

# Annual Leave (non-prescribed entitlement)

This guide will explain how you can request annual leave in Staff Connect if you have a non-prescribed entitlement. 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 annual leave. Your requests are then sent to your line manager or their delegate to review, authorise or reject.

Please note, annual leave entitlements entries are requested in hours. If you have more than one post you will have to request periods of annual leave against each post as appropriate.

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.

## Annual Leave Types

Staff Connect holds three different annual leave types as detailed below.

1. **Annual Leave** – this absence type is to be used for prescribed annual leave entitlements.
2. **Annual Leave (Non Prescribed)** – this absence type is to be used for annual leave where there are no prescribed entitlement.

When entering a request, if you receive the alert 'No absence parameter found for this absence type' this means the wrong absence type has been selected and you will be able to record this period of absence via the other annual leave absence type.

### Alerts

No absence parameter found for this absence type. Ensure absence parameter exists for this employee's service condition and position status.

3. **Annual Leave (Purchased)** – this absence type is used for staff with a prescribed entitlement who have participated in the facility to purchase an additional pro rata'd week of annual leave.

## Immigration status

Please note that some immigration/ right to work statuses require individuals to inform their employer should they leave the UK for any period of time for personal and work related reasons. If your team member is required to record an absence from the UK please inform them to complete the Absence from the UK form in Staff Connect.

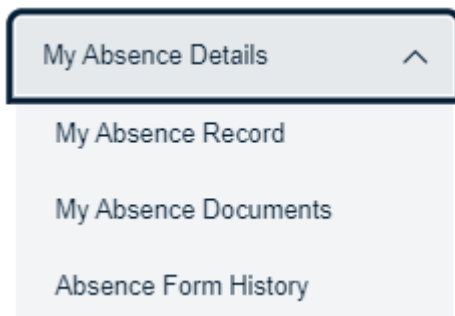
### **Quick Steps to recording Annual Leave (non prescribed entitlement)**

Here are some quick steps on how to request a period of Annual Leave with a non-prescribed entitlement. Please see the section below for the full details user guide with screenshots.

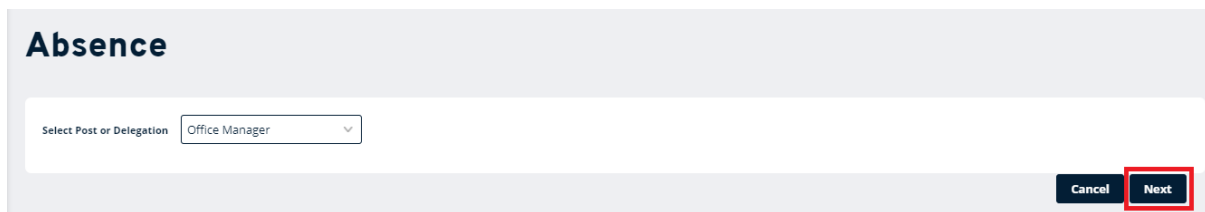
1. Click **My Absence Details** followed by **My Absence Record**
2. Select the post you wish to record this absence against if prompted
3. Click **Request New** on the Annual Leave (Non Prescribed) line
4. Enter in Comments (optional) Start Date, End Date
5. Click **Confirm planned work time** and review/update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

## Requesting a period of Annual Leave

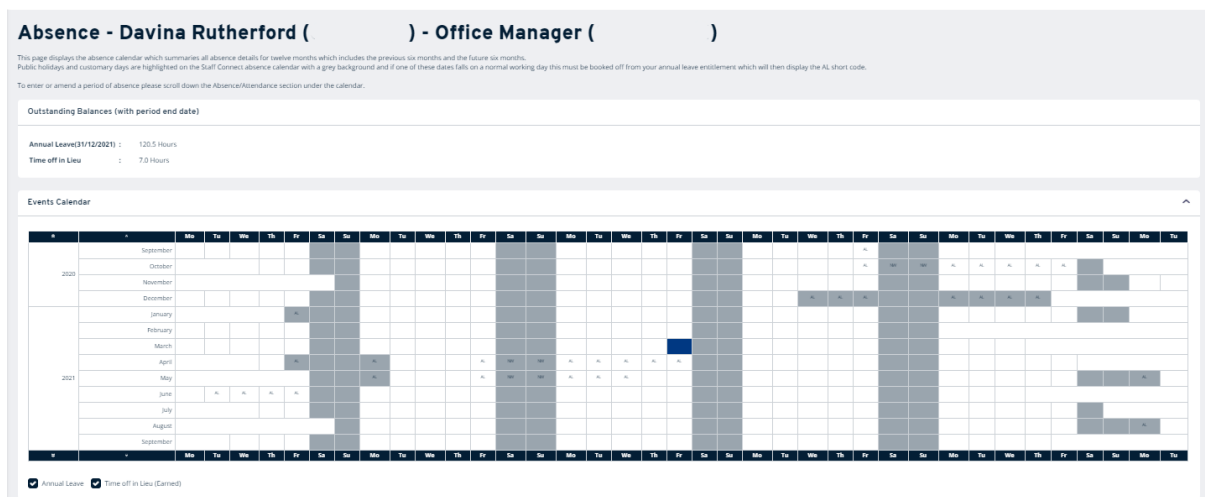
Click **My Absence Details** followed by **My Absence Record** from the left-hand menu in Staff Connect.



