

# Annual leave when on secondment

This guide will explain how you can request future periods of annual leave against your substantive post whilst currently on secondment. For details on how to amend your absence record please review the View, edit, cancel/delete or withdraw absence history guide. Please refer to the Annual leave or Annual leave (non prescribed) guide for how to book annual leave on your secondment post.

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, prescribed annual leave entitlements are all calculated in hours and all annual leave requests are submitted in hours.

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 you are required to record an absence from the UK please complete the Absence from the UK form in Staff Connect.

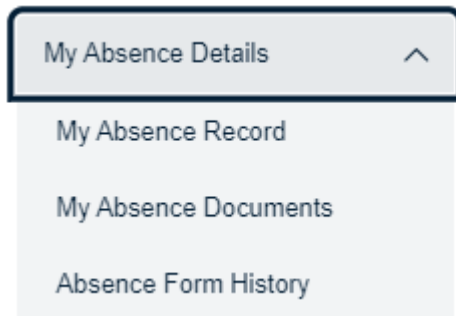
## Quick Steps to request a future period of Annual Leave against your substantive post

Here are some quick steps on how to request a future period of Annual Leave against your substantive post whilst on secondment. Please see the section below for the full details user guide with screenshots.

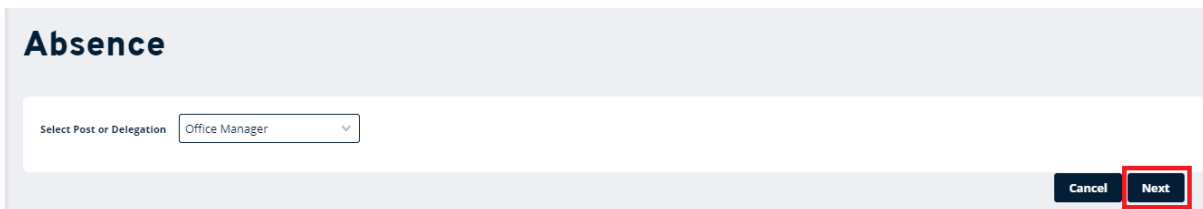
1. Click **My Absence Details** followed by **My Absence Record**
2. Select your substantive post you wish to record this absence against
3. Click **Request New** on the Annual Leave line
4. Enter in Comments (optional) Start Date, End Date
5. Click **Confirm planned work time** and review/update work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

## Requesting a future period of Annual Leave against your substantive post

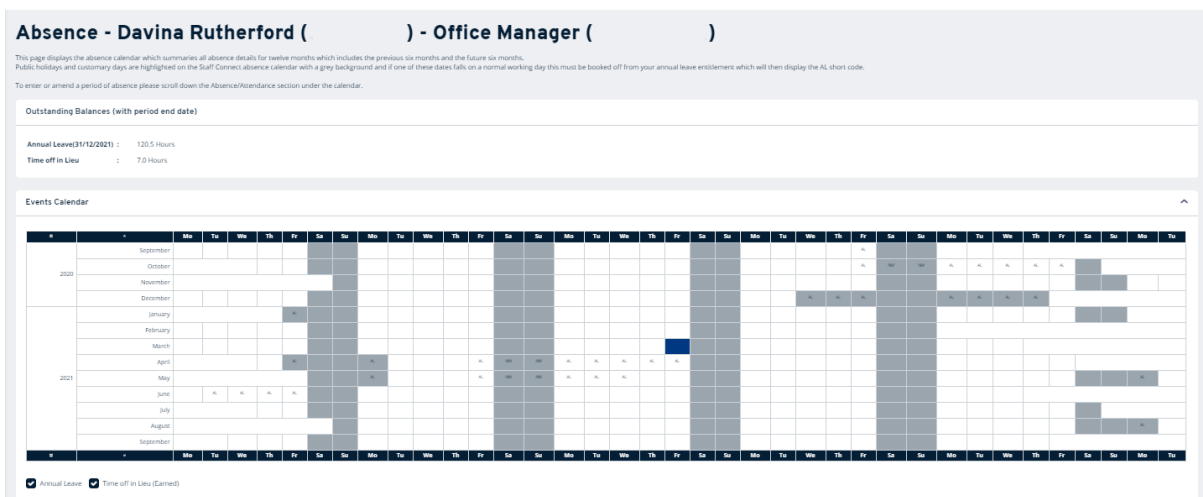
Click **My Absence Details** followed by **My Absence Record** from the left-hand menu in Staff Connect.



