Annual leave when on secondment

This guide will explain how you can request annual leave against your substantive post when on secondment in addition to explaining how to view, edit or delete your annual leave history in Staff Connect. Please refer to the Annual leave 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, annual leave entitlements are all calculated and requested in hours. 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.
Click **Absence** from the left-hand menu in Staff Connect.

![Absence menu](image)

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 dark blue.

![Calendar view](image)

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**, highlighted in blue.
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 screen](image)

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

  ![Calendar](image)

- **Full Day** - if this is a full day absence please skip to the To step (on page 4).
- **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)**

![Image of Part Day calculation](image)

- **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.

![Image of Part Day calculation](image)

- **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.

![Image of calendar](image)

- **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)

  - **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**.

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.
You will see an alert in a pink box (below) because Staff Connect is comparing your contract hours as of today’s date compared to the details you have entered. Please ignore this and click Save again.

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

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

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 red text to show they have not yet been authorised. If your request has been authorised, the text will be black.