If you have more than one post the screen below will be displayed. Please select the post you wish to enter a period of annual leave 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 blue. The dates highlighted in grey are to highlight weekends, bank holidays and customary days.



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 annual leave click **Request New**, highlighted in blue.

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>
AL-NP	Annual Leave (non prescribed)	<a href="#">Request New</a> <a href="#">Open AL-NP 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>
PARENT	Parental Leave (Unpaid)	<a href="#">Request New</a> <a href="#">Open PARENT History</a>
SICK	Sick Leave	<a href="#">Request New</a> <a href="#">Open SICK 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 - Davina Rutherford ( ) - Office Manager ( )

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

Type Annual Leave (non prescribed)

Comments

Dates  Full Day Part Day

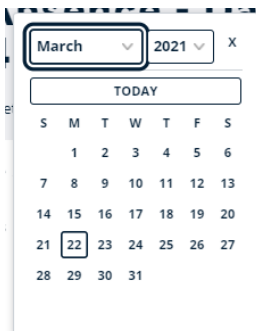
From \*

To \*

hours mins hrs decimal

Total Time   0.00

- **From** - click on the calendar button and select the start date of your period of annual leave.



- **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)**

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

**Type** Annual Leave (Non Prescribed)

**Comments**

Dates	Full Day	Part Day	Time	Hours off
From * <input type="text" value="23/03/2021"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value=""/>	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> 0.00
To * <input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>		

hours mins hrs decimal

**Total Time**   0.00 **Confirm planned work time**

- **Time** - enter the time your period of annual leave 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 annual 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.

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

**Type** Annual Leave (Non Prescribed)

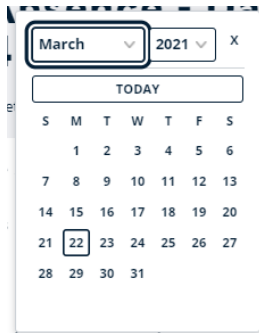
**Comments**

Dates	Full Day	Part Day
From * <input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>
To * <input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>

hours mins hrs decimal

**Total Time**   0.00 **Confirm planned work time**

- **To** - click the calendar button and select the date for the end of your annual leave.  
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)**

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

**Type** Annual Leave (Non Prescribed)

**Comments**

Dates	Full Day	Part Day	Time	Hours off
From *	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>	<input type="text"/>
To *	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>	<input type="text"/>
			hours	mins
<b>Total Time</b>			<input type="text"/>	<input type="text"/>

0.00 **Confirm planned work time**

e.g. 15:30 for half past three    hh    mm    hrs decimal

- **Time** - enter the time your period of annual leave 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 annual leave 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**.

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

**Type** Annual Leave (Non Prescribed)

**Comments**

Dates	Full Day	Part Day	Time	Hours off		
			e.g. 15:30 for half past three	hh	mm	hrs decimal
<b>From *</b> 22/03/2021 <input type="calendar"/>	<input type="radio"/>	<input checked="" type="radio"/>	13:30	3	30	3.50
<b>To *</b> 24/03/2021 <input type="calendar"/>	<input checked="" type="radio"/>	<input type="radio"/>				
<b>Total Time</b>	hours	mins	hrs decimal	<b>Confirm planned work time</b>		
	17	30	17.50			

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 - Davina Rutherford ( ) - Office Manager ( )

Enter in the working hours for each day displayed in the weeks below. Please note each week is displayed by week ending. If you are unsure which date a box refers to you can hover over the box to display the date.

**From** 22/03/2021  
**To** 24/03/2021

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
21/03/2021	7:00	12:00	0:00	10:00	5:00	0:00	0:00	34	0	34.00
28/03/2021	7:00	12:00	0:00	10:00	5:00	0:00	0:00	34	0	34.00

**Cancel** **Save**

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

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

Type Annual Leave (Non Prescribed)

Comments

Dates	Full Day	Part Day	Time	Hours off
From * 22/03/2021	<input type="radio"/>	<input checked="" type="radio"/>	13:30	3 30 3.50
To * 24/03/2021	<input checked="" type="radio"/>	<input type="radio"/>		

hours mins hrs decimal

Total Time   17.50

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.

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 blue.