Introduction
This guidance document has been written to support the end-to-end business process for requesting and approving Annual Leave within the University of Edinburgh.

The guidance has been written by stage in the process with the key roles in mind. The responsibilities of a Line Manager and School or Department Administrator may vary between Colleges, Schools and Professional Service Group Departments. Line Managers should contact their local support team to understand the process and responsibilities within their own area.

For example a School or Department Administrator could be performing tasks in the process of a Line Manager.

Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave</td>
<td>Annual leave and public holidays</td>
</tr>
<tr>
<td>Carryover</td>
<td>Any leave carried over from the previous Annual leave year (up to the maximum limit). Any carry over must be used before the carry over period expires (normally 31 March but currently 31 December)</td>
</tr>
<tr>
<td>Year end disbursement</td>
<td>The balance at the end of the Annual leave year, which is greater than the carry over maximum limit. E.g. if the balance at the end of the carry over period is 77 hours (maximum carry over is currently 70 hours) then the 7 hours will show as year end disbursement and will be lost.</td>
</tr>
<tr>
<td>Carry over expiration</td>
<td>Leave carried over from the previous Annual leave year is not taken when the carry over period expires (normally 31 March but currently 31 December) then the carryover leave expires. It cannot be carried longer and is lost to the employee.</td>
</tr>
<tr>
<td>Accrual</td>
<td>Calculated each year in People and Money, based on your contractual hours, this is your Annual Leave entitlement plus any Public holiday entitlement for the leave year.</td>
</tr>
<tr>
<td>Absences</td>
<td>This is the collective name for all types of absence including annual leave, special leave etc.</td>
</tr>
</tbody>
</table>
End to End Process Map

Please see here for the end to end process map for Annual Leave.
<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>University of Edinburgh Employee</strong></td>
<td>All university members of staff will have access to view, request and update their leave.</td>
</tr>
<tr>
<td><strong>Line Manager</strong></td>
<td>All members of staff that have direct or matrix style management responsibilities for other members of university staff. Only direct line managers can authorise leave and not “dotted” line managers. Will have access to reports to see leave booked in the School/Department. (authorised/awaiting authorisation). These reports are currently being developed.</td>
</tr>
<tr>
<td><strong>Directors of Professional Services or equivalent</strong></td>
<td>Will have access to reports to see leave booked in the School/Department. (authorised/awaiting authorisation)</td>
</tr>
<tr>
<td><strong>School/Department Administrator (SDA)</strong></td>
<td>Some areas will appoint a School or Department administrator to input absence on behalf of a Manager or employee where approval has been given off-line. Can update balances. Will have access to reports to see leave booked in the School/Department. (authorised/awaiting authorisation) These reports are currently being developed.</td>
</tr>
<tr>
<td><strong>HR systems</strong></td>
<td>The team who update work schedules and can add delegated access for longer term absences</td>
</tr>
<tr>
<td><strong>HR Operations</strong></td>
<td>Those responsible for the support and maintenance of Annual Leave balances</td>
</tr>
<tr>
<td><strong>Payroll</strong></td>
<td>Updating records for staff on long term sick and supplement pay with annual leave</td>
</tr>
</tbody>
</table>
Before you start

Policies
Please read the University’s Annual leave policy, which applies to all employees of the University. The policy includes information regarding entitlement, public holidays, pro-rating of entitlement for part time staff, guaranteed hours, the annual closure period, carry-over entitlement, changes due to change in working hours, grade or length of service and entitlement rules for new start or leavers. People and Money will automatically recalculate your entitlement using the parameters in the policy. The Annual leave policy also outlines the procedure for requesting or cancelling leave. The University’s Absence Management, Maternity, Adoption and Surrogacy Leave and Shared Parental Leave Policies should be referred to (where applicable).

Subsidiaries
Employees of subsidiary companies should refer to their own Annual leave policy. Leave entitlement plans, public holiday dates and carry over rules for colleagues in subsidiaries (Edinburgh Innovation, Edinburgh University Press and UoE Accommodation Ltd) have been built in the system. Leave entitlement plans for employees with legacy or alternative terms and conditions have been built into the system. This includes employees in clinical grades, ECA, BBS Research council and Medical Research council schemes.

Annual leave entitlement
The University’s leave year runs from 1st January to 31st December. Your annual leave entitlement is calculated, requested and recorded in hours and this information is held in People and Money. You can use the Annual leave calculator to see how your Annual Leave Accrual has been calculated. Although the calculator shows the annual leave entitlement and public holiday entitlement separately, in People and Money these figures are combined.

