People and Money system

We know this format may not be accessible for all. To request this guide in a different format please email or call hrhelpline@ed.ac.uk

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on Delete in the banner and the status of the leave request changes to “Awaiting withdrawal approval” and updates to “Withdrawn” when it is authorised.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

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.

![Image of Add Absence feature]

4. Choose **Special Paid Leave** from the **Type** drop-down menu.

![Image of Type options]

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

![Add option](image)

Then press **Add**

**Select the Date and Assignment** as appropriate

![Select Date and Assignment](image)

**Select the Date and Assignment** as appropriate

f. Then click **OK**

![OK button](image)

Then click **OK**

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.

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

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

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.

![Existing Absences Tile](image)

**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.

![Pencil Icon](image)

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. 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**
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.

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

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

<table>
<thead>
<tr>
<th>Reason</th>
<th>When to use this Action Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Army Reserves/Volunteer Reserve Forces</td>
<td>If employee is a reservist, they are entitled to time off for training and mobilisation</td>
</tr>
<tr>
<td>Bereavement Leave</td>
<td>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.</td>
</tr>
<tr>
<td>Compassionate Leave</td>
<td>Can be used for extreme personal circumstances involving your family or those for whom you have caring responsibilities.</td>
</tr>
<tr>
<td>Emergency Domestic Situations</td>
<td>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.</td>
</tr>
<tr>
<td>Fertility Treatment</td>
<td>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.</td>
</tr>
<tr>
<td>Funeral</td>
<td>Employee is requesting leave to attend a funeral</td>
</tr>
<tr>
<td>Jury Service</td>
<td>Employee is requesting leave to attend jury service</td>
</tr>
<tr>
<td>Police statement</td>
<td>Employee is requesting leave to make a police statement</td>
</tr>
<tr>
<td>Voluntary Public Service/Leave for Public Duties</td>
<td>An employee who is:</td>
</tr>
<tr>
<td></td>
<td>- a Justice of the Peace or</td>
</tr>
<tr>
<td></td>
<td>- an independent prison monitor</td>
</tr>
<tr>
<td></td>
<td>Is entitled to time off to perform any duties of their office.</td>
</tr>
<tr>
<td></td>
<td>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:</td>
</tr>
</tbody>
</table>
- a local authority
- a statutory tribunal
- a police authority established under the Police Act 1996
- an independent monitoring board for a prison or a prison visiting committee
- a relevant health body
- a relevant education body
- the Scottish Environment Protection Agency
- Scottish Water
- a panel of lay observers, who monitor conditions in court custody and under escort
- a visiting committee of immigration removal centres
- a visiting committee of immigration short-term holding facilities.

<table>
<thead>
<tr>
<th>Volunteering Activities</th>
<th>Employee is requesting leave to undertake voluntary work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Witness at Court</td>
<td>Employee is requesting leave to attend court as a witness</td>
</tr>
</tbody>
</table>