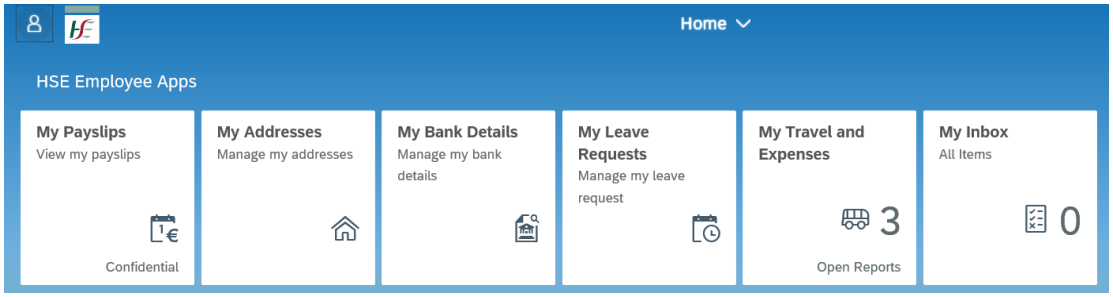
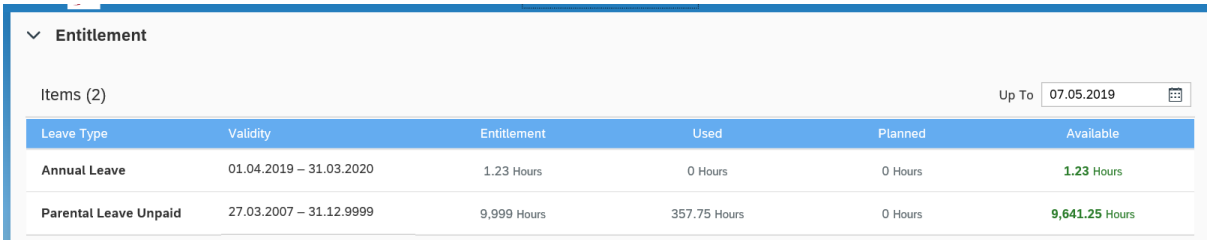
My Leave Requests

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

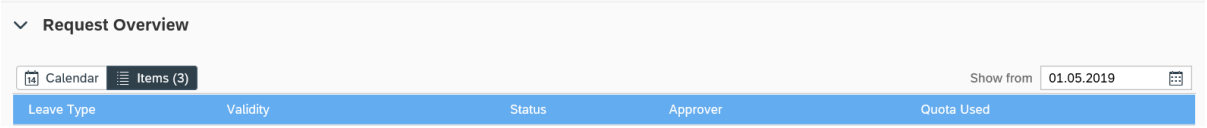


- ***Leave Type:*** Displays the type of leave that quota is for
- ***Validity:*** Start and End Date of the quota
- ***Entitlement:*** Displays the number of hours available/accrued

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



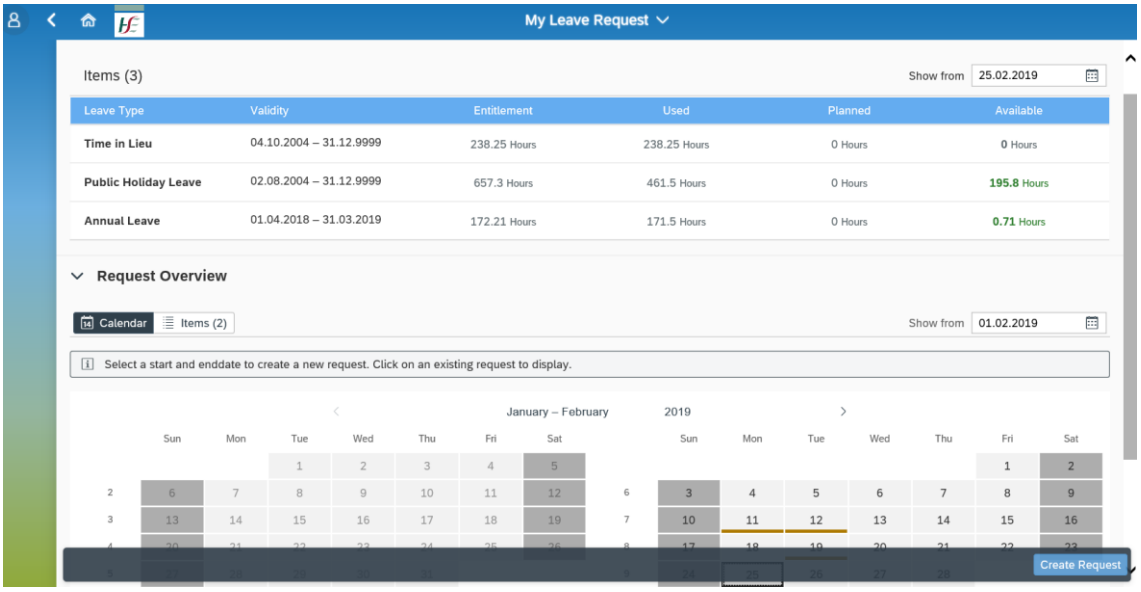
- Leave Request Overview shows leave from 1st of current month and back 60 days – select the calendar to "Show From" a different date

- 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.

