



System User Guide

Employee Guide to Special, Other and Unpaid Leave

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Introduction

This guide covers key tasks for Employees in relation to Special, Other and Unpaid Leave.

Before beginning the process of submitting a request for any type of special paid leave, other paid leave or unpaid leave, familiarise yourself with the [leave and absence options webpage](#) and be aware of the relevant policy.

The policies are all found on the [HR policies webpage](#).

This guidance covers the following (People and Money) absence types:

- Other Paid Leave
- Special Paid Leave
- Unpaid Leave

Please see the [appendix](#) at the end of this document for more detail on each of these absence types.

In Brief

Requesting Special, Other or Unpaid Leave

1. From the Homepage navigate to **Me** and select the **Time and Absences** app.
2. Click on **Add Absence**.
3. From the drop- down menu select the appropriate leave type. Appropriate fields will appear based on your selection.
4. If you have more than one assignment select it from the **Personal Job Title**, drop down to select a specific assignment, leave blank to request leave across all assignments.
5. Enter the **Start** and **End Dates** and update the **Duration** as required.
6. Select a **Reason** from the drop-down list, as required.
7. Add any **Comments** or **Attachments**, as required, then click on **Submit**.

Cancelling Special, Other or Unpaid Leave

1. From the Home page, navigate to **Me** and select **Time and Absences**.
2. Select **Existing Absences**.
3. Click on the **Edit icon** next to the leave request you would like to cancel.
4. Click on **Withdraw** in the top right-hand corner.

Amending Special, Other or Unpaid Leave

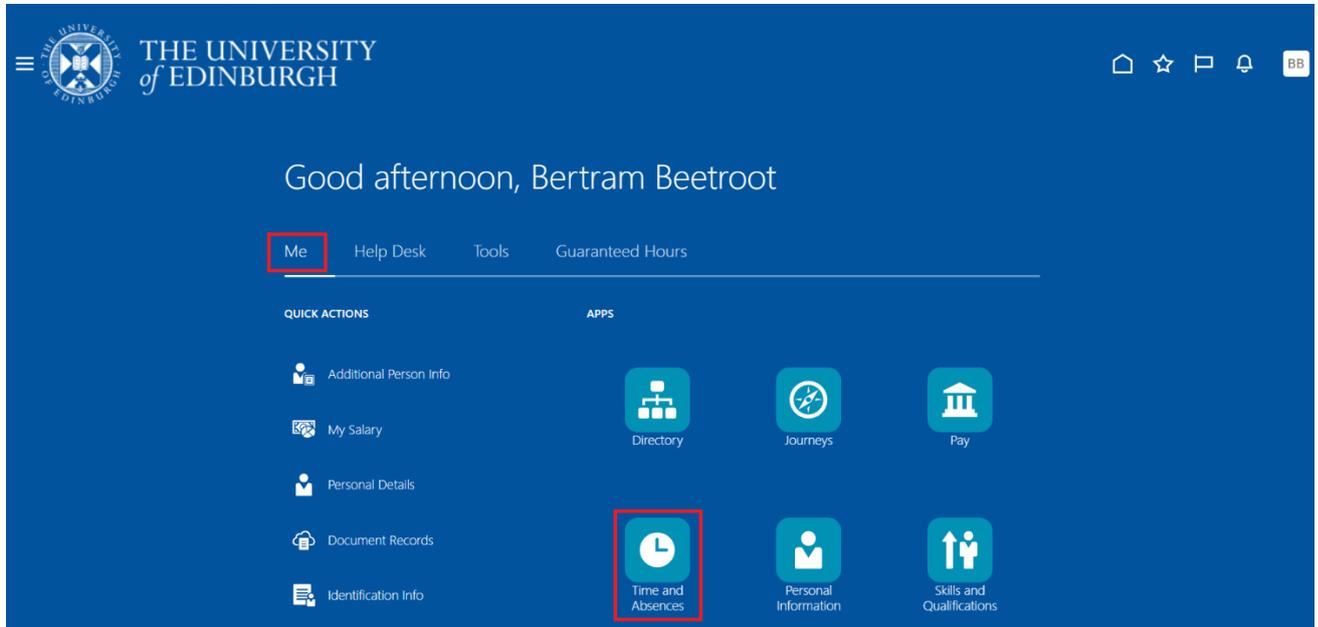
1. From the Home page, click **Me** section and click **Time and Absences**.
2. Select **Existing Absences** and click on the **Edit** icon next to the leave request you would like to amend.
3. Amend the absence details, attach supporting documentation if applicable and click **Submit**.

