



## People and Money system

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### Employee Guide- How to Request Special Paid Leave

#### Employee



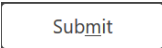
Estimated time to complete: 2 minutes

Assumed Knowledge:

1. Employee needs to be aware of the [Special Leave Policy](#).
2. Multi-assignment holders need to submit at assignment level as special paid leave is applied across all assignments.




#### In Brief...

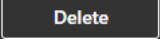
#### Requesting Special Paid leave:

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 special 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.

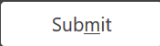
4. Click on **Delete**  in the banner and the status of the leave request changes to “Awaiting withdrawal approval” and updates to “Withdrawn” when it is authorised.

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

### Amending special 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.

Search by type or status 

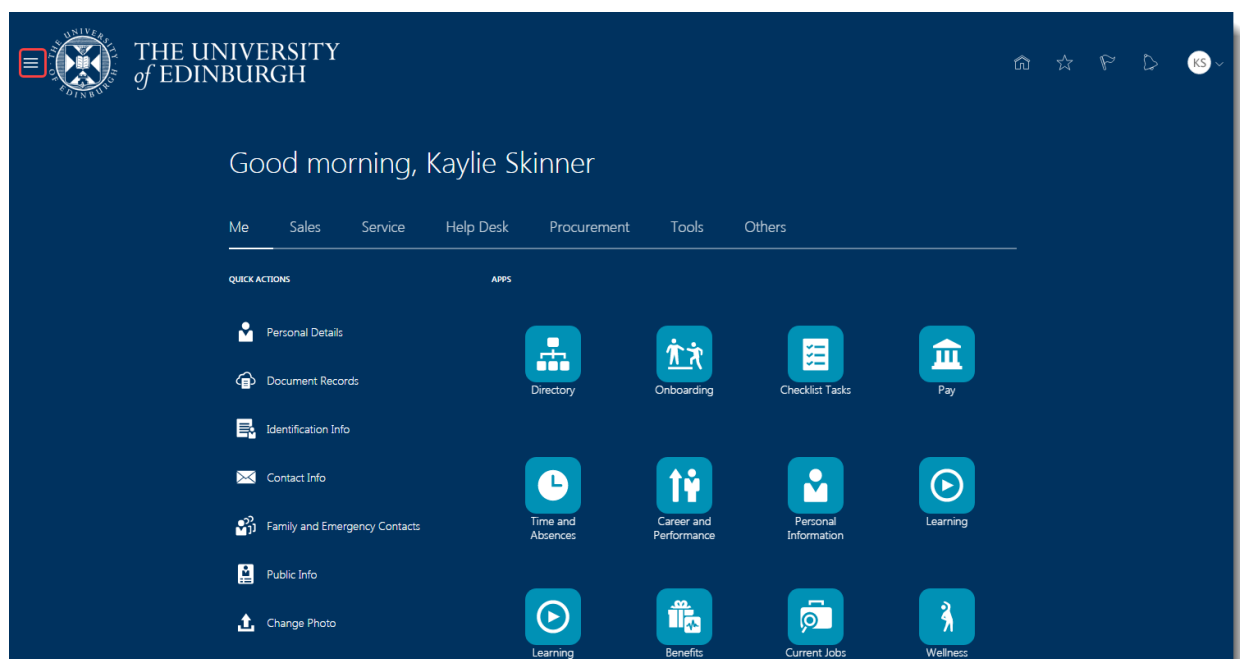
4. Amend the absence details, attach supporting documentation if applicable and click **Submit** .

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

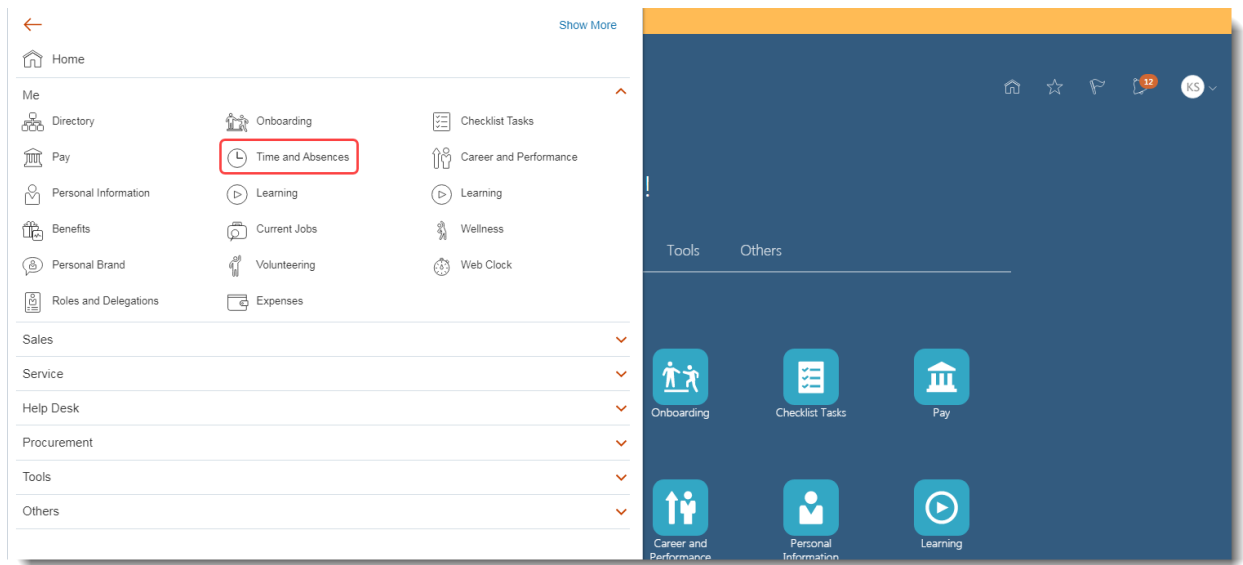
In Detail...

