People and Money system

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Employee Guide- How to Request Other Paid Leave

Employee

Estimated time to complete: 2 minutes

Assumed Knowledge:

1. An Employee should review the Other Paid Leave policy to understand if their request is categorised as paid or unpaid.
2. Multi-assignments holders do not need to submit at assignment level as other paid leave is applied across all assignments.

In Brief...

Requesting other paid leave:

1. From the Home page, click the Navigator menu icon located at the top left.

2. Open the Me section and click Time and Absences.

3. Click on Add Absence and select the correct Absence Type.

4. Enter the absence details and attach supporting documentation if applicable and click Submit.

For detailed guidance, see the next section.

Cancelling other paid leave:

1. From the Home page, click the Navigator menu icon located at the top left.
2. Open the Me section, then select **Time and Absences**

3. Select **Existing Absences** and click on the **Edit** icon next to the leave request you would like to cancel.

4. Click on **Delete** in the banner and the status of the leave request changes to “Awaiting withdrawal approval” and updates to “Withdrawn” when it is authorised.

For detailed guidance, see the [next section](#).

**Amending other paid leave:**

1. From the Home page, click the **Navigator** menu icon located at the top left.

2. Open the Me section, then select **Time and Absences**

3. Select **Existing Absences** and click on the **Edit** icon next to the leave request you would like to amend.

   **Note:** To quickly find the absence you’re looking for, **enter the type or status** of the absence into the keyword search bar on the absence page.

4. Amend the absence details, attach supporting documentation if applicable and click **Submit**.

For detailed guidance, see the [next section](#).
In Detail...

Requesting other paid leave:

1. From the Home page, click the **Navigator** menu icon located at the top left.

![Navigator menu icon](image1)

2. Open the **Me** section, then click **Time and Absences**.

![Time and Absences section](image2)

3. Click on the **Add Absence** tile to create an absence request.
4. Choose **Other Paid Leave** from the **Type** drop-down menu.

5. From the **When** section click on the calendar icon and select the **Start Date** and **End Date**, or click on the **Open Ended** checkbox if applicable.
Note: Multi-assignment holder do not need to submit other paid leave at assignment level because it is automatically applied across all assignments.

6. From the Details section choose a reason from the Reason drop-down list.

To read an explanation of the different Reason types and when to use them, go to Appendix 1.

7. If relevant attach additional evidence to support the leave request in the Comments and Attachments section.
Note: When applying for half day leave, mention the time you wish to take off in the comments.

8. Use Drag files here click to add attachment to upload supporting document(s).

9. Click the Submit button in the banner to forward the leave request for approval. Clicking Save and Close will not submit the leave request for
approval instead the request is saved as a draft in Existing Absences page ready for you to amend later.

10. The absence status changes to “Awaiting approval” and remains in this status until authorised.

11. When the absence is approved the status changes to “Scheduled.”

Cancelling other paid leave:

1. From the Home page, click the Navigator menu icon located at the top left.
2. Open the Me section, then click Time and Absences.

3. Click on the Existing Absences tile to view absences previously requested.
4. Click on the **Pencil** icon next to the other paid leave request you would like to cancel.

5. To remove the absence click on the **Delete** button in the banner.

6. The absence status changes to “Awaiting withdrawal approval” and remains in this status until authorised.
7. When the approver authorises the cancellation, the absence status changes to “Withdrawn.”

![User interface image]

**Amending other paid leave:**

1. From the Home page, click the **Navigator** menu icon located at the top left.

![User interface image]

2. Open the **Me** section, then click **Time and Absences**.
3. Click on the **Existing Absences** tile to view absences previously requested

**Note:** To quickly find the absence you’re looking for, enter the type or status of the absence into the keyword search bar on the absence page.

4. Click on the **Pencil** icon next to the other paid leave request you would like to amend.
5. **If the type of leave you’re applying for is the same** and you only wish to amend the dates, enter the new **Start Date** and **End Date**, or click on the **Open Ended** checkbox if applicable.

6. **If the type of leave you’re applying for is different** to the original leave, **Delete** the original absence and re-apply for the new leave as per the section above.

7. Add any additional **Comments and Attachments** to the original other paid leave request and click the **Submit** button in the banner to forward it for approval.

8. The absence status changes to “Awaiting approval” and remains in this status until authorised.
9. When the approver authorises the absence request the status changes to “Scheduled.”

<table>
<thead>
<tr>
<th>Reason</th>
<th>When to use this Action Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic/Sabbatical</td>
<td>Employee is requesting leave from work to pursue academic or personal interests</td>
</tr>
<tr>
<td>Adoption Appointment</td>
<td>Employee requesting leave from work to go to an adoption appointment</td>
</tr>
<tr>
<td>Antenatal appointment – partner</td>
<td>Employee is requesting leave to attend an antenatal appointment with their partner</td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Antenatal appointment – personal</td>
<td>Employee is requesting leave to attend an antenatal appointment</td>
</tr>
<tr>
<td>CPD Delegate</td>
<td>Employee is requesting leave to attend an event as a continuing professional development delegate</td>
</tr>
<tr>
<td>CPD Speaker</td>
<td>Employee is requesting leave to attend an event as a continuing professional development speaker</td>
</tr>
<tr>
<td>Conference/Seminar</td>
<td>Employee is requesting leave to attend a conference or seminar</td>
</tr>
<tr>
<td>Personal Health and Welfare appointment</td>
<td>Employee is requesting leave to attend a health or welfare appointment</td>
</tr>
<tr>
<td>Study Leave</td>
<td>Employee is requesting leave for time off to study</td>
</tr>
<tr>
<td>TOIL</td>
<td>Employee is requesting leave for working extra hours over their contracted hours</td>
</tr>
<tr>
<td>Training/Training Course</td>
<td>Employee is requesting leave to attend a training event or take a training course</td>
</tr>
</tbody>
</table>