Annual Leave User guide
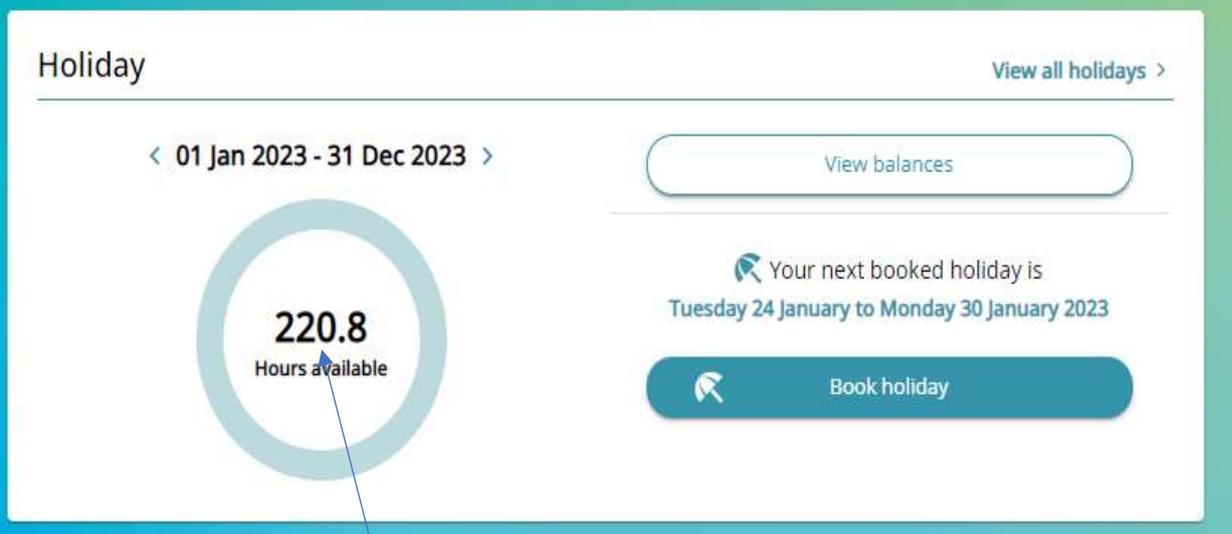
- **How to access annual leave**
- **View annual leave entitlement and balance remaining**
- **How to book annual Leave**
- **How to amend an annual Leave request**
- **How to delete /cancel an annual leave request**

Data Label: Public   **March 2023**

T**o access Annual Leave in myHR**

Click on My time

Holidays: The balance displayed here is how many remaining holidays hours are available for you to take.

Note:

If you have no holiday entitlement in myHR this indicates that the post you are in prohibits you from requesting annual leave in myHR. Please continue to request your annual leave in the normal way.

For further information please speak to your reporting manager.

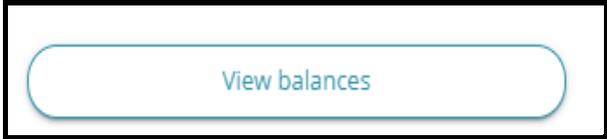**Click on Hours available in circle and the Holiday balances screen is displayed**
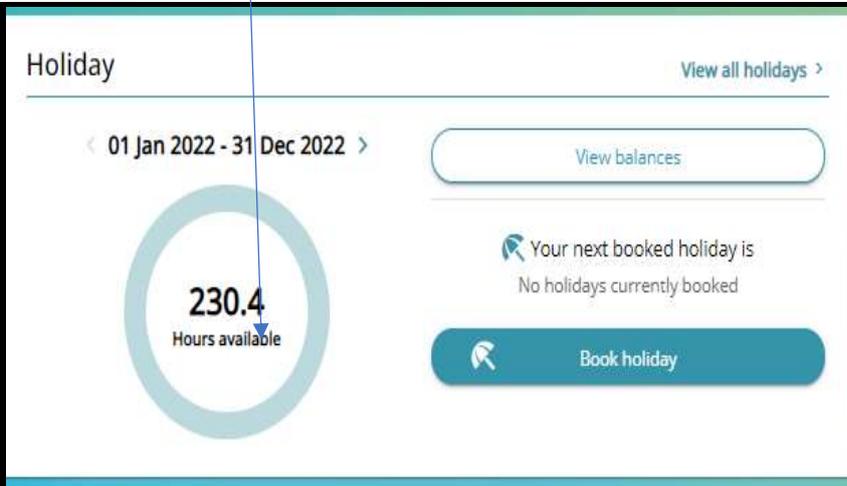
Data Label: Public

View balances

When selecting 'View balances' this page will display your holiday entitlement, and details of any holidays taken or scheduled. It will also display a balance.