In Detail

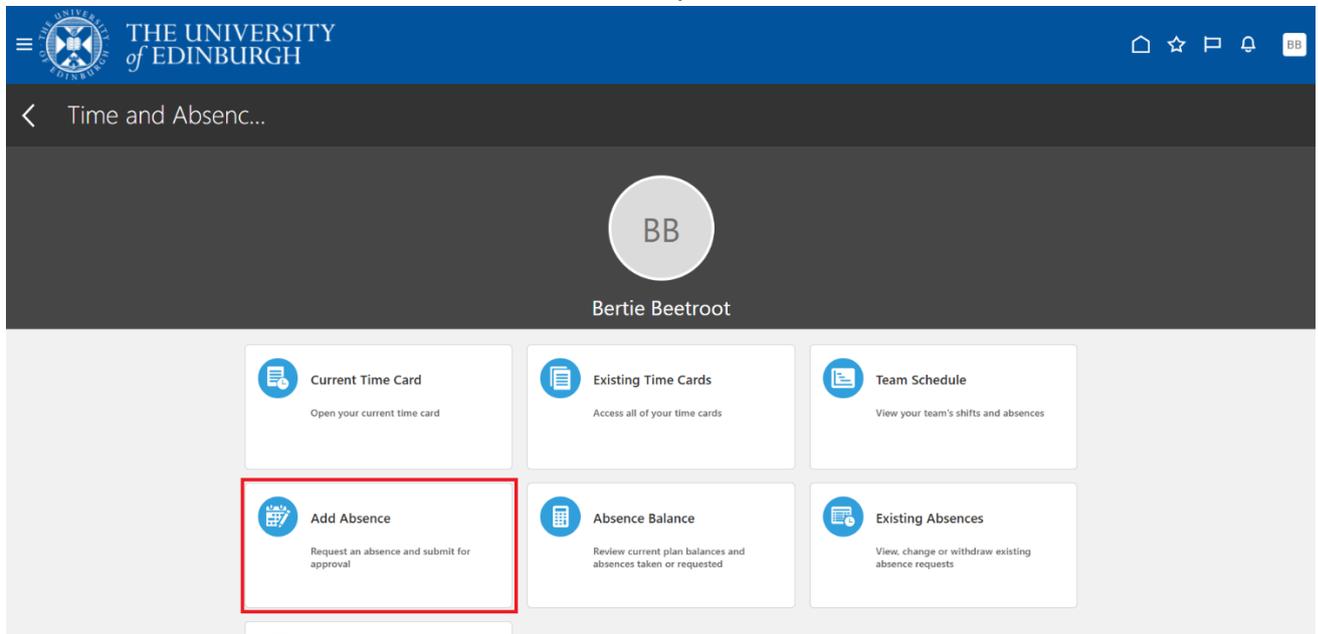
This section provides the detailed steps and includes relevant screenshots from the system.

Requesting Special, Other or Unpaid Leave

1. From the Home page, click the **Me** and then **Time and Absences**



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



3. Select the **Absence Type** drop down arrow and select the appropriate leave type. Appropriate fields will appear based on your selection.

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CC **New Absence**
Carron Caulflower

Cancel Save and Close Save Submit

Absence Type

- Annual Leave
- Emergency Time off for Dependants
- Maternity
- Other Paid Leave
- Partner Adoption
- Partner Birth
- Special Paid Leave
- Surrogacy and Adoption

the details of your absence here.

4. If you have multiple assignments, click on the **Personal Job Title** drop-down menu and select which assignment you are creating the leave for. Leave the **Personal Job Title** field blank if your request is for all posts.

Note: In-active assignments may appear in the **Personal Job Title** drop down list, therefore, please ensure you've selected an **active** assignment.

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HH **New Absence**
Hilary Haricot-Bean

Cancel Save and Close Save Submit

Absence Type
Special Paid Leave

Personal Job Title

- Domestic Assistant
E7211
Active - Payroll Eligible
- Domestic Assistant-2
E7211-2
Active - Payroll Eligible

Dates

Start Date Required

Open ended

Required

5. In the **Dates** section click on the calendar icon to choose the **Start Date** and **End Date** of the absence. Alternatively, you can type the start and end dates.

HH **New Absence**
Hilary Haricot-Bean

Cancel Save and Close Save Submit

Absence Type
Special Paid Leave

Personal Job Title

Dates

Start Date  Start Date Duration

Required Required

< May 2025 >

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

0 Hours

6. If you don't know the end date of the absence, click on the **Open ended** toggle. You must remember to close off the absence when you return by following the [Amending Leave](#) process.