### Requesting Special Paid leave:

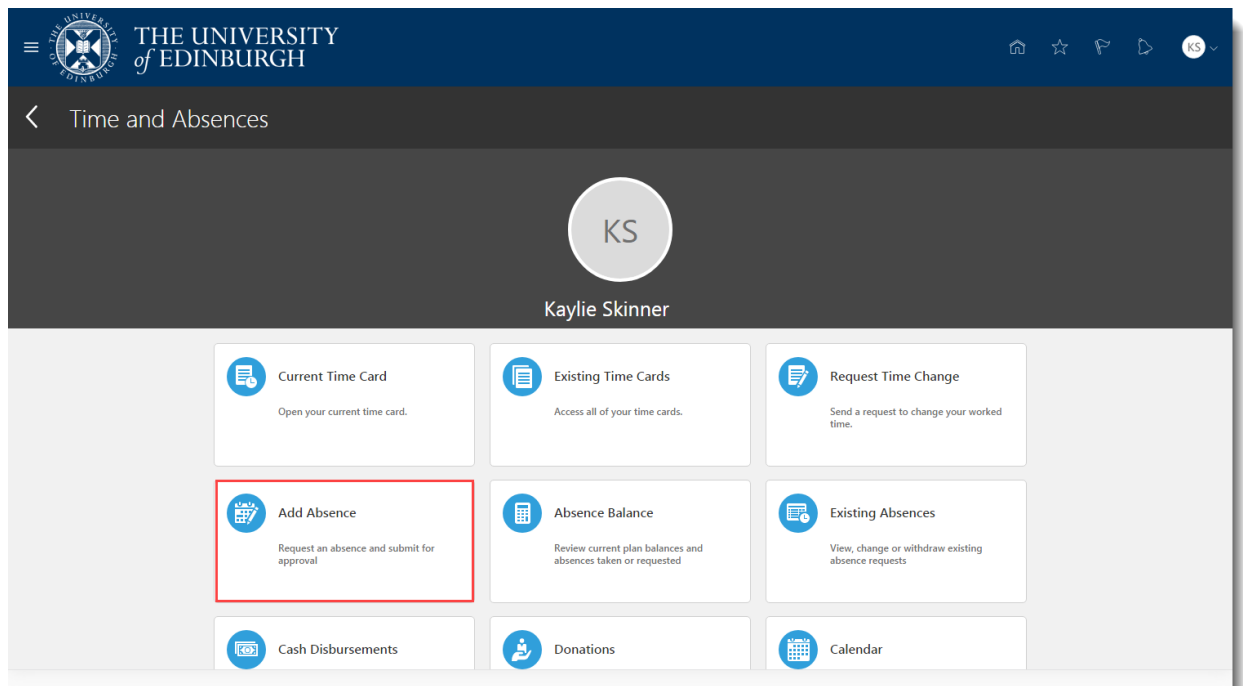
1. From the Home page, click the **Navigator** menu icon located at the top left.



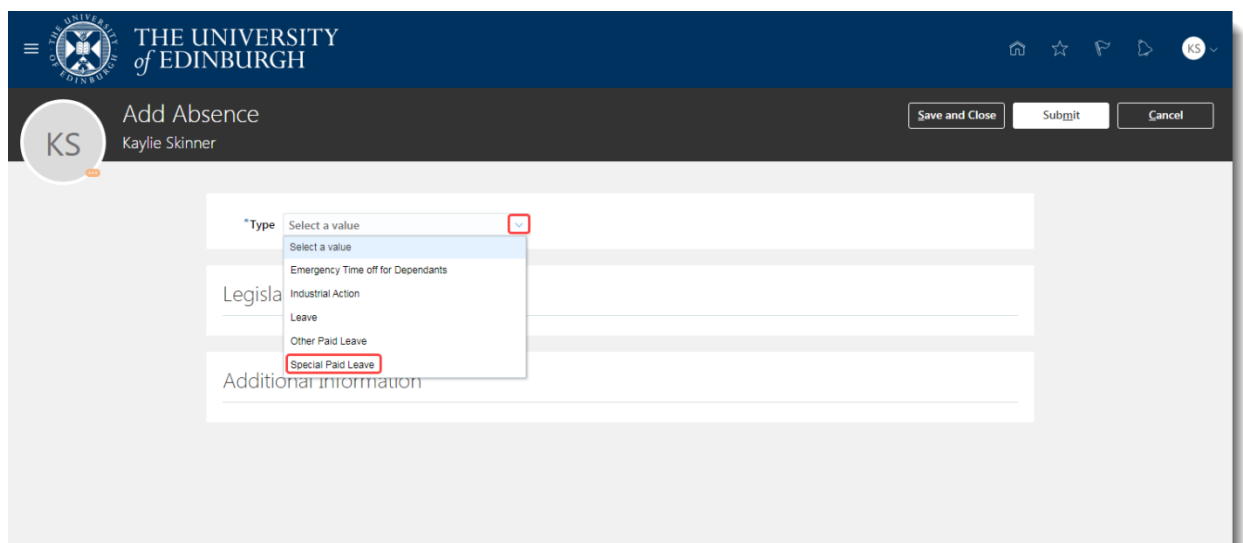
## 2. Open the **Me** section, then select **Time and Absences**



3. Click on **Add Absence** tile to create an absence request.



4. Choose **Special 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.

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Add Absence  
Kaylie Skinner

\*Type: Special Paid Leave

Absence Type Balance 0 Hours

When

\*Start Date and Duration  
1/09/2020 7 Hours

\*End Date and Duration  
1/09/2020

Absence Duration  
7 Hours

☐ Open ended

Edit Entries

Save and Close Submit Cancel

6. If you hold multiple assignments, you can book leave for select assignments:
- Follow steps 1 & 2 and then select **Add Absence**
  - Select the Absence Type as **Special Paid Leave**
  - In the When section, select **Edit Entries**

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Add Absence  
Russell Montgomery