01/02/2022 – 31/12/2022

There is a remaining balance of 34 .4 hours which can be added as an adjustment to your new year's entitlement by your reporting manager.

01/01/2023 – 31/12/2023

Annual leave entitlement = 216.00

Public Holiday entitlement = 50.40

Adjustment c/f from 2022 = 34.40

Total entitlement = 300.80 hours

Data Label: Public

The 'Taken' and 'Scheduled' columns include both annual leave and public holidays.

Example above: ==Entitlement 300.80 – In this example employee works an 8-hour day so 8 hours is deducted for their public holiday==

==Taken==

Bank holiday 2rd Jan	8

Bank holiday 3th Jan	8

==Total taken==	==16==

==Scheduled==

Personal Holiday 24th Jan to 30th Jan	32

Bank holiday 7th April   0 (non-working day)

Bank holiday 10th April	8

Bank holiday 1st May	8

Bank holiday 25 Dec	8

Bank holiday 26 Dec	8

==Total scheduled==	==64==

==Balance remaining (Available to take)==	==220.80==

This balance will reduce

- **Each time you request a holiday absence**

This balance will increase

- **If your reporting manager makes a + holiday adjustment to your entitlement**

The extra day's entitlement for 2023 is not included in 2023 annual leave entitlement and should be requested as Other Absence in myHR.

Public Holidays

Calculation of Public Holiday Entitlement

- **A full-time employee working 5 days per week, 7.2 hours per day is entitled to 7 public holidays. This entitlement translated into hours is 50.4 hours.**
- **A full-time employee working shifts (of whatever length) will also be allocated 50.4 hours.**
- **A full-time employee working condensed hours will also be allocated 50.4 hours.**
- **A part-time employee will be allocated a pro-rata entitlement in hours as per the following calculation: Weekly hours / 36 X 50.4 = pro-rata entitlement**

Employees in the employment groups stipulated below will be allocated their full entitlement to public holiday leave at the beginning of the leave year.

- ➢ **Employees working part-time**
- ➢ **Employees working condensed hours**
- ➢ **Employees working shifts**
- ➢ **Employees whose normal working days vary in length**
- ➢ **Employees whose normal working days are anything other than 7.2 per day**

However, the allocated hours will then be reduced each time a public holiday is taken. The allocated hours must be reduced by the number of hours the employee would have normally worked on the day on which the leave is taken.

Example:

If a designated public holiday falls on an 8-hour working day and the employee takes the holiday, then 8 hours would be deducted from your public holiday entitlement.

Similarly, if a public holiday falls on a 6-hour working day and the employee takes the holiday, then 6 hours would be deducted from your public holiday entitlement.

Differences:

Public holiday 7.2 – works 8 hours per day – <u>0.8 would be deducted for your annual leave entitlement to cover the difference.</u>

Public holiday 7.2 – works 6 hours per day – <u>only 6 hours would be deducted for the public holiday</u>

Holiday entitlement summary

To view the holiday entitlement screen

- **Click on View balances**
- **Click page anywhere on page**
- **Holiday entitlement summary screen is displayed**

Scheme name	Holiday period
WLC Annual Leave	01 Jan 2023 - 31 Dec 2023
Entitlement	Taken
300.8 hours	16 hours
Scheduled	Balance
64 hours	220.8 hours

Holiday entitlement summary screen

If there has been an adjustment made to your entitlement by your reporting manager this will say Adjustment in Entitlement for period.