HH **New Absence**
Hilary Haricot-Bean

Cancel Save and Close Save Submit

Absence Type
Special Paid Leave

Personal Job Title

Dates

Start Date 26/05/2025  Start Date Duration 8.00

Open ended

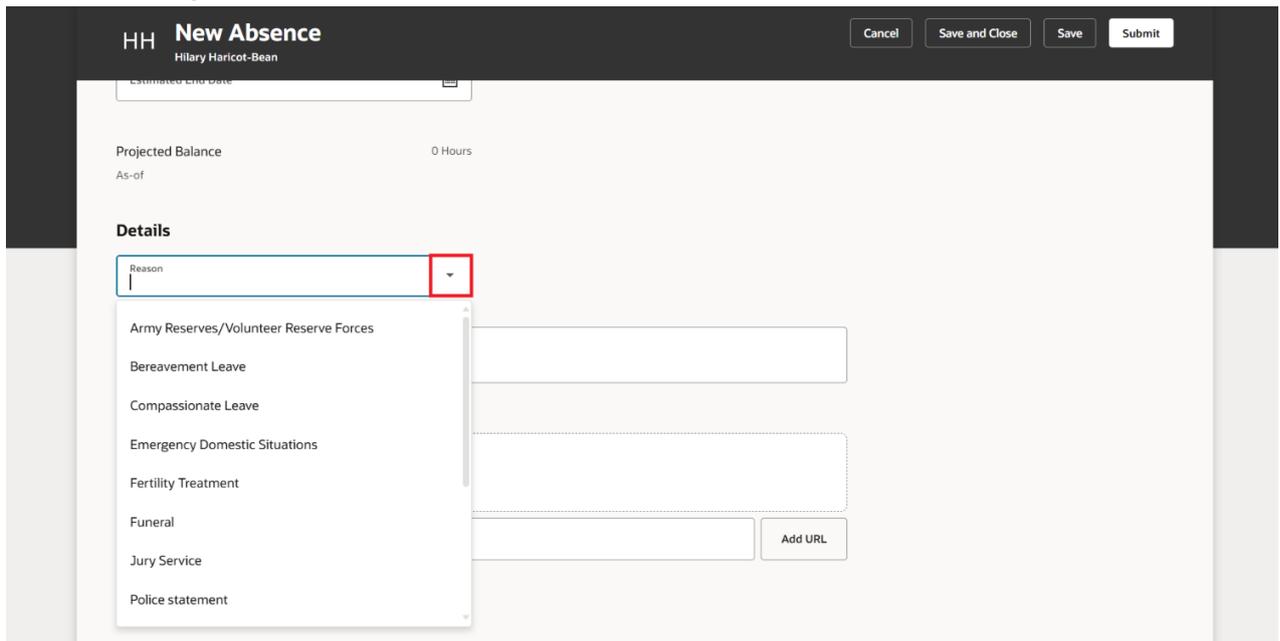
Estimated End Date 

Projected Balance 0 Hours

As-of

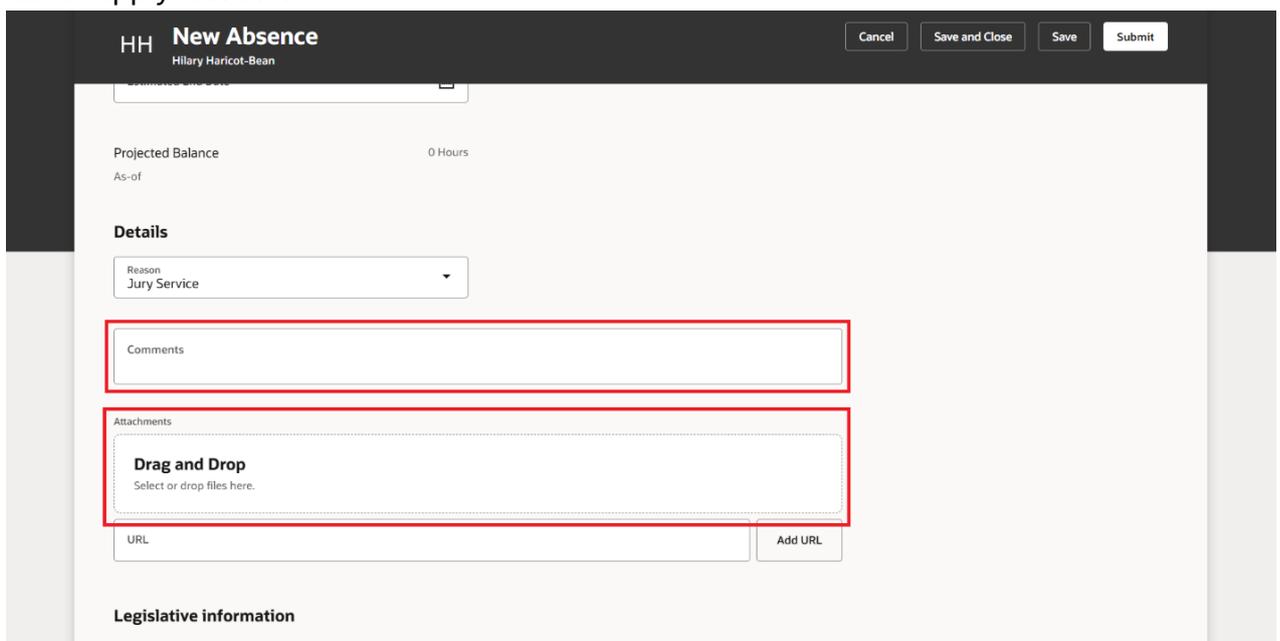
Details

- In the **Details** section, click on the **Reason** drop down arrow and select the relevant reason. This is a mandatory field.



