

# Additional leave (purchased)

This guide will explain how you can request additional leave (purchased) in Staff Connect. For details on how to amend your absence record please review the View, edit, cancel/delete or withdraw absence history guide.

The Staff Connect absence management module is the only recognised University record of absence and is where you are now able to request additional leave (purchased). Your requests are then sent to your line manager or their delegate to review, authorise or reject.

Please note, additional leave (purchased) entitlements are all calculated and requested in hours. If you have more than one post you will have a separate entitlement for each post.

If you have any queries about how your entitlement has been calculated please refer to your contract of employment, Terms and Conditions (found on the Human Resources website) or contact your Human Resources Co-ordinator.

Staff Connect is linked to payroll and therefore it is important that any leave is entered promptly and accurately.

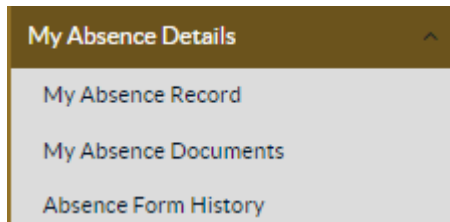
## Quick Steps to recording Additional leave (purchased)

Here are some quick steps on how to request a period of Additional leave (purchased). Please see the section below for the full details user guide with screenshots.

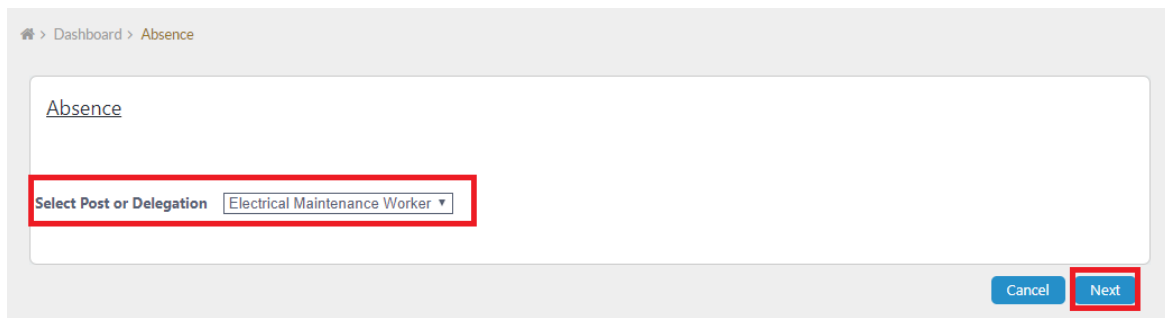
1. Click **My Absence Details** followed by **My Absence Record**
2. Select the post you wish to record this absence against if prompted
3. Click **Request New** on the Additional Leave (purchased)
4. Enter in Comments (optional) Start Date, End Date
5. Click **Confirm planned work time** and review/update work pattern details
6. Click **Save**
7. Click **Submit**

## Requesting a period of Additional leave (purchase)

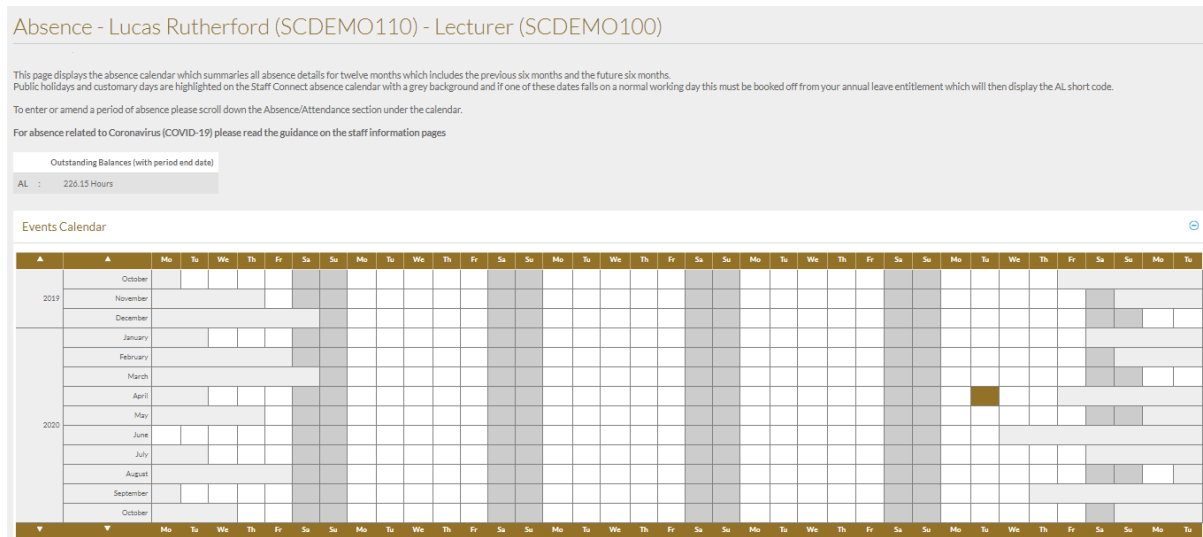
Click **My Absence Details** followed by **My Absence Record** from the left-hand menu in Staff Connect.