Holiday entitlement summary

Position	Holiday period dates
Section Leader	01 Jan 2023 - 31 Dec 2023
Scheme name	Entitlement for period
WLC Annual Leave	300.8 hours (Adjustment)

Start date	End date	Duration	Remaining entitlement
02 Jan 2023	02 Jan 2023	8	292.8
03 Jan 2023	03 Jan 2023	8	284.8
24 Jan 2023	30 Jan 2023	32	252.8
07 Apr 2023	07 Apr 2023	0	252.8
10 Apr 2023	10 Apr 2023	8	244.8
01 May 2023	01 May 2023	8	236.8
25 Dec 2023	25 Dec 2023	8	228.8
26 Dec 2023	26 Dec 2023	8	220.8

You can view all bank holiday dates and personal holiday dates taken or scheduled to take.

Data Label: Public

View all holidays   View all holidays >

A list of all bank holidays and personal holidays is displayed

Choose from drop down lists what you wish to view

- ❖ **Type – All / Bank Holidays / Personal holidays**
- ❖ **Status - All / Authorised / Awaiting Authorisation / Refused / Not refused**

Enter start date and end dates if you want to view holidays for a specific period.

ⓘ Searching with neither Start date nor End date will return all absences.						
All ✓ Holiday Sickness Other						
Type All			Status Not refused			
Start date (dd/mm/yyyy) 01/01/2023 📅			End date (dd/mm/yyyy) 📅			
Search						
Start date ↓	End Date	Duration	Type	Position	Status	Attachments
26 Dec 2023	26 Dec 2023	8	Bank holiday	Section Leader	Not applicable	
25 Dec 2023	25 Dec 2023	8	Bank holiday	Section Leader	Not applicable	
01 May 2023	01 May 2023	8	Bank holiday	Section Leader	Not applicable	
10 Apr 2023	10 Apr 2023	8	Bank holiday	Section Leader	Not applicable	
07 Apr 2023	07 Apr 2023	0	Bank holiday	Section Leader	Not applicable	
24 Jan 2023	30 Jan 2023	32	Personal Holiday	Section Leader	Not applicable	
03 Jan 2023	03 Jan 2023	8	Bank holiday	Section Leader	Not applicable	
02 Jan 2023	02 Jan 2023	8	Bank holiday	Section Leader	Not applicable	

Book holiday

Annual leave should only be requested for in Full days or Part days

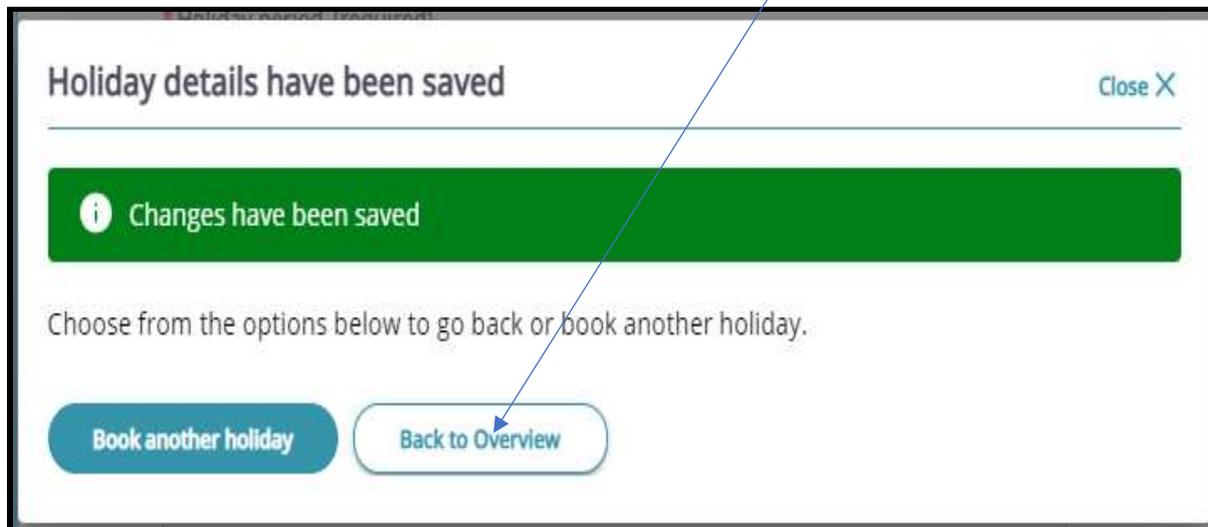- **Holiday period – choose from drop down list**
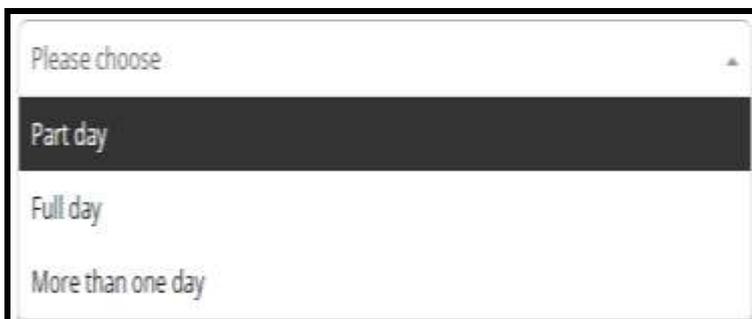
- **Enter Start date**
- **Save**

