Calc A/L for Year	A/L Taken	A/L Remaining	A/L Booked
12345678	Joe Bloggs	146.72	221.84	51.80	246.76	70.00



How to Carry Forward Annual Leave?



At the start of the new annual leave year employees must agree any carry forward of leave balance with their Line Manager. They should then apply to carry over their leave using the “Leave Carry Forward” tile on My HSE Self Service.

My Leave Carried Forward

My Carried Forward Leave

In exceptional circumstances annual leave may be carried forward into the first six months of the next annual leave year.

Reason :

Carry forward hrs:

From:

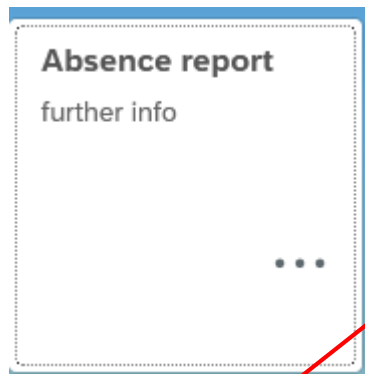
To:

Comment:

Submit



How to find how many calendar days or hours taken?



Absence report tile

This is a useful tile as it allows staff search for different leave types. If you type for e.g. annual leave into the box and select the date range, the leave is displayed in both absence hours and calendar days.

Click the download button in the bottom corner of the screen to export this to excel.

annual leave 01.04.2022 31.03.2023 Search

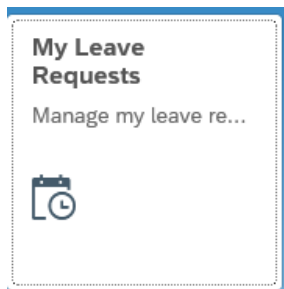
Personnel number	Personnel name	Absence Type	Start Date	End Date	Absence Hours	Absence Days	Calendar Days	
		Annual Leave	11.04.2022	14.04.2022	30.00	4.00	4.00	>
		Annual Leave	05.05.2022	05.05.2022	3.75	0.50	0.00	>
		Annual Leave	12.05.2022	12.05.2022	7.50	1.00	1.00	>
		Annual Leave	19.05.2022	19.05.2022	7.50	1.00	1.00	>
		Annual Leave	26.05.2022	26.05.2022	7.50	1.00	1.00	>
		Annual Leave	31.05.2022	31.05.2022	3.75	0.50	0.00	>

Download



Detailed Step by Step Tutorial Documents

You can view detailed step by step guides for



<https://assets.hse.ie/media/documents/annual-leave-report-for-employees.pdf>



https://assets.hse.ie/media/documents/Absence_report_for_employees_jOqoFem.pdf