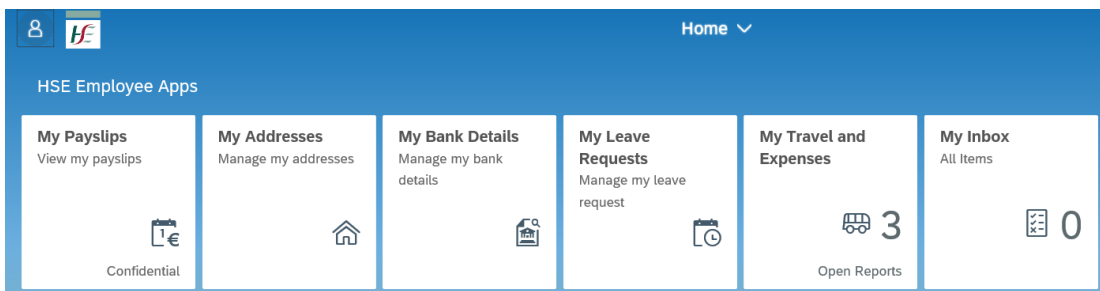




## My Leave Requests

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

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

- **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
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- Leave Request Overview shows leave from 1<sup>st</sup> 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 One Day or More

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

My Leave Request

Items (3)

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

Calendar | Items (2)

Show from: 01.02.2019

Select a start and enddate to create a new request. Click on an existing request to display.

January – February 2019


Create Request

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

### 3. Select “One day or More”

4. Enter Start/End Date of leave – this may be typed in directly or chosen from the calendar
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 either 1/5 contracted hours or the Daily Work Schedule 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
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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. The top navigation bar includes a home icon, the 'HF' logo, and the title 'My Leave Request' with a dropdown arrow. Below this, the 'Entitlement' section is expanded, showing a table of leave types and their status. The 'Request Overview' section is also expanded, showing a table of leave requests with options to edit or delete them. A 'Create Request' button is located at the bottom right.

**Entitlement**

Items (3) Show from 25.02.2019

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**

Calendar Items (3) Show from 01.02.2019

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	

[Create Request](#)

2. Click on Pencil to Edit Absence, Bin to Delete Absence.
3. Request is sent to the Approver – for approval for cancellation or amendment