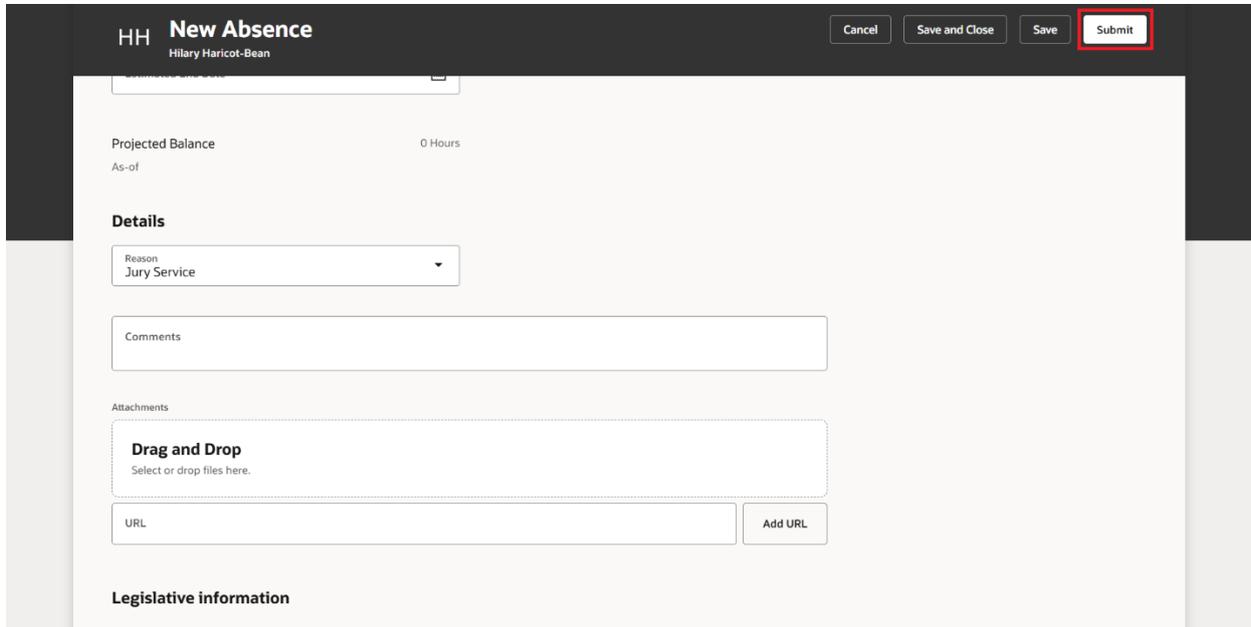
- To read an explanation of the different **Reason** types and when to use them, refer to the [Appendix](#) of this document.
- If applicable, add **Comments** or an **attachment** by dragging the file into the space or right click and add it.

Note: If you are applying for **half a day of leave**, mention in the **Comments** what **time** you would like to apply leave for.



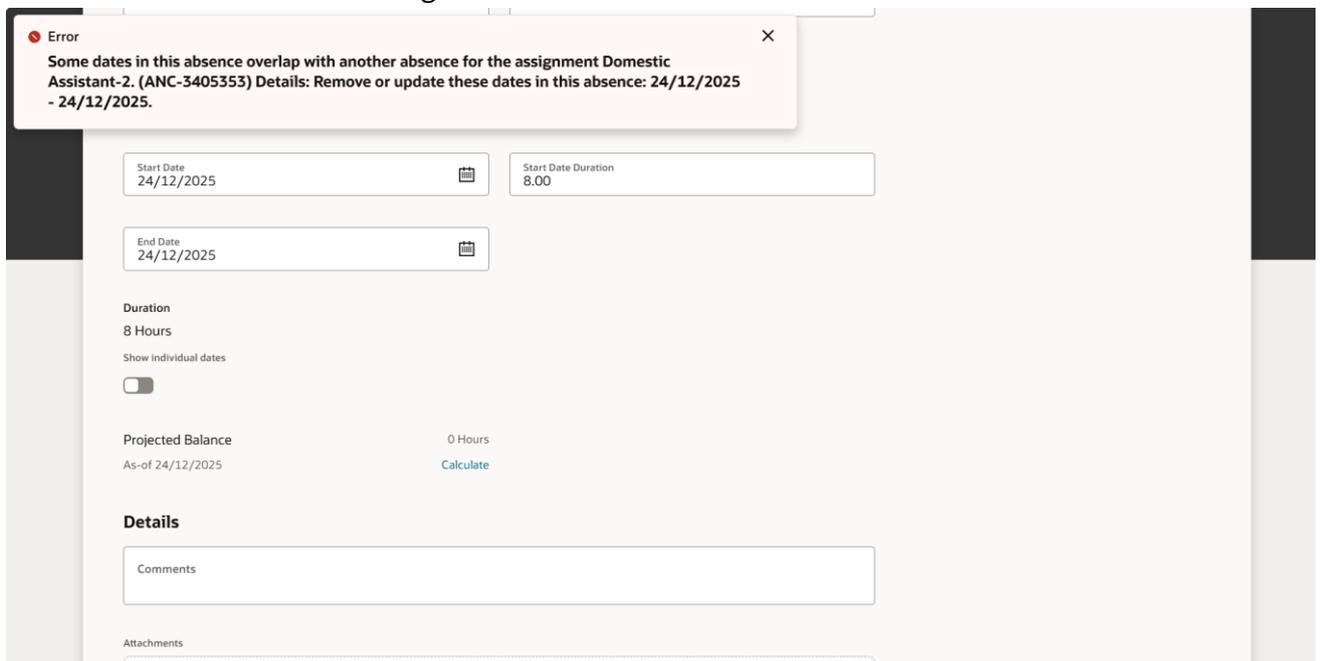
10. Click on **Submit**.