Please select your substantive post where 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.



Please note under the outstanding balances heading it will display your annual leave entitlement as 0 hours. This is because as of today's date you are not actively working in your substantive post. This will not stop you from booking annual leave. To see your annual leave entitlement details for this post please click the **View Entitlement Details** button at the bottom of the screen.

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

To request annual leave click **Request New** on the appropriate annual leave type.

### 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

Comments

Dates   Full Day  Part Day

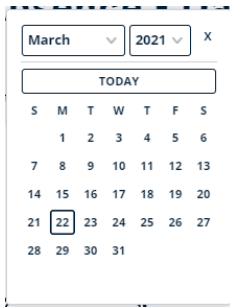
From \*

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)**

Type Annual Leave

Comments

Dates	Full Day	Part Day	Time	Hours off
From *	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/> <small>e.g. 15:30 for half past three</small>	<input type="text"/> <small>hh</small> <input type="text"/> <small>mm</small> <input type="text"/> <small>hrs decimal</small>
To *	<input checked="" type="radio"/>	<input type="radio"/>		
Total Time			<input type="text"/> <small>hours</small> <input type="text"/> <small>mins</small> <input type="text"/> <small>hrs decimal</small>	<input type="text"/> <small>0.00</small>

- **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.

### Record an Absence - Davina Rutherford ( ) - Office Manager

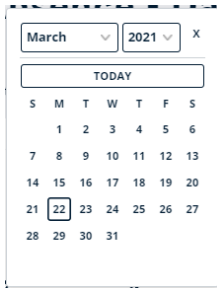
To record an absence please complete the details below and click in to Confirm planned work time to enter the work pattern.

Type Annual Leave

Comments

Dates	Full Day	Part Day
From *	<input checked="" type="radio"/>	<input type="radio"/>
To *	<input type="radio"/>	<input checked="" type="radio"/>
Total Time		
<input type="text"/> <small>hours</small>	<input type="text"/> <small>mins</small>	<input type="text"/> <small>hrs decimal</small>
		<input type="text"/> <small>0.00</small>

- **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)**

Type Annual Leave

Comments

Dates	Full Day	Part Day	Time	Hours off
From * <input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>		
To * <input type="text"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>	<input type="text"/> <input type="text"/> 0.00
			hours mins hrs decimal	
Total Time	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>

- **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 eight hours a day.

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

## 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

Comments

Dates	Full Day	Part Day	Time	Hours off
From * 22/03/2021	<input type="radio"/>	<input checked="" type="radio"/>	e.g. 15:30 for half past three 13:30	hh mm hrs decimal 3 30 3.50
To * 26/03/2021	<input checked="" type="radio"/>	<input type="radio"/>		
Total Time			hours mins hrs decimal 30 30 30.50	<input type="button" value="Confirm planned work time"/>

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

Staff Connect will calculate your period of absence as eight hours a day. Please ensure you update this for your correct working pattern for each day in HOURS: MINUTES to match your contracted hours in your substantive post. 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.

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	26/03/2021									
Week Ending	MON	TUE	WED	THU	FRI	SAT	SUN	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

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

## 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

Comments

Dates	Full Day	Part Day	Time	Hours off
From * <input type="text" value="22/03/2021"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value="13:30"/>	<input type="text" value="3"/> <input type="text" value="30"/> 3.50
To * <input type="text" value="26/03/2021"/>	<input checked="" type="radio"/>	<input type="radio"/>		
Total Time <input type="text" value="30"/> <input type="text" value="30"/> 30.50				

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 of your substantive post 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.

Events Calendar

Year	Month	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
2020	September																														
	October																														
	November																														
	December																														
2021	January																														
	February																														
	March																														
	April																														
	May																														
	June																														
	July																														
	August																														
	September																														

Annual Leave  Time off in Lieu (Earned)