If you have more than one post the screen below will be displayed. Please select the post you wish to enter a period of additional leave (purchased) for and then click **Next**.



This will display a calendar, showing all recorded absences. The screen will show a twelve month calendar with the current month showing on the middle line of the calendar with today's date highlighted in gold.



Scroll to the bottom of the screen.

This screen will display the absence types that you can view and request. You can also view your entitlements and access your team calendar.

To request additional leave (purchased) click **Request New**, highlighted in gold.

## Absence / Attendance

Type	Description	Action	
AAP	Authorised Absence (Paid)	<a href="#">Request New</a>	<a href="#">Open AAP History</a>
AAUP	Authorised Absence (Unpaid)	<a href="#">Request New</a>	<a href="#">Open AAUP History</a>
AL	Annual Leave	<a href="#">Request New</a>	<a href="#">Open AL History</a>
ALP	Additional Leave (Purchased)	<a href="#">Request New</a>	<a href="#">Open ALP History</a>
COMPAS	Compassionate Leave (Paid)	<a href="#">Request New</a>	<a href="#">Open COMPAS History</a>
INDACT	Industrial Action	<a href="#">Request New</a>	<a href="#">Open INDACT History</a>
SICK	Sick Leave	<a href="#">Request New</a>	<a href="#">Open SICK History</a>
STULVU	Study Leave (Unpaid)	<a href="#">Request New</a>	<a href="#">Open STULVU History</a>
STUTLV	Study Leave (Paid)	<a href="#">Request New</a>	<a href="#">Open STUTLV History</a>
TOIL	Time off in Lieu	<a href="#">Request New</a>	<a href="#">Open TOIL History</a>
TOILE	Time off in Lieu (Earned)	<a href="#">Request New</a>	<a href="#">Open TOILE History</a>
UA	Unauthorised Absence	<a href="#">Request New</a>	<a href="#">Open UA History</a>
UKADP	Adoption	<a href="#">Request New</a>	<a href="#">Open UKADP History</a>
UKMAT	Maternity	<a href="#">Request New</a>	<a href="#">Open UKMAT History</a>
UKPATB	Paternity (Birth)	<a href="#">Request New</a>	<a href="#">Open UKPATB History</a>
UKPATC	Paternity (Adoption)	<a href="#">Request New</a>	<a href="#">Open UKPATC History</a>
UKSHPL	Shared Parental Leave	<a href="#">Request New</a>	<a href="#">Open UKSHPL History</a>

The Record an Absence screen will open where you need to complete the following details:

- **Comments** - the comments box is optional and visible to your manager

Record an Absence - Lucas Rutherford (SCDEMO110) - Lecturer (SCDEMO100)

To record an absence please complete the details below and click in to Confirm planned work time to enter the work pattern.

Type: Additional Leave (Purchased)

Comments:

Dates:  Full Day  Part Day

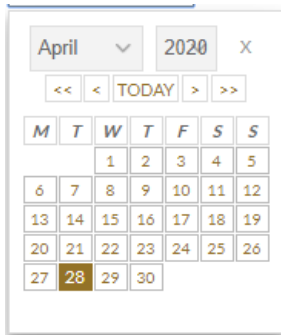
From:

To:

hours mins hrs decimal

Total Time:   0.00

- **From** - click on the calendar button and select the start date of your period of additional leave (purchased).



- **Full Day** - if this is a full day absence please skip to the **To** step (on page 5).
- **Part Day** - if this is a part day absence click on the **Part Day** button.
  - This will display 3 new fields to complete -**Time, Hours off (HH, MM)**

Record an Absence - Lucas Rutherford (SCDEMO110) - Lecturer (SCDEMO100)

To record an absence please complete the details below and click in to Confirm planned work time to enter the work pattern.

Type: Additional Leave (Purchased)

Comments:

Dates:    Full Day  Part Day

From:        0.00

To:

hours mins hrs decimal

Total Time:   0.00

- **Time** - enter the time your period of additional leave (purchased) starts into the **Time** box e.g. 09:00 or 13:30.
- **Hours off** - enter the number of hours taken in the **HH** box and the number of minutes in the **MM** box. For example, if you are requesting additional leave (purchased) as a part day leave between 09:00 and 12:30 you will need to enter 09:00 in the **Time** box then 3 in the **HH** box and 30 in the **MM** box.

### Record an Absence - Lucas Rutherford (SCDEMO110) - Lecturer (SCDEMO100)

To record an absence please complete the details below and click in to Confirm planned work time to enter the work pattern.