Note: Clicking the **Save and Close** or **Save** button will not submit the leave request for approval, instead, the request will be saved as a draft in **Existing Absences** page ready for you to amend later.



The screenshot shows the 'New Absence' form for Hilary Haricot-Bean. At the top right, there are four buttons: 'Cancel', 'Save and Close', 'Save', and 'Submit'. The 'Submit' button is highlighted with a red rectangle. Below the buttons, the form displays 'Projected Balance' as '0 Hours' and 'As-of' information. The 'Details' section includes a 'Reason' dropdown menu set to 'Jury Service', a 'Comments' text area, and an 'Attachments' section with a 'Drag and Drop' area and a 'URL' input field with an 'Add URL' button. At the bottom, there is a 'Legislative information' section.

11. If you already have an absence record that overlaps with the start and end date, you will receive a message like the one below. Click the cross to close the message and make necessary amendments before Submitting.

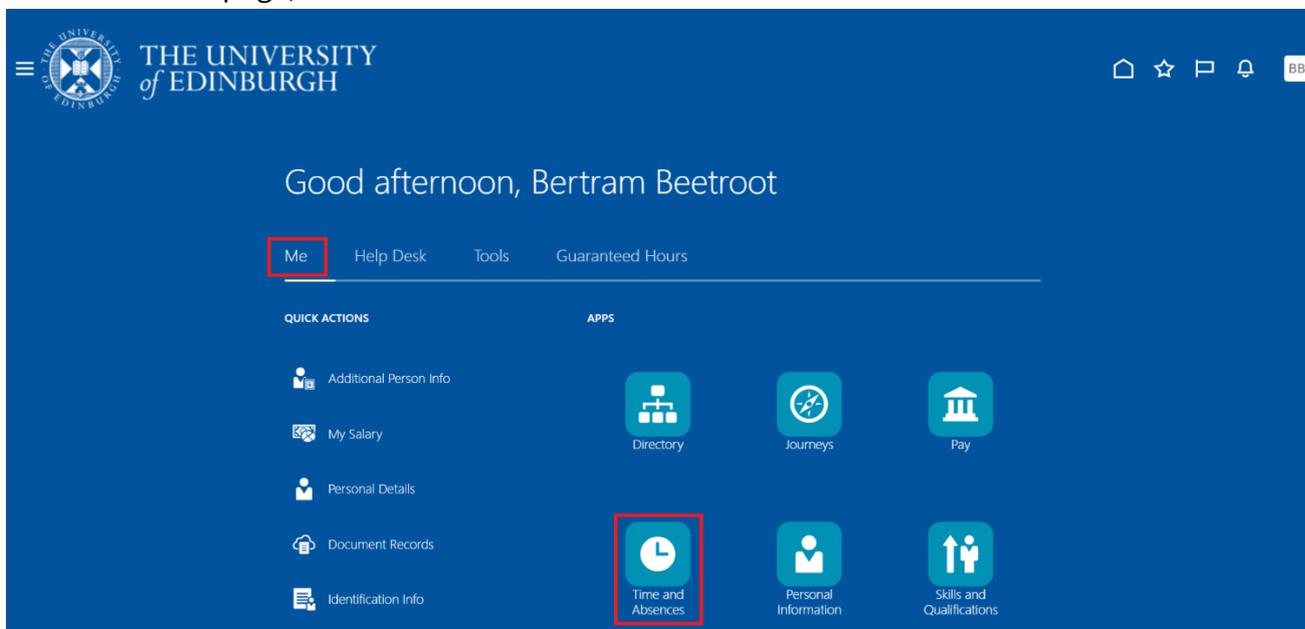


The screenshot shows the 'New Absence' form with an error message overlay. The error message is titled 'Error' and contains the text: 'Some dates in this absence overlap with another absence for the assignment Domestic Assistant-2. (ANC-3405353) Details: Remove or update these dates in this absence: 24/12/2025 - 24/12/2025.' The form fields are partially visible behind the message. The 'Start Date' is '24/12/2025', 'End Date' is '24/12/2025', and 'Start Date Duration' is '8.00'. The 'Duration' is '8 Hours'. The 'Projected Balance' is '0 Hours' and 'As-of' is '24/12/2025'. There is a 'Calculate' button next to the 'As-of' field. The 'Details' section includes a 'Comments' text area and an 'Attachments' section.

