Annual leave

This guide will explain how you can request annual leave and how to view, edit or delete your annual leave history in Staff Connect.

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. 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.
Click **Absence** 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 dark blue.

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

- **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 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)**

  ![Part Day Absence Form](image1)

  - **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.

  ![Part Day Absence Example](image2)

- **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.

  ![Calendar](image3)

- **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)**

![Part Day Absence Form]

• **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**.

![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.

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

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.