If you enter a note when requesting a holiday, this is for your own use and your reporting manager will not be able to see this in People manager.

This message is displayed when click Save

If you do not want to book another holiday click on Back to Overview tab

Completed holiday requests

Example: Full day request

A system generated email will be sent to your reporting manager for them to review and either authorise or not authorise your request.

Dear

Your holiday request has been passed to your reporting manager for authorisation. Please do not book any holidays until you receive confirmation that your annual leave has been approved.

Absence Start Date: 01/03/2022
Absence End Date: 01/03/2022

Regards
HR Services

Data Label: Public

When your reporting manager processes your request, you will receive an email notifying you of the outcome.

Example: More than one day request

Data Label: Public

Example: Part day request

< Back to Overview

Holiday details

> ⓘ Changes have been saved.

* **Absence type** (required)

Personal Holiday ▾

* **Holiday period** (required)

Part day ▾

* **Start date (dd/mm/yyyy)** (required)

02/03/2022

* **Morning or Afternoon** (required)

Morning ▾

* **Position** (required)

Section Leader (Mrs _____, Systems and Information Team, 3_____0, J0000382

Notes

Data Label: Public

Employees who have more than one post

- ❖ **You have one holiday balance which includes your entitlement for all of your posts**
- ❖ **If you have more than one post and wish to request a holiday for all posts, <u>an individual holiday request must be made for each post</u>**

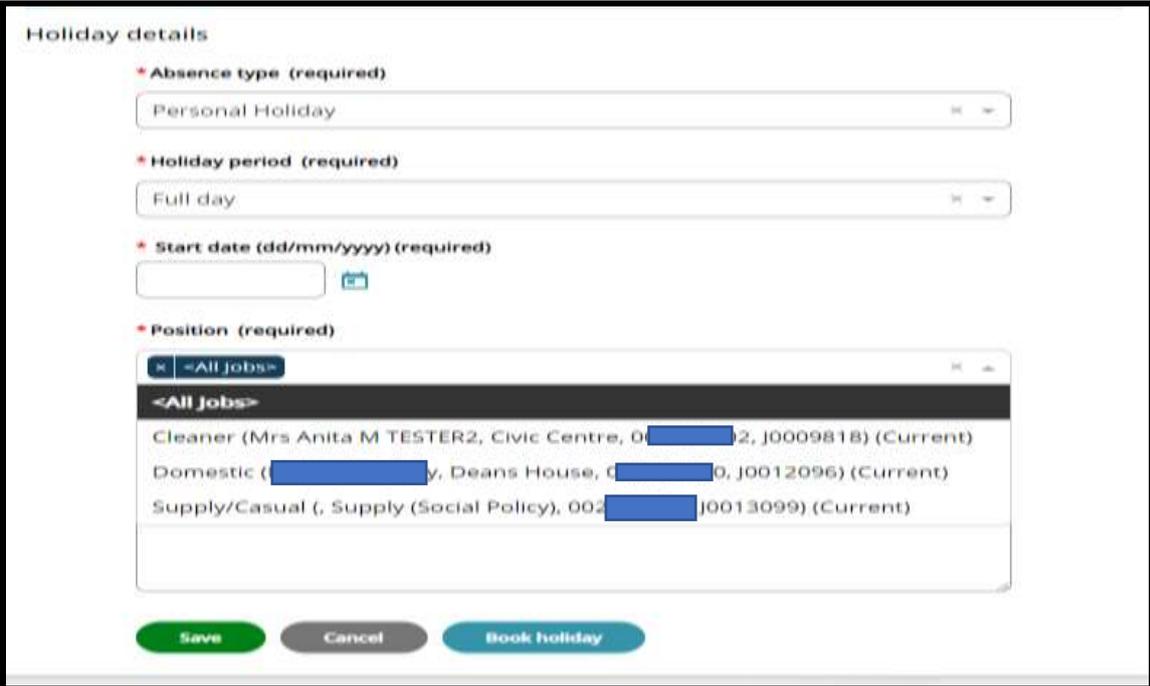**Example: This employee has two contracted posts**