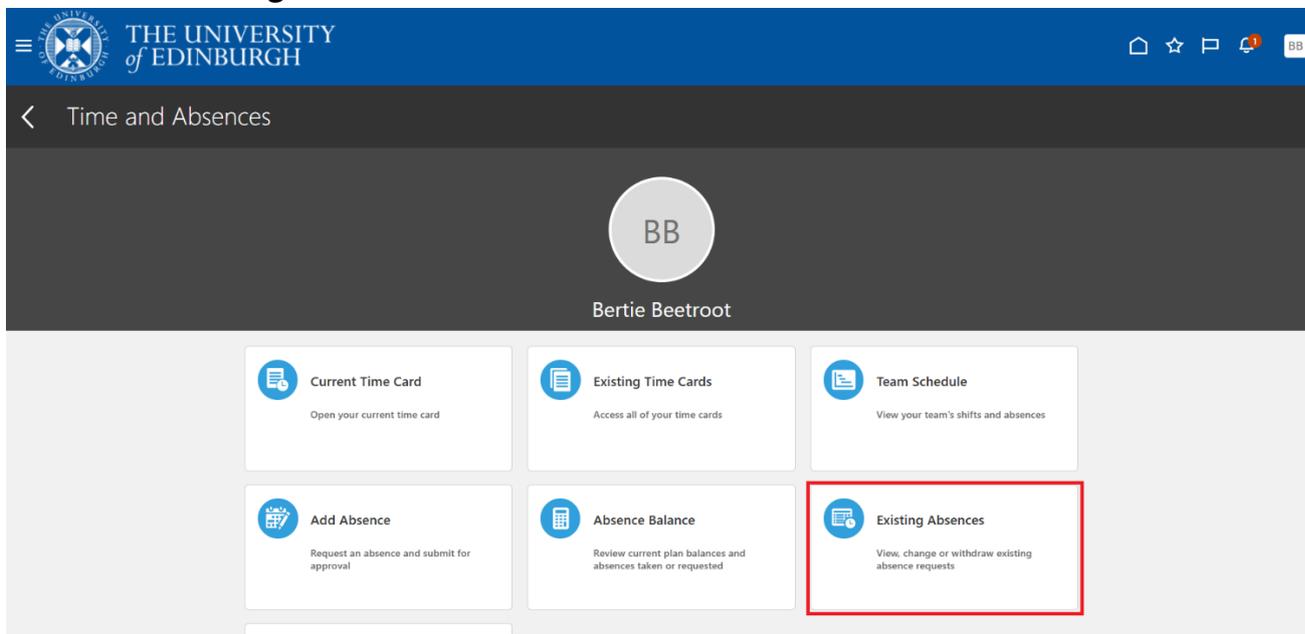
- The absence status changes to **Awaiting approval** until it has been approved by your Line Manager. If you have multiple assignments and you are requesting leave across all assignments, your request will be sent to all of your Line Managers for approval.

cancelling Special, Other or Unpaid Leave

- From the Home page, click the **Me** and then **Time and Absences**



- Click on the **Existing Absences** tile.



- Find the absence you would like to amend and click on the pencil icon. To quickly find the absence you're looking for, search by **type** or filter by **status** of the absence.

Note: the default date filter under the search bar cannot be removed, however, it can be changed to show a different period of time by clicking on it and amending the **Start** and **End Dates**.

Type	Start - End	Duration	Status	Action
Annual Leave Domestic Assistant	16/06/2025 - 20/06/2025	25 Hours	Scheduled	
Annual Leave Domestic Assistant-2	16/06/2025 - 20/06/2025	15 Hours	Scheduled	
Emergency Time off for Dependants	26/05/2025 - 29/05/2025	32 Hours	Awaiting approval	
Special Paid Leave	26/05/2025 - Open Ended	0 Hours	Awaiting approval	
Annual Leave Domestic Assistant	5/04/2025 - 11/04/2025	25 Hours	Completed	
Annual Leave Domestic Assistant-2	4/04/2025 - 11/04/2025	18 Hours	Completed	
Annual Leave Domestic Assistant	3/03/2025 - 7/03/2025	25 Hours	Completed	
Annual Leave Domestic Assistant-2	3/03/2025 - 7/03/2025	15 Hours	Completed	

4. **If you hold multiple assignments** and need to delete specific dates for a particular assignment click on the **Show individual dates** toggle.

a. Then the **pencil icon** next to the relevant date/assignment. For further guidance on multiple assignments, please see the [Employee Guide to Leave for Multiple Assignments](#).

Assignment	Date	Duration	Action
Domestic Assistant	26/05/2025	5 Hours	
Domestic Assistant-2	26/05/2025	3 Hours	
Domestic Assistant	27/05/2025	5 Hours	
Domestic Assistant-2	27/05/2025	3 Hours	

b. You will then be presented with the option to delete the absence for that specific date.