\*Type: Special Paid Leave

When

\*Start Date and Duration  
dd/mm/yyyy Hours

\*End Date and Duration  
dd/mm/yyyy Hours

Absence Duration  
0 Hours


☐ Open ended

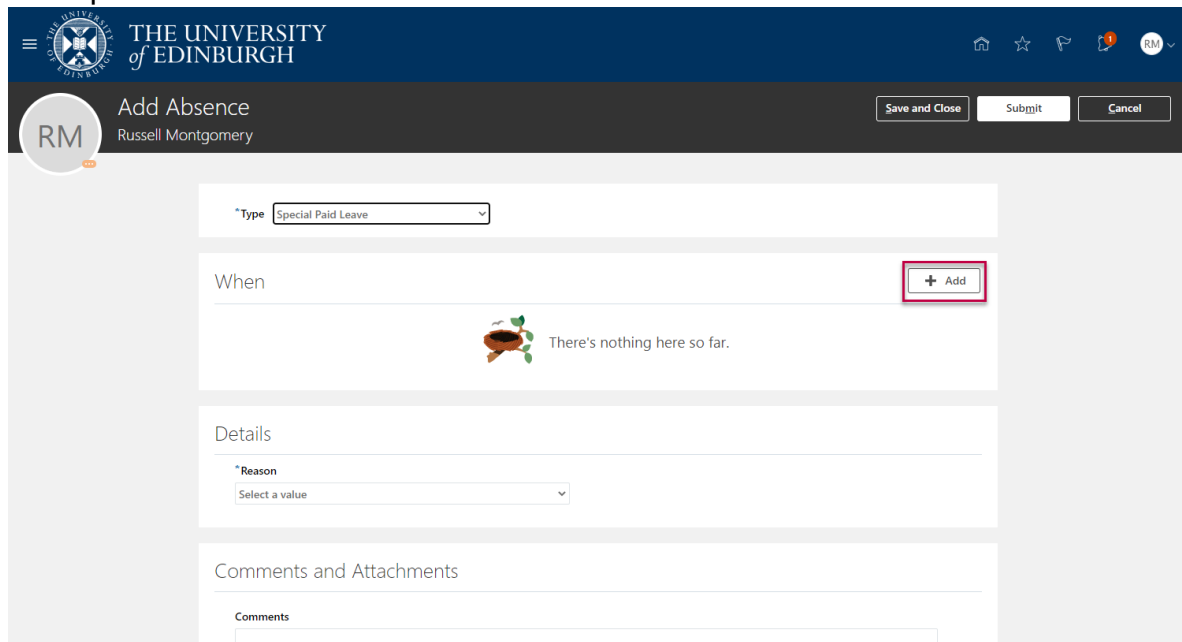
Edit Entries

Details

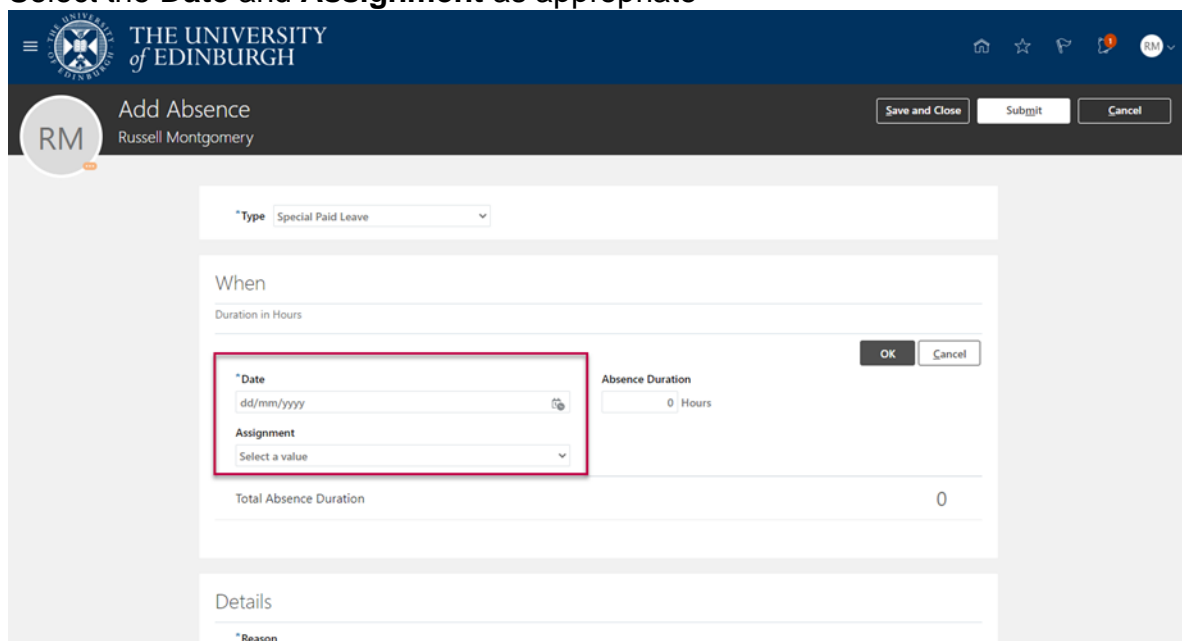
\*Reason  
Select a value

Save and Close Submit Cancel

- d. Then press **Add** 



- e. Select the **Date** and **Assignment** as appropriate



- f. Then click **OK** 

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

The screenshot shows the 'Add Absence' form for Kaylie Skinner. At the top, there's a header with the user's initials 'KS' and name. Below the header, there's a section for 'End Date and Duration' with a date field set to '1/09/2020'. To the right of this section are buttons for 'Save and Close', 'Submit', and 'Cancel'. Below the date field, there's a 'Projected Balance' field and a 'Calculate' button. The main section is titled 'Details' and contains a 'Reason' dropdown menu. The dropdown is open, showing a list of reasons: 'Volunteering Activities', 'Select a value', 'Army Reserves/Volunteer Reserve Forces', 'Bereavement Leave', 'Compassionate Leave', 'Emergency Domestic Situations', 'Fertility Treatment', 'Funeral', 'Jury Service', 'Police statement', 'Voluntary Public Service/leave for Public Duties', 'Volunteering Activities', and 'Witness at Court'. The 'Volunteering Activities' option is highlighted. To the right of the dropdown, there's a checkbox for 'Late notification waived' and a 'Waiver Date' field. Below these, there's a 'Status Last Updated' field.

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.

The screenshot shows the 'Comments and Attachments' section of the 'Add Absence' form. It features a large text area for 'Comments' and a section for 'Attachments'. The 'Attachments' section includes a dashed box with a green upload icon and the text 'Drag files here or click to add attachment'. The entire 'Comments and Attachments' section is highlighted with a red border.