Cleaner / Domestic

If you want to request a holiday absence for all of your posts

- **Choose in Absence type – Personal holiday**
- **Choose e.g. full day**
- **Start date**
- **Choose post from list e.g. Cleaner**
- **Save**

<u>Do the same again and choose Domestic from all jobs</u>

(Supply post – This should never be chosen to request a holiday absence)

The holiday request will go to each reporting manager for authorisation.

A warning message appears advising that there is already an existing absence for this date (Cleaner holiday absence) when you book a holiday for the Domestic post but still saves the request.

Data Label: Public

Annual Leave entitlement incorrect

If you think that your annual leave has not been calculated correctly you should start by checking in myHR that the information held about you and your position are correct.

If the information is incorrect, then please contact your reporting manager.

Checking your details

Click on View profile – Employment – My employment
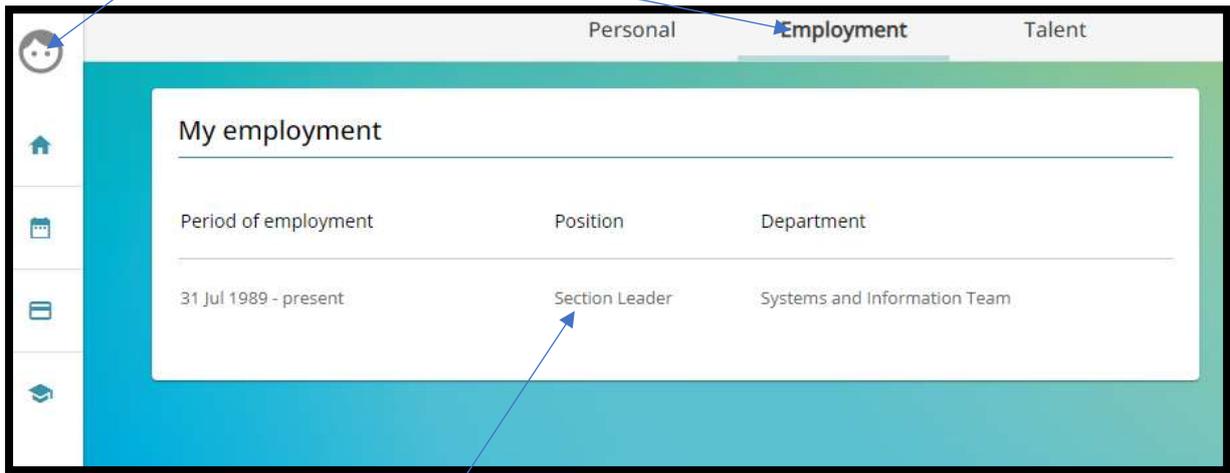
My employment - click on your post

Current job details are displayed

Data Label: Public

Check your information

On the current job details screen, check that your Reporting Manager, Contractual Hours and Working Pattern are correct.