Show individual dates

Duration
20/11/2025 - 20/11/2025 8 Hours

+ Add

Domestic Assistant
20/11/2025 5 Hours

Personal Job Title
Domestic Assistant-2

Start Date
20/11/2025

Duration
3.00

Scheduled Duration
3 Hours

Cancel **Delete** Save

Projected Balance
As-of 20/11/2025 0 Hours [Calculate](#)

Details

5. To cancel the whole absence, click on the **Withdraw** button in the top right-hand corner.

HH **Edit Absence**
Hilary Haricot-Bean

Cancel **Withdraw** Submit

Dates

Start Date
26/05/2025

Start Date Duration
8.00

Open ended

End Date
27/05/2025

End Date Duration
8.00

Duration
16 Hours

Show individual dates

Projected Balance
As-of 27/05/2025 0 Hours [Calculate](#)

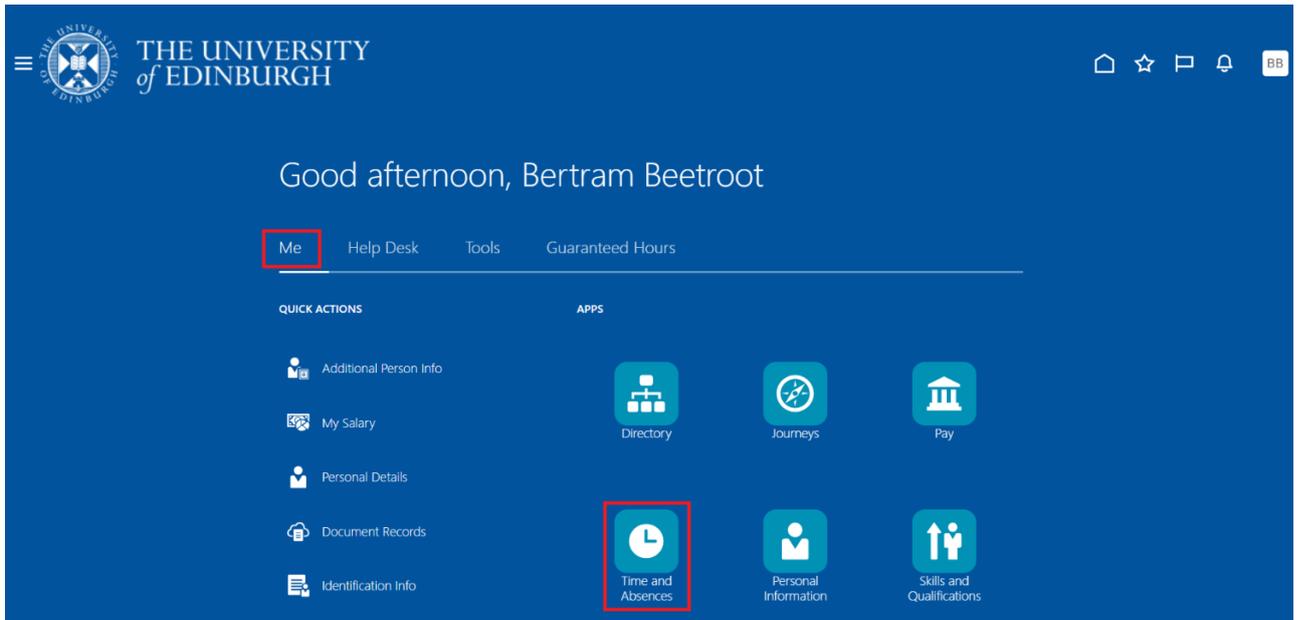
Details

Reason
Jury Service

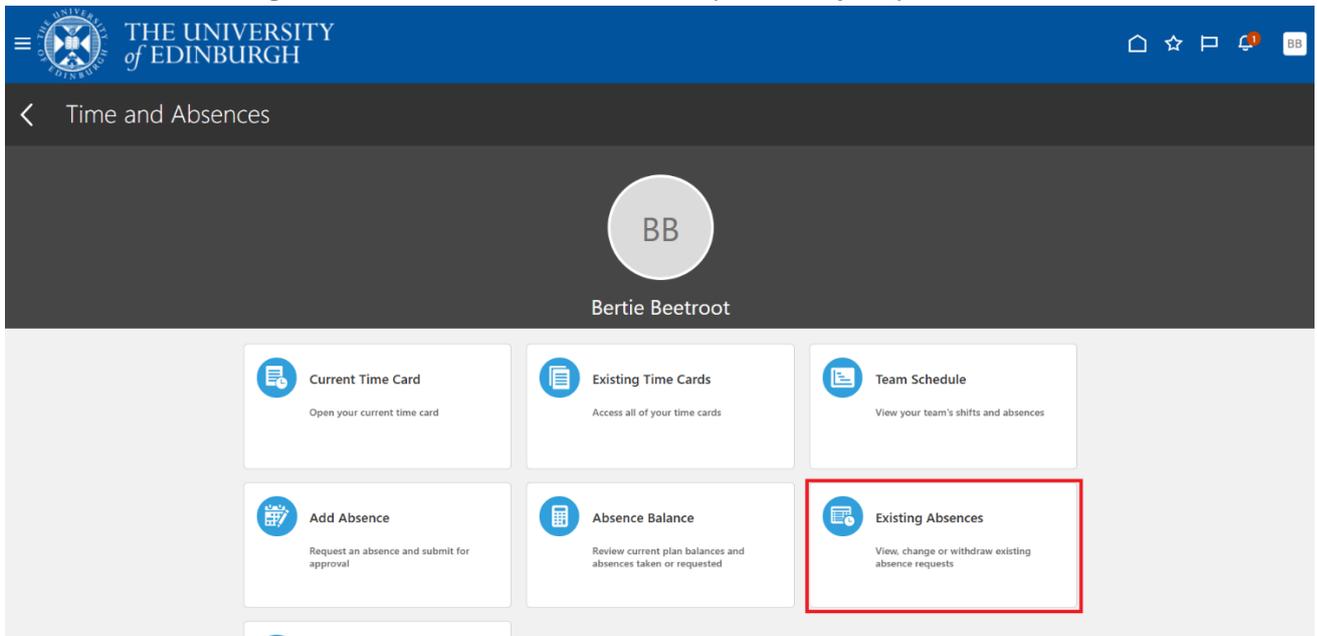
6. The absence status changes to **Withdrawn** if the absence had not been approved and was still waiting approval. If the absence had been previously approved the status changes to **Awaiting withdrawal approval** then will go to your line manager for re-approval.