**Note:** Especially while applying for **half day leave**, mention in the comments what **time** you would like to apply leave for.

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

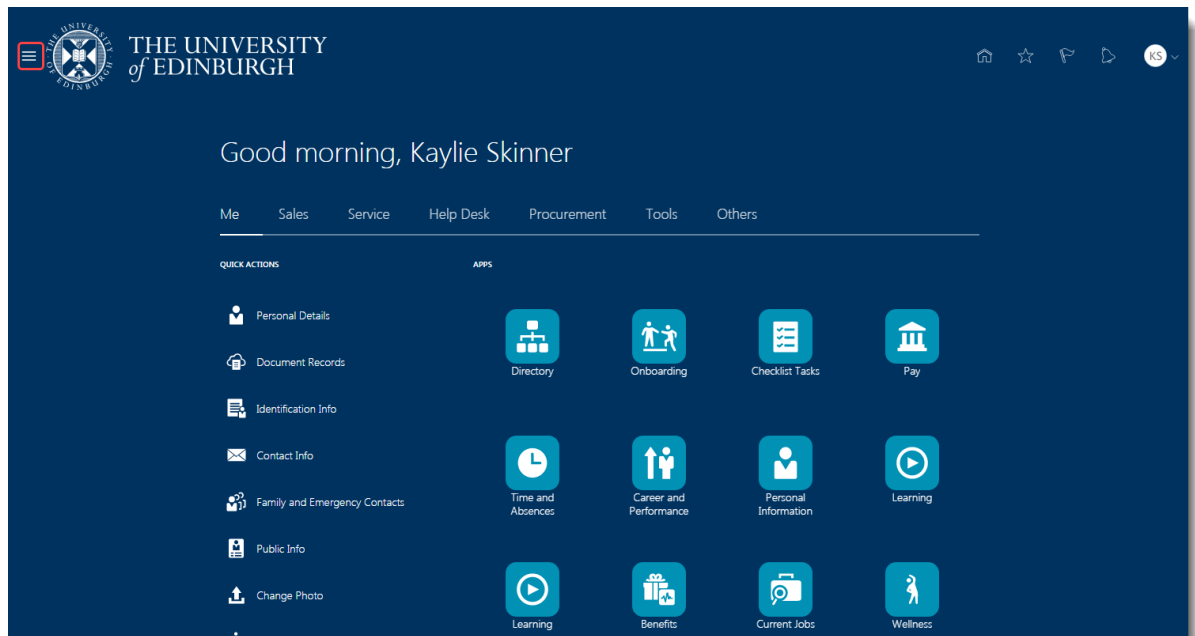
9. Click the **Submit** button in the banner to forward the leave request for approval.  
**Note:** Clicking **Save and Close** will not submit the leave request for approval instead the request is saved as a draft in **Existing Absences** page ready for you to amend later.
10. The absence status changes to “Awaiting approval” and remains in this status until authorised.

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

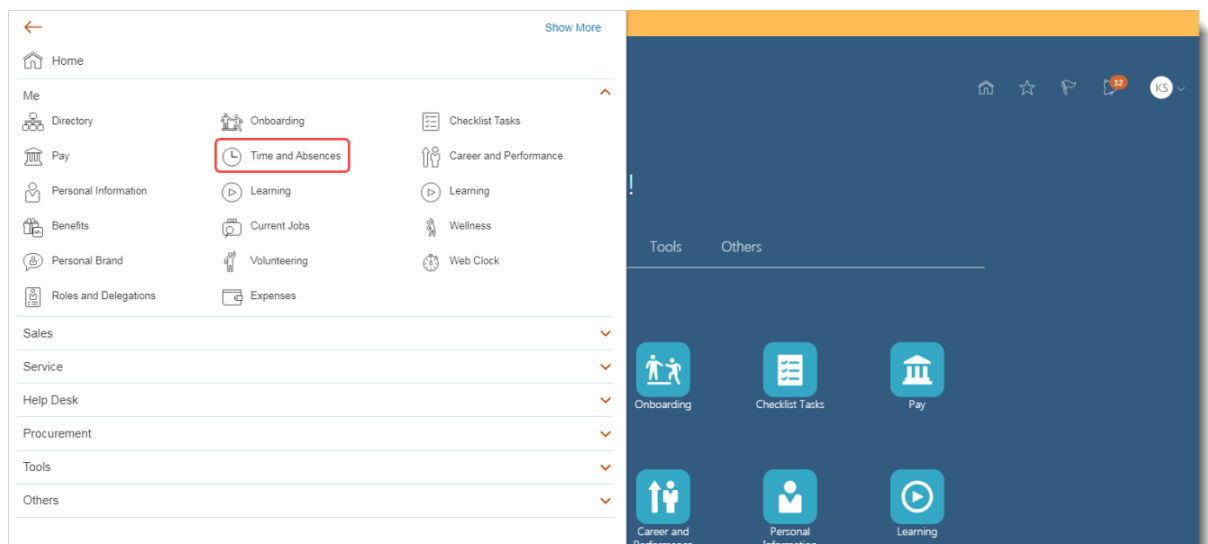
### Cancelling special paid leave:

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

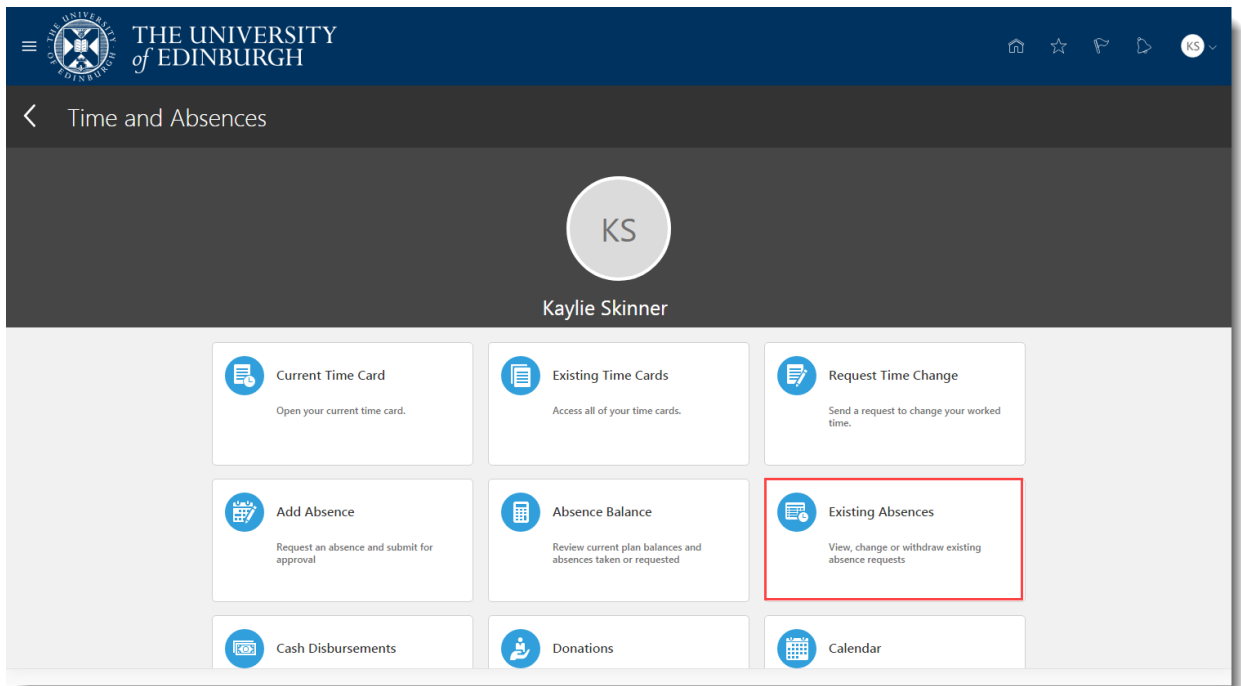




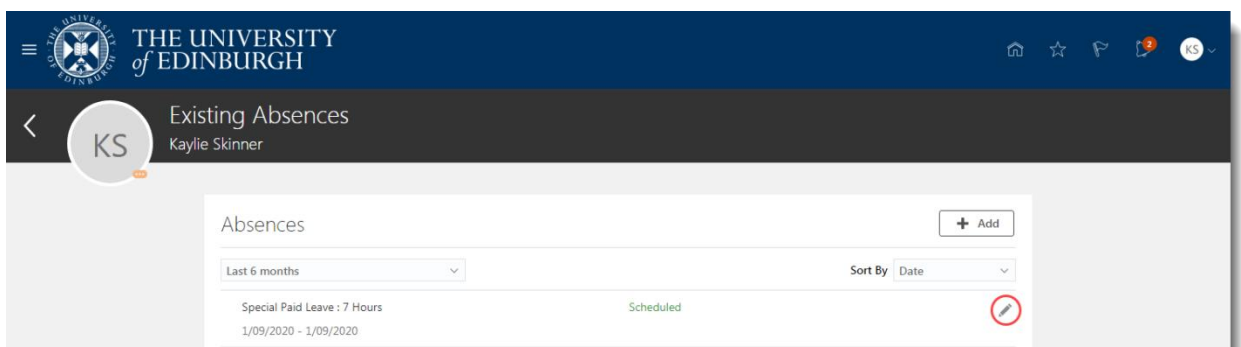
2. Open the **Me** section, then click **Time and Absences**.



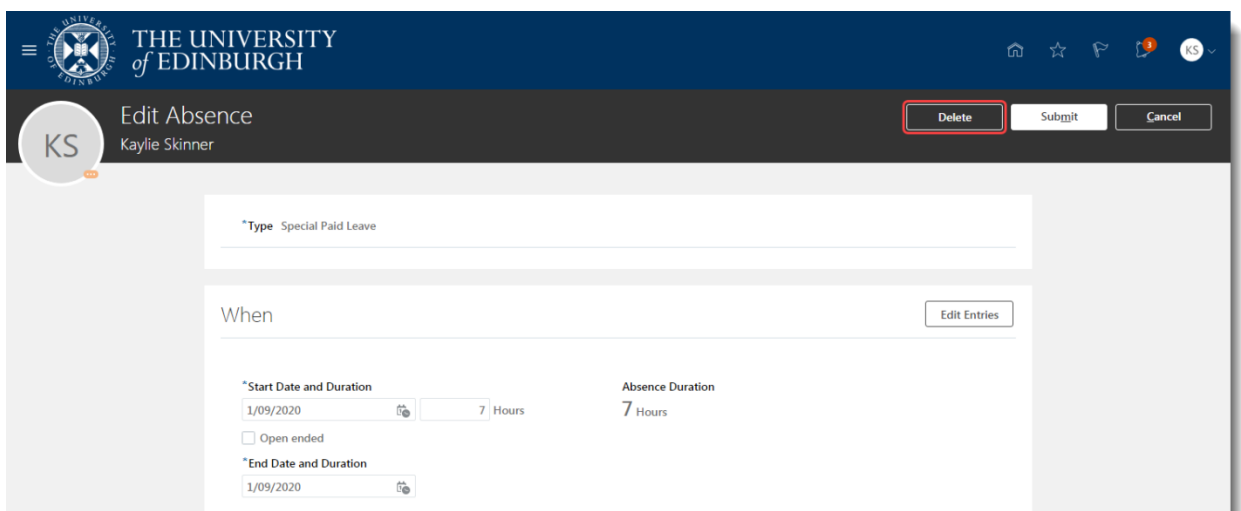
3. Click on the **Existing Absences** tile to view absences previously requested.