- ❖ **Your Reporting Manager is responsible for authorising your annual leave request. If this is not correct, your request will not be sent to the right person.**
  Incorrect Reporting manager please email your reporting manager and your reporting manager should then email myhr@westlothian.gov.uk

- ❖ **Your Contractual hours are used to calculate your total available annual leave. For incorrect Contractual hours please email your reporting manager.**

- ❖ **Your Working pattern is used to calculate the duration of each period of annual leave. For an incorrect Working pattern please email your reporting manager.**

All annual leave in myHR is recorded in hours.

You may be used to having your annual leave calculated in days but be assured that the change to calculation in hours has no impact on your overall entitlement.

The calculation of annual leave guidance calculation of annual leave guidance on my toolkit explains how annual leave is calculated.

Data Label: Public

5 Years' service

Your annual leave entitlement in myHR is linked to your contract start date (excluding supply work) or reckonable service date if you have previous continuous service when you joined the council.

Check your start date in Employment – My employment - Current job details screen

Start date (dd/mm/yyyy)

31/07/1989

If your start date is incorrect please contact your reporting manager to discuss.

At the start of each leave year the system automatically updates the extra days leave due for employees who have five years' service (based on the service recorded in the system for them)

Reckonable service

If you have previous continuous service (Reckonable service date) this can be checked in

My personal details   ✏ Edit

Name: Mrs Anita M TESTER2
Known as: Anita Marie
🔗 View attachments

View profile – Personal – My personal details – click Edit

Reckonable service date (dd/mm/yyyy)

31/07/1989

If this date is incorrect and you have previously provided evidence please email
hrsupport@westlothian.gov.uk

Condensed Hours/Multi week working patterns

If you have condensed hours or multi weeks working pattern please check my Calendar to view how many hours per day you are scheduled to work.

This can be found in My time - Calendar

Example: Two week working pattern

<u>First week</u> **– Scheduled to work 8 hours Monday to Friday and five hours on Saturday**

If employee requests a holiday for a Saturday on his second week pattern there will be 5 hours deducted from his entitlement

<u>Second week</u> **– Scheduled to work 8 hours – Monday to Thursday**

If employee requests a holiday for a Monday there will be 8 hours deducted from his entitlement

Data Label: Public

All this information in myHR is read only, therefore if you find any information held in this section is incorrect please email the following:

- ❖ **Incorrect Reporting manager please email your reporting manager and your reporting manager should then email myhr@westlothian.gov.uk**

- ❖ **Incorrect Contractual hours and Working pattern please email your reporting manager**

Data Label: Public

Reporting manager adds a holiday request in People Manager

❖ **Your reporting manager can add a holiday absence for you in People Manager**
❖ **When this is done you will <mark>not</mark> receive an email advising this has been added**
❖ **You can view the holiday in My time – Holiday - View all holidays**

Amend a Holiday request

❖ **You can only amend <u>a future dated authorised</u> holiday request**
❖ **You cannot amend a future request that has not been authorised by your reporting manager**
❖ **You cannot amend a retrospective holiday request, you will need to contact your reporting manager requesting that this is done**

To amend a future dated authorised request

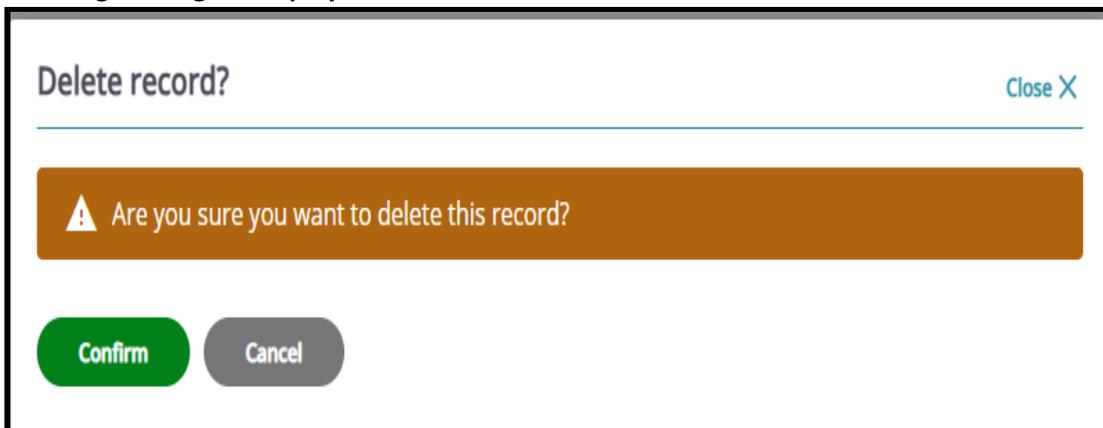• **Open request**
• **Make changes**
• **Save**

You will receive an email when this is done and so does your reporting manager.