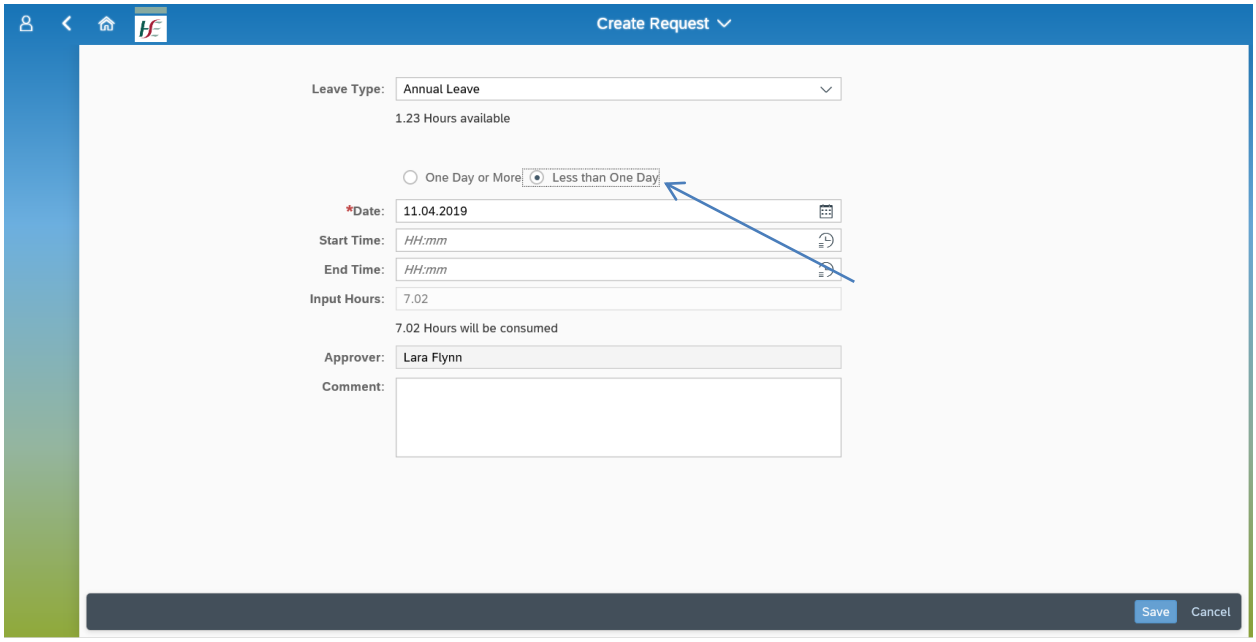


2. Select Leave Type by selecting Drop down – available leaves listed below;

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.

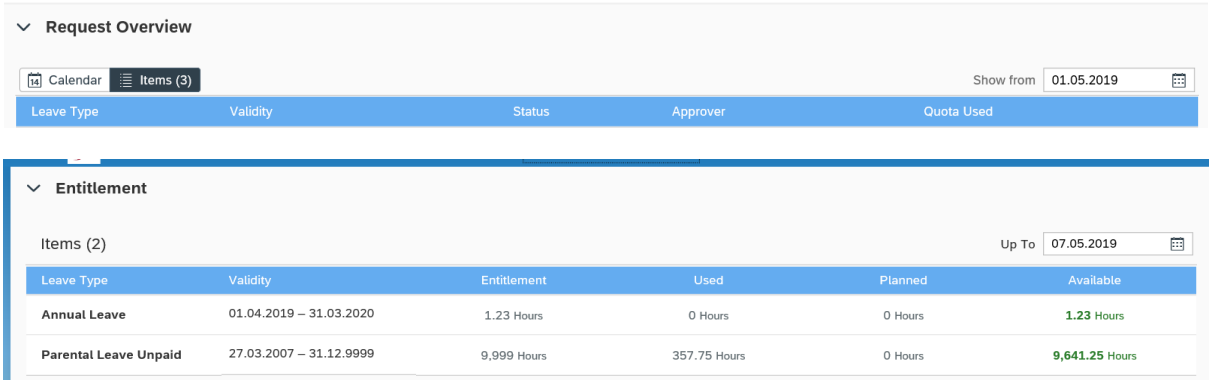
Annual Leave	0100
Public Holiday Leave	0101
Sick Leave (Certified)	0200
Sick Leave(SelfCertified)	0205
Sick Leave PRI	0230
Study Leave (Paid)	0500
Examination Leave (Paid)	0505
Study Leave (Unpaid)	0550
Examination Leave (U)	0555
Reflective Leave	0964
Paternity Leave (Paid)	0340
Parental Leave (U)	0345
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 Delegat	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”