Detail on your annual leave is held in the Time & Absences section in People & Money.

Annual leave balances
Your annual leave entitlement (found in the Plan balance section/ Summary) is made up as follows:

- Your **Accrual** – calculated each year in People and Money, based on your contractual hours, this is your Annual Leave entitlement plus any Public holiday entitlement for the leave year.
- **Carry Over** – any leave carried over from the previous Annual leave year (up to the maximum limit).
- **Minus Absences** - any leave taken or booked.

The system defaults to show your balance as at today’s date. This is calculated using your balance at the start of the year **minus** any leave you have taken as at today’s date.
You can change the view to show the balance you will have as at 31\textsuperscript{st} December. This view deducts from your balance all additional days you already have booked in the system eg 2 weeks leave in August, plus the Christmas Closure days. This view will show you how much leave you have remaining to take in the leave year.

It is your responsibility to check that your annual leave balance is accurate and to speak to your line manager (or SDA) if you think it is not correct. Before querying anything, it is important to make sure that all annual leave dates have been entered on the system. If you have any questions please speak to your line manager (or SDA).

**Work Schedules and Annual Leave**

Work schedules in People and Money are very important as they underpin the operation of other functions, including the annual leave requesting and recording process. The amount of annual leave requested and recorded will be determined by your work schedule. Therefore every assignment must have a work schedule and these are normally discussed and agreed on appointment or when there is a change in working hours/pattern or a flexible working request has been made.

Annual leave is deducted from your balance based on the work schedule held against your employee assignment. **If that work schedule is incorrect it will deduct the incorrect values and therefore it is vital that the work schedule is maintained.** Further information is available within the [Guidance to Work Schedules](#).

Currently SDAs cannot see employee’s work schedules but the employee and the line manager can see the work schedule using the Team Schedule app.

**Joining or Leaving the University during the leave year**

If an employee starts or leaves part way through the calendar year, their holiday entitlement is pro-rated. People and Money calculates the amount of annual leave you have for the year using the number of calendar days in a year and based on a 365 day year (see Annual Leave Calculator).

- A part year new starter is defined as an employee who starts after 1st January in a calendar year.
- A part year leaver is defined as an employee who leaves prior to 31st December in a calendar year. It can also mean the end of an assignment, as well as the termination of an employee record.

When you are employed for a part year, then you are entitled to the Public Holidays that fall in the period you are employed only. So, if you join the University in say April, then you will be allocated two days public holiday for 25 & 26 Dec. If you leave the university in say September, then you will be allocated 2 days Public Holiday for the 1 and 2 January.
You can use the [Annual leave calculator](#) to see how your Annual Leave Accrual has been calculated – based on your starting or end date. Although the calculator shows the annual leave entitlement and public holiday entitlement separately, remember that in People and Money these figures are combined.

Upon termination, your annual leave entitlement will be pro-rated based on your termination date. Any overused holidays will be reclaimed from the final pay. Any underused holidays will be paid in the final pay.

NB - Until Phase 2 SDAs/LMs need to provide the balance in the comments section of the Termination screen so that HR Ops know what to enter into legacy system. When Phase 2 and the new payroll system is deployed then SDAs/LM will no longer be required to do this.

If you are transferring to a new role within the University, you should try and ensure that the appropriate proportion of annual leave for the part year is taken before you move into your new role. If it is not possible to do this, either because your current manager is not able to approve an appropriate amount of annual leave, or because you already have leave planned for later in the year, then this should be discussed with your current and new manager. You should also discuss any planned leave with your new manager. The University’s annual leave policy does not require you to use your pro-rated annual leave before you move to your new role.

Calculating leave for FTC members of staff
If you are on a Fixed term contract your annual leave entitlement is calculated based on the contract end date. If you are on an open ended contract with a review date, the entitlement is calculated for the whole year.

What happens if I change my working hours during the leave year?
If you change your contractual hours – either up or down – then your annual leave will be adjusted accordingly, effective from the date of the change. The system does the calculation and then adjusts the accrual balance to show your new total – based on part of the year being on your old contractual hours and part of the year being based on your new contractual hours. You can use the Annual Leave calculator to check your entitlement for each part of the year and that the total shown in People & Money is correct. Remember that when you make a change to your total contractual hours or daily contractual pattern of work, this will need to be entered as a new work schedule and this needs to be accurate to make sure that annual leave is deducted correctly from your balance.