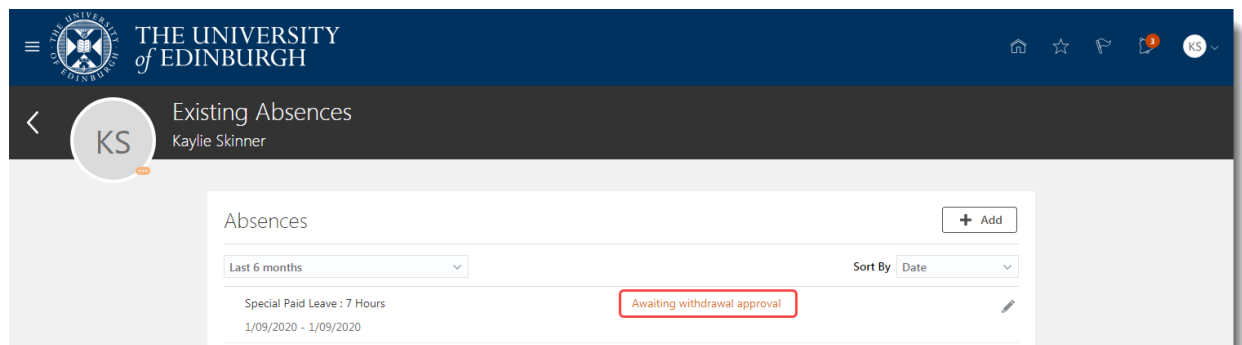
- Click on the **Pencil** icon next to the other paid leave request you would like to cancel.



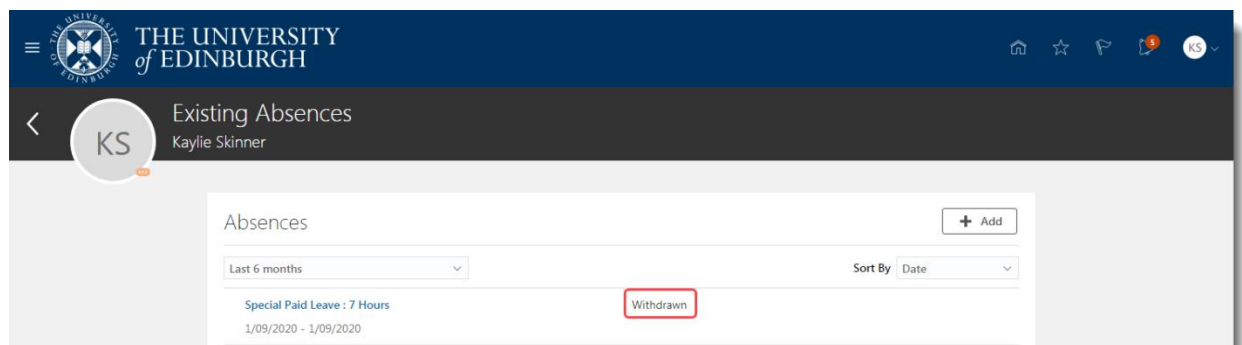
- To remove the absence click on the **Delete** button in the banner.