Type: Additional Leave (Purchased)

Comments:

Dates:    Full Day  Part Day

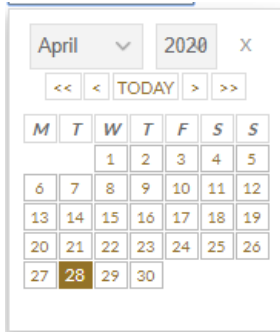
From:

To:

hours mins hrs decimal

Total Time:   0.00

- **To** - click the calendar button and select the date for the end of your additional leave (purchased). Please note, if you are booking just a single whole or part-day off, please ensure the **To** date matches the **From** date.



- **Full Day** - if this is a full day absence please click **Confirm planned work time** (see page 5).
- **Part Day** - if this is a part day absence click on the **Part Day** button.
  - This will display 3 new fields to complete -**Time, Hours off (HH, MM)**

Record an Absence - Lucas Rutherford (SCDEMO110) - Lecturer (SCDEMO100)

To record an absence please complete the details below and click in to Confirm planned work time to enter the work pattern.

Type: Additional Leave (Purchased)

Comments:

Dates	Full Day	Part Day	Time	Hours off
From: <input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> 0.00
To: <input type="text"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> 0.00
Total Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00

- **Time** - enter the time your period of additional leave (purchased) ends into the **Time** box e.g. 11:00 or 13:30.
- **Hours off** - enter the number of hours taken in the **HH** box and the number of minutes in the **MM** box. For example if you are requesting a part day additional leave (purchased) between 9:00 and 11:00 you will need to enter 11:00 in the **Time** box then 2 in the **HH** box and 00 in the **MM** box.

Once the end date is selected the system will automatically calculate the **Total Time** requested based on your contracted hours which are averaged across the working week (or based on the details you have entered in the part-days boxes).

Please click into **Confirm planned work time**.

## Record an Absence - Lucas Rutherford (SCDEMO110) - Lecturer (SCDEMO100)

To record an absence please complete the details below and click in to Confirm planned work time to enter the work pattern.

Type: Additional Leave (Purchased)

Comments:

Dates	Full Day	Part Day	Time	Hours off
From: 20/04/2020	<input type="radio"/>	<input checked="" type="radio"/>	13:30	3 30 3.50
To: 23/04/2020	<input checked="" type="radio"/>	<input type="radio"/>		

Total Time:

This screen will show all the relevant calendar weeks to cover the start and end date of the absence you entered.

If this default working pattern matches your actual work pattern, click **Save**.

However, if the working pattern does not reflect your actual hours/days of work please update your working pattern for each day in HOURS: MINUTES. If you should not have worked on a particular day please ensure this is entered as 00:00. When you have entered all days, click **Save**.

Please note, the screen shows the week ending rather than week beginning.

### Record an Absence - Lucas Rutherford (SCDEMO110) - Lecturer (SCDEMO100)

Week Ending	MON	TUE	WED	THU	FRI	SAT	SUN	Weekly Hours		
	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hours	mins	hrs decimal
19/04/2020	8:00	8:00	8:00	8:00	8:00	0:00	0:00	40	0	40.00
26/04/2020	8:00	8:00	8:00	8:00	8:00	0:00	0:00	40	0	40.00

Once you have finished click **Submit** button send your request to your line manager or their delegate.

## Record an Absence - Lucas Rutherford (SCDEMO110) - Lecturer (SCDEMO100)


To record an absence please complete the details below and click In to Confirm planned work time to enter the work pattern.


Type: Additional Leave (Purchased)

Comments:

Dates	Full Day	Part Day	Time	Hours off
From: 20/04/2020	<input type="radio"/>	<input checked="" type="radio"/>	e.g. 13:30 for half past three 13:30 3 30 3.50	
To: 23/04/2020	<input checked="" type="radio"/>	<input type="radio"/>		
Total Time			hours mins hrs decimal	
			27 30 27.50	<input type="button" value="Confirm planned work time"/>

If you did not click **Confirm planned work time** before you clicked **Submit** you will see this error message. Please complete this step.

 **Alerts**  
Please review & record the planned work time before proceeding.

 **Thank you.**  
You have successfully submitted the absence record.

Your request has now been submitted to your line manager or their delegate to review and either authorise or reject. Once your request has been processed, you will be sent an email to inform you of the outcome.

While your request is awaiting authorisation the leave dates will show in your calendar with blue text to show they have not yet been authorised. If your request has been authorised, the text will be gold.

Events Calendar

	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu		
2019																																
October																																
November								AL	AL	AL	AL	AL	NOV	NOV	AL	AL	AL	AL	AL								AL					
December													AL															AL	NOV	NOV	AL	AL
2020																																
January																																
February																																
March																																
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