Other points
If you need to cancel leave then you can do this in the system and once your manager has approved this then the number of hours of leave will be automatically added back on to your leave balance.
It is not normally possible for staff to “borrow” leave if they don’t have enough remaining in the current year. The system is set up to allow negative balance for exceptional circumstances only (e.g. new starts near the end of the year who won’t have accrued enough leave for the Christmas closure days). According to the Annual leave policy colleagues are not expected to ‘borrow’ annual leave from next year's allowance.

**Carrying forward annual leave in to the next leave year**

If you do not use all of your leave in the leave year, then the system will automatically calculate how much Carry Forward you have based on the Annual Leave policy. Carry forward leave will automatically added to the next leave year balance. You can see any carry forward that has been calculated in the Plan Balance section.

The normal policy allows up to 35 hours worth of leave (pro rated for part time staff), to be carried over and to be used by 31 March. Due to Covid 19 this was increased to up to 70 hours (prorated for part time staff) equivalent carry over which must be used by 31 December 2021. It has been confirmed that the carry over for 2021 will also be up to 70 hours (prorated for part time staff) which must be used by 31 December 2022.

The system will automatically reduce balance at year end to carry forward limits. This is shown as “projected leave expiration” - so for example if someone had 80 hours balance left on the 31/12 then 70 hours (in 2021) would be carried over to 2022. The remaining 10 hours would expire - sometimes called “Year end disbursement” or “Carryover Expiration”. The employee would therefore lose the ability to use those hours. It is therefore vital that individuals use their annual leave or it will be lost.

**Public Holidays and Christmas closure**

The public holidays and Christmas closure days are built into the system. Employees do not need to add these in. They are applied automatically, assuming they fall on a day that is part of your working week. Where employees are needed to work on a Public Holiday then this will need to be manually adjusted. If you are required to work by your manager on a public holiday you should cancel the day/s on the system, this will be approved by your line manager and your annual leave balance will have those hours added back to it, for the time to be taken at another time. Christmas closure dates are available on the University website.

HR Operations and School Department Administrators (SDAs) can override overall balances but Line Managers are not able to undertake this task.

**Annual leave approvals**

All annual leave requests and approval must take place in People and Money. The annual leave requests can be in the past or future. There is one step of approval by your line manager. If you have multiple assignments then you must request leave, and have it approved, for each assignment. Line managers will receive email notifications of all leave requests, however we encourage managers to log in to People and Money and view their notifications/ “Tasks to Finish” on a regular basis.
Multiple assignments
Where the employee holds multiple assignments, the leave is correctly applied to the chosen assignments and the balance of holidays should be reduced from the relevant assignment only. The employee must make sure they select the correct assignment when making their leave request.

Fractional and Annualised leave calculations
When someone starts a role with, or moves onto, this type of contract, or has a change made to their existing fractional or annualised contract, the information you enter in People and Money will be sent to the HR Ops team. HR Ops will use standardised calculators to work out that staff member’s leave allowance and ensure it’s updated on the system. Line managers / SDAs no longer need to calculate these hours and should stand down any local calculators they may have been using.

Staff whose contracted hours are greater than 35 hours.
If an employee works over 35 hours this can either be because they have a contract with terms and conditions for more hours. E.g. contracted 40 hours per week – 8 hours per day. The entitlements for these contract types have been built in the system. In this situation, they will have a work schedule which means they have 8 hours annual leave deducted, if they book a day’s leave. However some employees have a contract for 35 hours per week with 5 hours of paid contracted overtime. In this case they have a work schedule which is based on 35 hours per week, 7 hours per day and they will have 7 hours annual leave deducted. They do not get annual leave entitlement for the contractual overtime element.

Please check with your SDA or line manager to clarify.

If users have any queries about a stage in this process, they should Search My Knowledge for support in the first instance. Follow the P&M user guide ‘How to search my knowledge’. If they cannot find the information they need they should raise a service request, following the P&M user guide ‘How to raise and maintain a service request enquiry’.
**Step 1 - Request Annual Leave**

In this step, before making a request for leave, employees will check their annual leave balance for the relevant assignment, check their team’s schedule for leave and then request leave in the system. It is the expectation that an employee will request annual leave themselves, using the self service functionality. For some areas of the university annual leave may be entered into the system by the line manager or by the SDA.