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

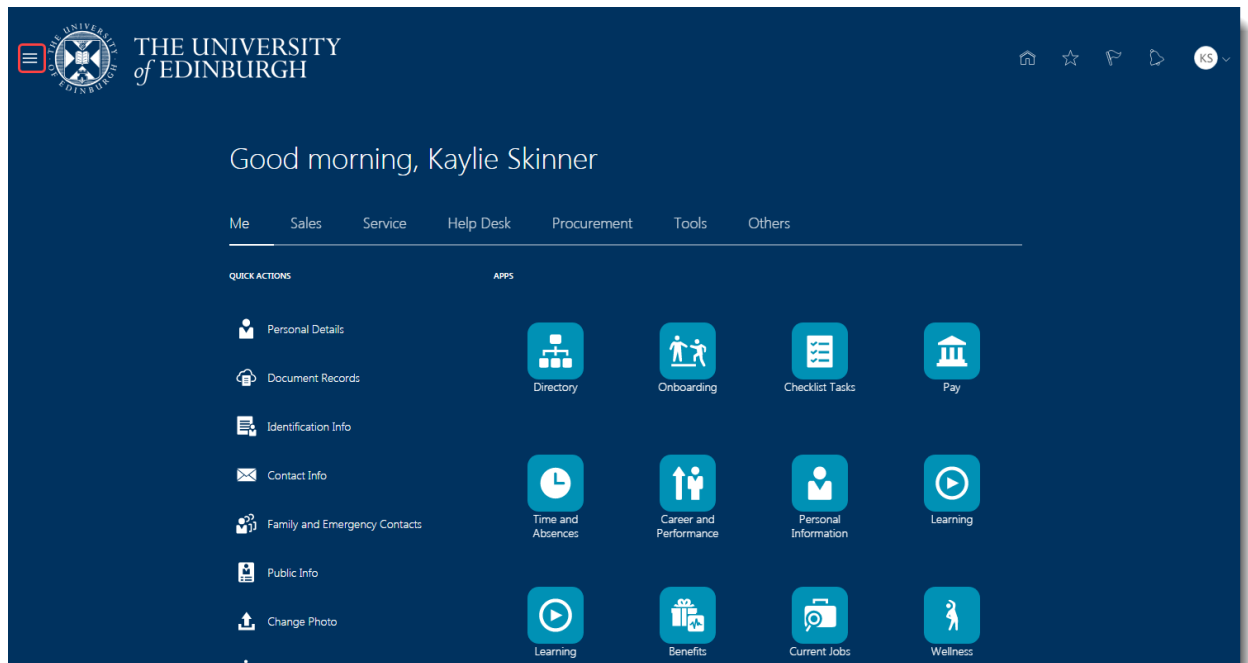


7. When the approver authorises the cancellation, the absence status changes to “Withdrawn.”

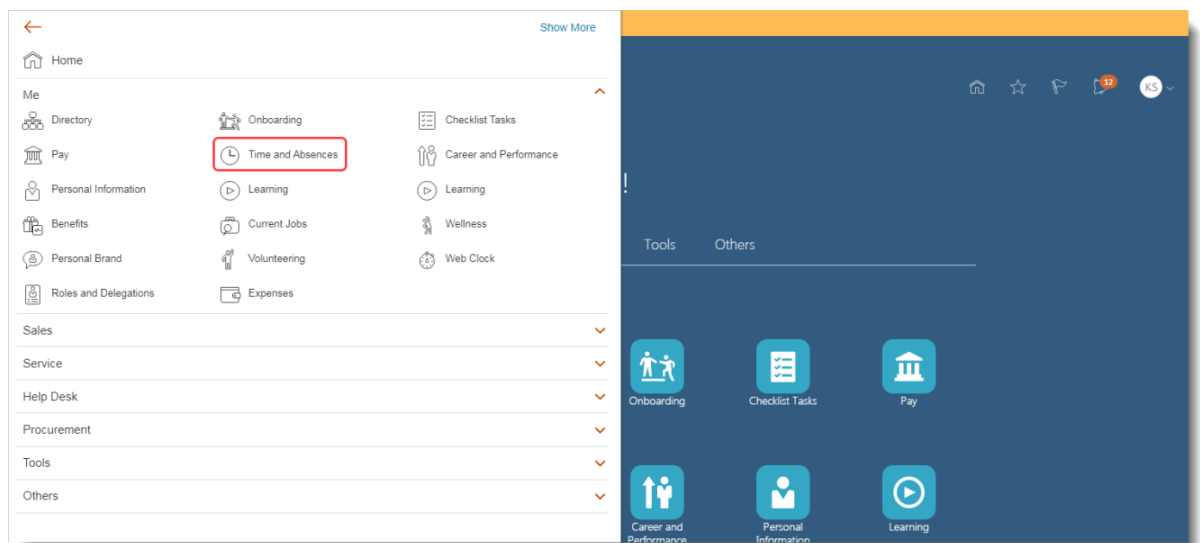


### Amending special paid leave:

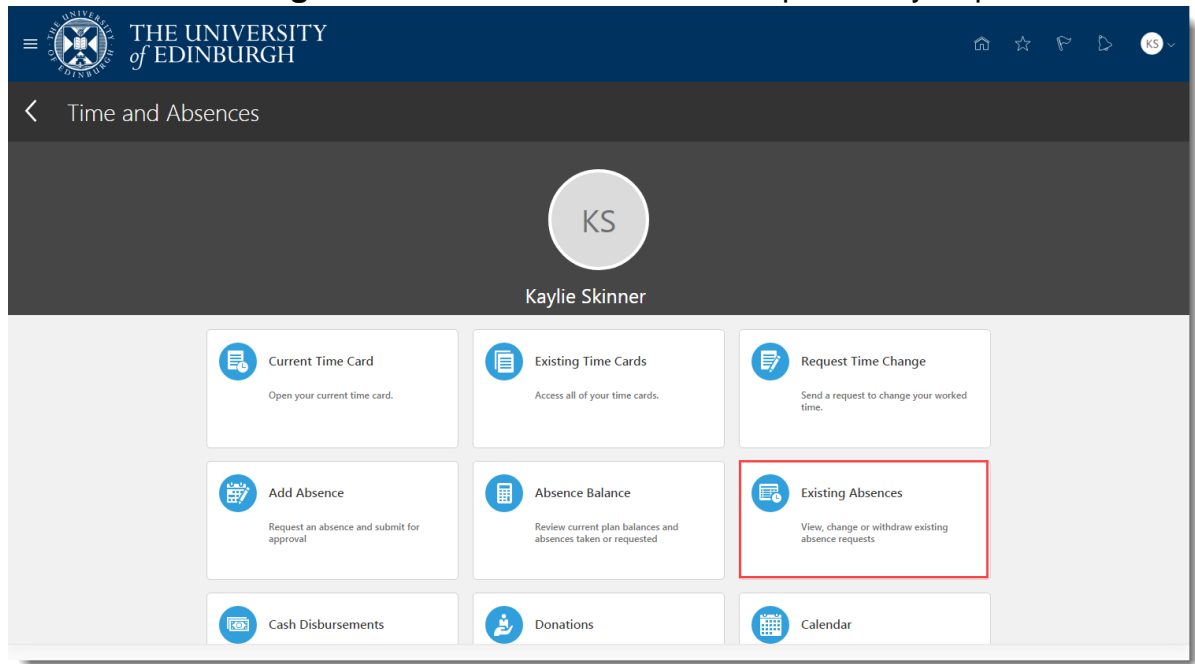
1. From the Home page, click the **Navigator** menu icon located at the top left.