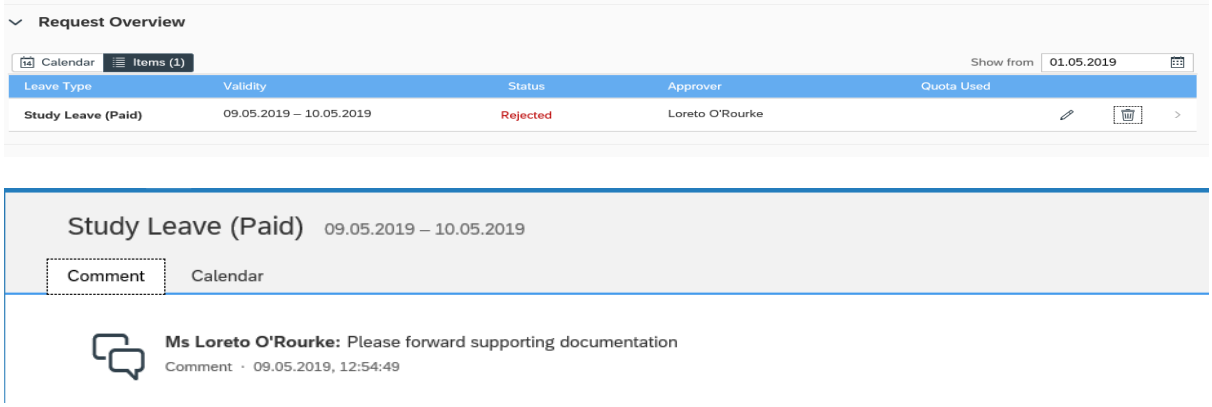


4. Enter the Date of leave and the Start Time and End Time – the date/times may be typed in directly or chosen from the calendar/clock.
5. **Approver:** Identifies the manager allocated to sign off the Leave Request
6. **Input Hours:** Identifies the number of hours to be deducted – based on the start/end 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

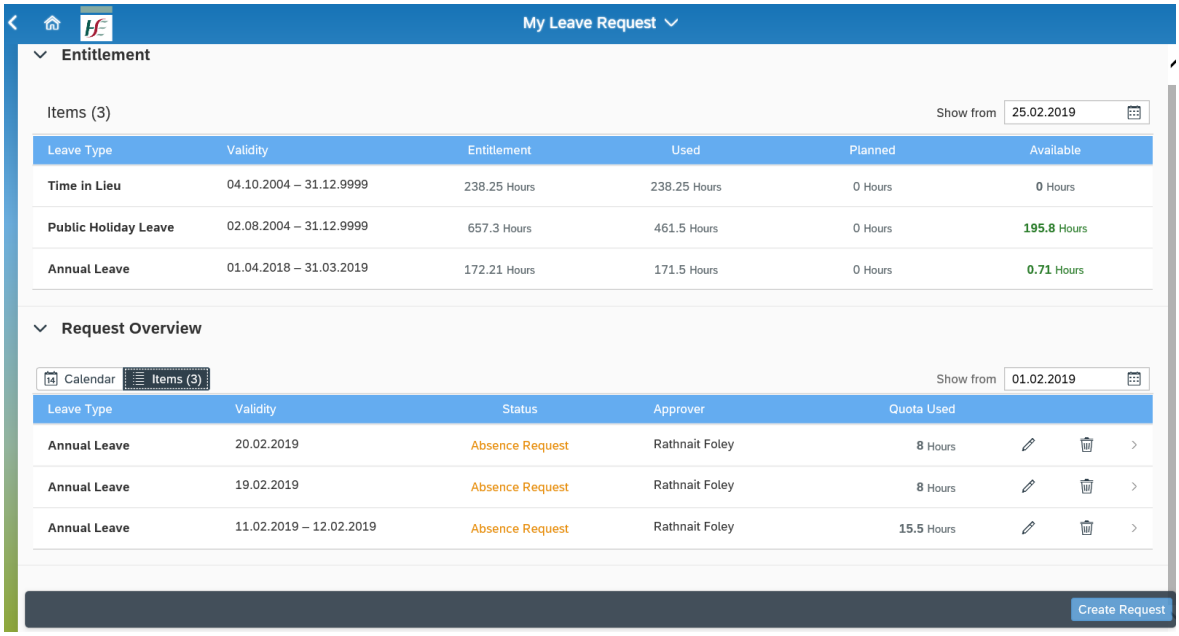


10. Leave which has been rejected is displayed in the Request Overview – the manager sends a reason/comment on rejection which the employee can view by selecting the leave type and reviewing the “Comment” tab



Deleting or Amending a Leave Request

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



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