<table>
<thead>
<tr>
<th>Process</th>
<th>Employee</th>
<th>Line Manager (LM)</th>
<th>School/Department Administrator (SDA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>No employee self service</td>
<td>Employee should make the request following local arrangements, checking first with the line manager or SDA, their annual leave balance and whether there is sufficient cover in the team for this assignment.</td>
<td>On receipt of the leave request from the employee the line manager will follow this guidance. If the line manager inputs the leave request, there is not an approval step.</td>
<td>An SDA can enter leave on behalf of an employee. Follow this guidance for entering leave on the system. If the line manager inputs the leave request, there is not an approval step.</td>
</tr>
</tbody>
</table>
| Check annual leave balance | An employee may have more than one post and could request leave to be applied to either one, more or all of the posts. The system requires the user to select the assignment.  

In People & Money go to Me > Time and Absences > Absence Balance  
The default balance shows the annual leave balance at the current date (this would not include any future dated booked leave).  
To see the remaining balance amend the “Balance As” date to the end of the year | P&M user guide - [How to enter leave on behalf of your direct report](#) | P&M user guide - [How to enter leave on behalf of an employee](#) |
(last calculation date) to see the remaining leave as of that date.

NB- Carry over balance (from 2020) will not be visible if the date is 31 December as this will not carry over into 2022. Carry over from 2021 into 2022 will be visible from 01/01/22.

There is a known issue in People and Money, where the visibility for leave on w/c 27th December 2021 does not show the leave of all team members on the Team Schedule. This is purely a visibility issue for that specific week. The employee and LM can see the leave on the existing absences tab and it is being deducted from entitlement accurately. This will be fixed in a future upgrade in Autumn 2021.

Guaranteed Hours Staff can will also see Public Holidays on that assignment, which is incorrect, there is currently work being undertaken to resolve this.

<table>
<thead>
<tr>
<th>Check team schedule for relevant assignment</th>
<th>Employees and all team members reporting to the same line manager can see the annual leave booked by others in their team.</th>
<th>Line managers can see the annual leave booked by their team. In People and Money go to My Team &gt; Time and Absences &gt; Team Schedule</th>
<th>SDAs do not have access to the Team Schedule</th>
</tr>
</thead>
</table>
| Apply for leave | An employee requests leave type of “Annual leave”. Time and Absences> Add absence
The system should check the entitlement and warn the employee if their leave entitlement will be exceeded.
For multi-post holders, the user will need to select from the drop down if the leave should be applied to all assignments or a specific assignment.
If the leave is to be attached to a particular post, the user must pick the assignment from the Personal Job Title dropdown, then enter the absence start and end dates. Clicking ‘Edit entries’ to be able to see a breakdown of the hours against the Assignment.
**If the Personal Job Title is not selected, the absence will be applied to ALL assignments.**
For multi-post holders, the correct line manager will receive the leave request for the appropriate assignment. Where the employee wishes to take a half day’s leave they should add in the comments whether the half day is |
morning or afternoon. The employee must also manually amend the hours to the specified hours be taken, if less than a full day. You can take a minimum of one hour however local practices may apply.

Once the employee has entered their details they **MUST press SUBMIT**. If they press save then the request is not sent to the LM.

| Notification of Leave request | Receive notification that leave request has been made. | Receive notification by email and workflow of employee’s request for leave. Reminder emails are sent on a 4 day cycle if no action is taken. |

**Supporting Information**

P&M user guides

- How to Request Annual Leave as a multiple assignment holder
- How to request, cancel and amend annual leave

**Step 2 Cancel Annual Leave**

This is the step in which an employee can cancel a request for annual leave in the future or ask their line manager or SDA for a past dated absence to be removed.

<table>
<thead>
<tr>
<th>Process</th>
<th>Employee</th>
<th>Line Manager</th>
<th>School/Department Administrator (SDA)</th>
</tr>
</thead>
</table>
| Request Annual Leave cancellation | An employee can delete their annual leave request if it is a future date, either before or after the manager has approved the request. They cannot cancel leave that is in the past. In this | Line manager is able to edit/withdraw absences in the past. | SDA is able to edit/withdraw absences in the past.  
Check employees annual leave balance for the requested assignment has been corrected. |
Supporting Information
P&M user guide - How to request, cancel and amend annual leave

Step 3 Approve Annual Leave
This is the step in which an employee’s line manager or the line manager’s delegated approver will review, approve or reject annual leave requests.