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

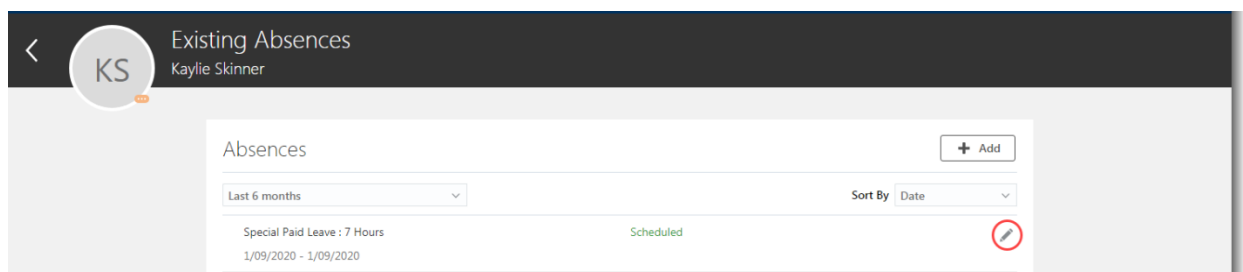


3. Click on the **Existing Absences** tile to view absences previously requested



**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

**Edit Absence**  
Kaylie Skinner

**Type** Special Paid Leave

**When** Edit Entries

**\*Start Date and Duration** 3/09/2020 7 Hours **Absence Duration** 14 Hours

☐ Open ended

**\*End Date and Duration** 4/09/2020 7 Hours

**1** 3/09/2020 **2** ☐ Open ended **3** 4/09/2020

**Delete** **Submit** **Cancel**

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

**Edit Absence**

**Type** Special Paid Leave

**When** Edit Entries

**\*Start Date and Duration** 10/12/2020 6 Hours **Absence Duration** 6 Hours

☐ Open ended

**\*End Date and Duration** 10/12/2020

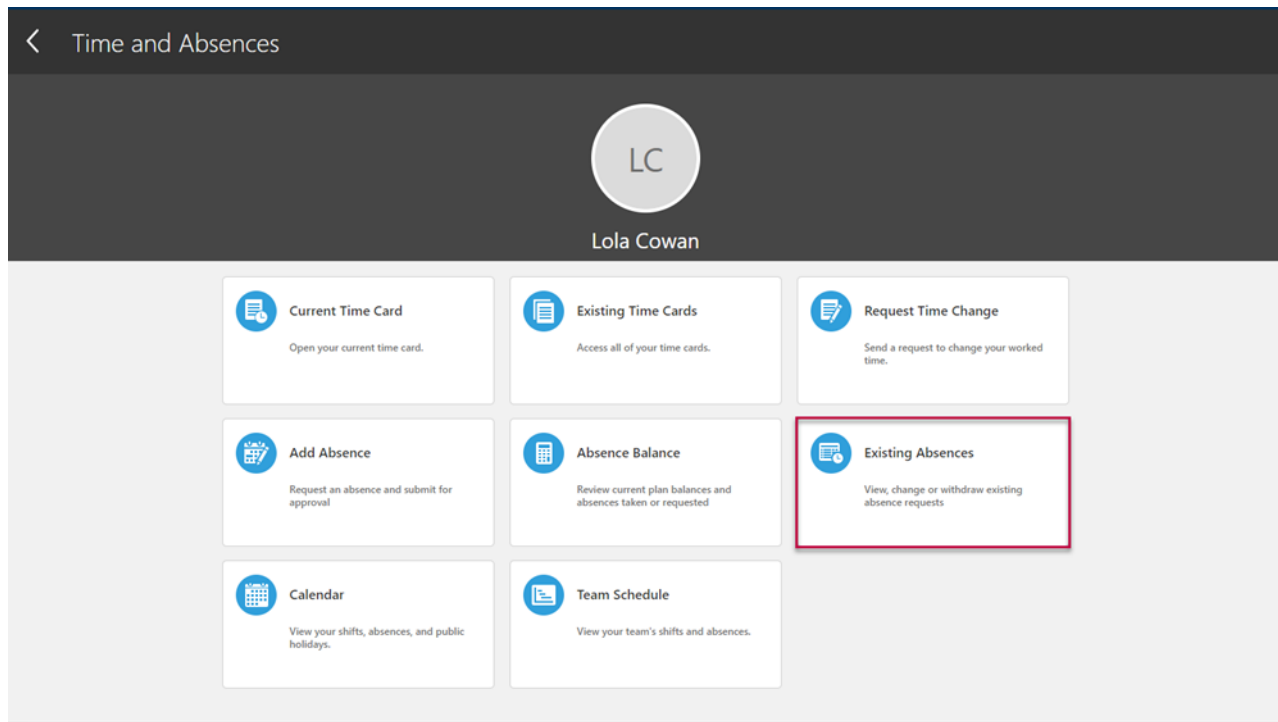
**Details**

**\*Reason** Jury Service

**Delete** **Submit** **Cancel**

7. **If you hold multiple assignments**, ensure you're requesting leave for the right assignment:

a. Go to **Existing Absences**



b. Click on the **Pencil icon** next to the assignment you don't want the absence record against

c. Click on **Edit Entries**

The screenshot shows the 'Edit Absence' form for Lola Cowan. The form includes a header with the University of Edinburgh logo and navigation icons. The main form area has a 'Type' field set to 'Leave'. Below this is a 'When' section with a date range from 16/09/2020 to 18/09/2020 and an 'Absence Duration' of 42 Hours. The 'Edit Entries' button is highlighted with a red border. At the bottom, there are sections for 'Details' and 'Comments and Attachments'.

Then select **Delete** against each entry

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

AM Add Absence Annika Massey

Projected Balance Calculate

Details

Comments and Attachments

Comments

Attachments

Drag files here or click to add attachment

Legislative Information

Save and Close Submit Cancel

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

< KS Existing Absences Kaylie Skinner

Absences + Add

Last 6 months Sort By Date

Special Paid Leave : 14 Hours 3/09/2020 - 4/09/2020 Awaiting approval

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

< KS Existing Absences Kaylie Skinner

Absences + Add

Last 6 months Sort By Date

Special Paid Leave : 14 Hours 3/09/2020 - 4/09/2020 Scheduled



Please refer to the Glossary

## Appendix

### Appendix 1 – **Reason** list of options

Note: Before using any of the Reasons below, please check the University's [Special Leave policy](#) or get in touch with your HR Representative.

Reason	When to use this Action Reason
Army Reserves/Volunteer Reserve Forces	If employee is a reservist, they are entitled to time off for training and mobilisation
Bereavement Leave	For the death of a close relative, or when the employee has to make funeral arrangements. Additional time may be considered if a lot of travel is required or when plans have been delayed/complicated.
Compassionate Leave	Can be used for extreme personal circumstances involving your family or those for whom you have caring responsibilities.
Emergency Domestic Situations	These might include dealing with the immediate consequences of fire, flood or theft at home. This is different from the policy for applying for emergency time off for dependents.
Fertility Treatment	If an employee is following a course of treatment, paid time off is available. Time off is also available if they are supporting a partner during a treatment cycle.
Funeral	Employee is requesting leave to attend a funeral
Jury Service	Employee is requesting leave to attend jury service
Police statement	Employee is requesting leave to make a police statement
Voluntary Public Service/Leave for Public Duties	<p>An employee who is:</p> <ul style="list-style-type: none"> <li>• a Justice of the Peace or</li> <li>• an independent prison monitor</li> </ul> <p>Is entitled to time off to perform any duties of their office.</p> <p>If an employee is a member of the following, they are entitled to time off to attend a meeting of the body and fulfil their responsibility as a member:</p>

	<ul style="list-style-type: none"> <li>• a local authority</li> <li>• a statutory tribunal</li> <li>• a police authority established under the Police Act 1996</li> <li>• an independent monitoring board for a prison or a prison visiting committee</li> <li>• a relevant health body</li> <li>• a relevant education body</li> <li>• the Scottish Environment Protection Agency</li> <li>• Scottish Water</li> <li>• a panel of lay observers, who monitor conditions in court custody and under escort</li> <li>• a visiting committee of immigration removal centres</li> <li>• a visiting committee of immigration short-term holding facilities.</li> </ul>
Volunteering Activities	Employee is requesting leave to undertake voluntary work
Witness at Court	Employee is requesting leave to attend court as a witness