Delete a Holiday request

- ❖ **You can delete <u>a future dated authorised</u> holiday request**
- ❖ **You cannot delete a future request that has not been authorised by your reporting manager**
- ❖ **You cannot delete a retrospective holiday request, you will need to contact your reporting manager requesting that this is done**
- ❖ **If you wish for an unauthorised request to be deleted you will need to contact your reporting manager requesting that this done**

To delete a future dated authorised request

- • **Open request**
- • **Click Delete button**
- • **Warning message is displayed**

- • **Click Confirm**

You will receive an email when this is done and so does your reporting manager.

Data Label: Public

❖ **Retrospective dated holiday requests**

You cannot view/amend or delete a retrospective dated holiday request in myHR.

Only your reporting manager can do this for you.

When any of these actions are processed by your reporting manager you will receive an email.

❖ **Sickness absence - Authorised Holiday Request**

If you a have a prebooked holiday request and you are absent on the same day due to sickness, your reporting manager will have to delete or amend your holiday request.

When this is done your holiday balance will automatically adjust to reflect the changes made.

❖ **Sickness absence – No end date**

If you have returned to work after a sickness absence and you request a holiday absence you will receive a warning message

This does not stop the absence being submitted and the request will be in your reporting managers To do list to authorise.

The warning message indicates that your sickness absence has not been ended by your reporting manager. You must contact your reporting manager to advise them of this as this could affect your pay.
Reporting managers do not receive a warning message.

Data Label: Public

If you wish to view all your absences - click on any of the following

View all holidays /View all sickness/view all other absence

E.g. View all holidays

In Absence records, if you tick Sickness and Other all absences will be displayed

You can see if a sickness absence has no end date and you have returned to work

You must contact your reporting manager to advise them of this as this could affect your pay.

Data Label: Public

Not enough annual leave left at end of leave year

if you have a holiday balance remaining which is less than a half day absence (e.g. 1.25 hours) therefore you cannot request a holiday, this remaining balance should be added to your next year's entitlement by your reporting manager.

> ➢ **Flexi users**

At the discretion of your reporting manager you can request to convert your remaining annual leave balance (if less than a Part day) to flexi credit. Your reporting manager is required to do this adjustment in the flexi system.

Carry over annual leave

2022

This information came from your service, please refer any queries regarding this to your reporting manager.

If your carry over leave has not been added please advise your reporting manager who will be required to add this to your new holiday balance in People manager.

2023

If your reporting manager has agreed that you can carry forward (up to 5 days) annual leave into the next leave year, your reporting manager will make the relevant adjustment to your holiday entitlement.

Any carry forward leave must be taken by the end of January in the next leave year.

MyHR will not allow you to exceed your holiday entitlement within any leave year – if you submit a holiday request and it results in a negative balance, the system will not allow your reporting manager to authorise the request.

Data Label: Public

Bought Leave

At the start of each leave year (January) existing Bought leave will be added as an adjustment to your entitlement automatically

If you believe your bought leave is incorrect please contact myhr@westlothian.gov.uk providing the following information

- ➢ **Amount of leave purchased**
- ➢ **Start date**

Public Holidays

Employees who are required to work/standby on public holidays and only claim plain time payment are entitled to the day back.

(Note: Employees who claim double time for working public holiday are not entitled to day back)

Your reporting manager will make this adjustment and will be reflected in your remaining holiday balance.