<table>
<thead>
<tr>
<th>Process</th>
<th>Line Manager (LM)</th>
<th>School/Department Administrator (SDA)</th>
<th>Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification of leave for approval</td>
<td>The line manager will receive an email notification as well as a notification bell in their task list in People and Money alerting them of the request. The line manager can approve directly from the email (if they have already had an offline discussion) and they know the employee has sufficient balance or they can go into the system to see the remaining balance and team schedule. They can use the link in the email to access the request. If no action is taken, a reminder notification will be sent to the line manager on a 4 day cycle. This continues every 4 days.</td>
<td>If a line manager is on planned leave an annual leave approval can be delegated to an individual SDA. During the time period of delegation the SDA will receive notifications and emails allowing for approval. Normally, the SDA’s do not get notifications if leave requests but if they are delegated the delegate receive the email.</td>
<td></td>
</tr>
</tbody>
</table>
Managers can delegate to any nominated individual (it doesn’t have the SDA)

For multi-post holders, the correct line manager will receive the leave request for the appropriate assignment. This will be live for Phase 1.

<table>
<thead>
<tr>
<th>Check leave can be taken by employees.</th>
<th>The line manager checks comments and team schedule view to see if leave can be approved In People and Money go to - My Team &gt; Schedules &gt; Team Schedule</th>
<th></th>
</tr>
</thead>
</table>
| Approve or reject request for leave | Authorise or reject the request – and adds comments so the employee understands reason for decision. | The employee will receive a notification via the system and email indicating if the request was authorised or rejected.

If the original request is refused the employee must resubmit a new request.

It is possible to add leave booked through People and Money into your Outlook calendar. However, it does not go to your manager’s calendar. P&M user guide - How to copy your approved leave to your Outlook calendar. |
Although line managers will receive email notifications, they should be encouraged to log in to People and Money daily and view their “bell” notifications. Email notifications will be sent to employees to either confirm approval or rejection of annual leave request. This will also be visible on People and Money.

Supporting information
P&M User guide
How to view and approve or reject leave requests

Step 4 Delegate Annual Leave approval
The responsibility for approval can be delegated when a line manager is on annual leave or absent.

<table>
<thead>
<tr>
<th>Process</th>
<th>Line Manager (LM)</th>
<th>HR Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setting up delegation of approvals when on leave/absent.</td>
<td>If line manager is going on leave, they should delegate their tasks for the duration of the absence to another colleague within their team. The Line Manager can delegate approval to an individual SDA if to a nominated person. P&amp;M user guide - <a href="#">How to set up a delegation for a planned absence</a> Delegation applies to all approvals, both employment approvals and annual leave. Approvals delegated will go to one named person.</td>
<td>If a Line manager has long term unplanned absence, then HR systems can set up delegation. Please send an SR to HR Systems to request this.</td>
</tr>
<tr>
<td>Setting up delegated approvals for a direct report</td>
<td>If a member of the Line Manager’s team is off on unplanned absence, the line manager can set up delegation on their behalf. P&amp;M user guide - <a href="#">How to set up your reportee's delegation during unplanned absence</a></td>
<td></td>
</tr>
<tr>
<td>Request set up of delegation</td>
<td>Line Manager of a direct report with line management duties on long term absence raise a service request SR&gt;Forms&gt;Role Delegation for Longer Term Absences to HR Systems to set up delegation.</td>
<td>Receive a SR to set up delegation for a manager on long term absence and set the delegation.</td>
</tr>
</tbody>
</table>

August 2021 v2.0
Supporting Information
P&M user guide - How to set up a delegation for a line manager during long-term absence.

Appendices

Appendix 1 - Subsidiaries
There are three subsidiary companies, Edinburgh University Press, Edinburgh Innovations and UoE Accommodation Ltd. Below outlines the scope processes available for employment separation and a breakdown of current levels of adoption of the system across the 3 areas.

<table>
<thead>
<tr>
<th>In Scope Activities</th>
<th>Out of Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual leave</td>
<td></td>
</tr>
<tr>
<td>All payroll impacting absence to be recorded on People and Money, input by employee or line manager</td>
<td></td>
</tr>
<tr>
<td>Absence plans (entitlements) where they differ to UoE have been built.</td>
<td></td>
</tr>
<tr>
<td>Work schedules are required for all employees working in subsidiaries. These need to be added for new starters and be maintained according to this guidance.</td>
<td></td>
</tr>
</tbody>
</table>

Adoption

<table>
<thead>
<tr>
<th></th>
<th>Edinburgh Innovations</th>
<th>Edinburgh University Press</th>
<th>UoE Accommodation Ltd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Leave</td>
<td>Mixed model</td>
<td></td>
<td>Not using AL at the moment.</td>
</tr>
</tbody>
</table>