Data Label: Public

<u>Fixed Term Contracts / Expected Occupancy End Dates</u>

Temporary staff

❖ **If you are on a Fixed term contract – your holiday entitlement is calculated up to the expected end date of your contract**
❖ **If your contract is extended your holiday entitlement will be automatically recalculated to the new expected occupancy end date**

Permanent staff who have an Expected Occupancy end date (Secondments / Acting up posts)

❖ **Holiday entitlement is calculated up to the end date of the Secondment /Acting post**
❖ **A new holiday entitlement balance will be automatically recalculated when your contract is extended or you return to your permanent post**

Permanent staff requesting annual leave after Expected Occupancy end date

❖ **You can request annual leave after the expected occupancy end date and it can be authorised by your reporting manager via the system if it <u>does not result in a negative</u> balance in your entitlement**
❖ **If requested annual leave does result in a negative balance it cannot be authorised by your reporting manager via the system.**
❖ **You can still request his leave in myHR.**
❖ **When the expected end date is extended or removed the entitlement will recalculate and your reporting manager will then be able to authorise the requested leave.**

Leavers

Please ensure all retrospective holiday absences are submitted prior to your leaving date.

Please check that any authorised future dated annual leave requests are deleted so that the correct holiday balance up to your date of leaving is correct.

TMS – Employees who are on Flexi

Flexi Leave will still have to applied for in TMS.

Depending on your service area, you may be required to record this leave also in myHR.

Absence

Other Absence

- **Absence type – Choose from drop down - Other Paid Leave**
- **Absence reason – Choose from drop down - Flexi Leave (TMS)**
- **Absence Period – Choose Part day /Full Day/ More than one day**
- **Save**

You will receive an email and your reporting manager will also receive an email.

When your reporting manager authorises this request, you will receive a notification email advising that this has been done but this is for recording purposes only.

Your reporting manager should continue with the current practice and authorise your Flexi leave in TMS.

Council Recognition day (one additional day)

This day must be booked by 31st March 2024 and taken by 31st December 2024

Employees are required to request this day in myHR as Other Absence

Only employees who were in post on 19th April 2022 are eligible for this additional day of leave

My time

Other absence + Add other absence

- **Absence type – Choose Other Paid Leave**
- **Absence reason – Paid – Recognition Leave – this code must only be used once**
- **Absence period – Full day**
- **Start date – what ever day you are choosing to request**
- **Save**

Other absence details

*Absence type (required)

Other Paid Leave   × ▾

*Absence reason (required)

Paid - Recognition Leave   × ▾

☐ Hide absence reason

*Absence period (required)

Full day   × ▾

* Start date (dd/mm/yyyy) (required)

15/12/2022   📅

Notes

Save   Cancel

Paid – Pay Award Additional Holiday 2022

This day must be used by 31st March 2023.

My time

Other absence + Add other absence

- **Absence type – Choose Other Paid Leave**
- **Absence reason – Paid – Pay Award Additional Holiday 2022 – this code must only be used once**
- **Absence period – Full day**
- **Start date – whatever day you are choosing to request**
- **Save**

Other absence details

* Absence type (required)

Other Paid Leave   ×   ▾

*Absence reason (required)

Paid - Pay Award Additional Holiday 2022   ×   ▾

☐   Hide absence reason

* Absence period (required)

Full day   ×   ▾

* Start date (dd/mm/yyyy) (required)

09/01/2023   🗓

Notes

Paid – Pay Award Additional Holiday 2023

This day must be used by 31ˢᵗ December 2023.

My time

Other absence + Add other absence

- **Absence type – Choose Other Paid Leave**
- **Absence reason – Paid – Pay Award Additional Holiday 2023 – this code must only be used once**
- **Absence period – Full day**
- **Start date – whatever day you are choosing to request**
- **Save**

Please click on link to view guidance on pay award additional leave days 2022/2023

SJC & Craft Pay Award Additional Leave Day 2022 & 2023 Guidance (PDF) [98KB]

Data Label: Public

Paid – Coronation day 08-05-2023

My time

Other absence + Add other absence

- **Absence type – Choose Other Paid Leave**
- **Absence reason – Paid – Coronation 08-05-2023 – <u>this code must only be used once</u>**
- **Absence period – Full day**
- **Start date –08/05/2023**
- **Save**

Please click on link to view guidance

https://intranet.westlothian.gov.uk/article/33191/Leave-and-Public-Holidays