Amending Special, Other or Unpaid Leave

1. From the Home page, click the **Me** and then **Time and Absences**.



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



7. Find the absence you would like to amend. To quickly find the absence you're looking for, search by **type** or filter by **status** of the absence.

Note: the default date filter under the search bar cannot be removed, however, it can be changed to show a different period of time by clicking on it and amending the **Start** and **End Dates**.

3. Click on the **Pencil** icon next to the leave request you would like to amend.

HH Existing Absences
Hilary Haricot-Bean

Search by type

Date 23/11/2024 X Status Clear (1)

Annual Leave Domestic Assistant	16/06/2025 - 20/06/2025 25 Hours	Scheduled	
Annual Leave Domestic Assistant-2	16/06/2025 - 20/06/2025 15 Hours	Scheduled	
Emergency Time off for Dependents	26/05/2025 - 29/05/2025 52 Hours	Awaiting approval	
Special Paid Leave	26/05/2025 - Open Ended 0 Hours	Awaiting approval	
Annual Leave Domestic Assistant	5/04/2025 - 11/04/2025 25 Hours	Completed	
Annual Leave Domestic Assistant-2	4/04/2025 - 11/04/2025 18 Hours	Completed	
Annual Leave Domestic Assistant	3/03/2025 - 7/03/2025 25 Hours	Completed	
Annual Leave Domestic Assistant-2	3/03/2025 - 7/03/2025 15 Hours	Completed	

4. **If the type of leave you're applying for is the same** and you only wish to change amend the dates, enter the new **Start Date** and **End Date**. You can also amend the **Start Date Duration**, add a **Comment** or add an **Attachment**. Click the **Submit** button at the top of the page.

HH Edit Absence
Hilary Haricot-Bean

Cancel Withdraw **Submit**

Absence Type
Other Paid Leave

Dates

Start Date
20/11/2025

Start Date Duration
8.00

Open ended

End Date
20/11/2025

Duration
8 Hours

Show individual dates

5. **If the type of leave you're applying for is different** to the original leave, **Withdraw** the original absence and re-apply for the new leave as per the [Requesting Leave](#) section above.

HH **Edit Absence**
Hilary Haricot-Bean

Cancel **Withdraw** Submit

Absence Type
Other Paid Leave

Dates

Start Date
20/11/2025

Start Date Duration
8.00

Open ended

End Date
20/11/2025

Duration
8 Hours

Show individual dates

6. **If you hold multiple assignments** and need to amend specific dates for a particular assignment click on the **Show individual dates** toggle and then the **pencil icon** next to the relevant date/assignment.

HH **Edit Absence**
Hilary Haricot-Bean

Cancel **Withdraw** Submit

Absence Type
Other Paid Leave

Dates

Show individual dates

Duration
20/11/2025 - 20/11/2025 8 Hours

+ Add

Domestic Assistant 20/11/2025	5 Hours	
Domestic Assistant-2 20/11/2025	3 Hours	

Projected Balance
As-of 20/11/2025 0 Hours
[Calculate](#)

Details

7. You will then be presented with the option to amend the date and duration. Click **Save** once amended.

HH **Edit Absence**
Hilary Haricot-Bean

Cancel Withdraw Submit

Dates

Show individual dates

Duration
20/11/2025 - 20/11/2025 8 Hours

+ Add

Personal Job Title
Domestic Assistant

Start Date
20/11/2025

Duration
5.00

Scheduled Duration
5 Hours

Cancel Delete Save

Domestic Assistant-2
20/11/2025 3 Hours

8. If required, enter or amend any Comments and/or upload any relevant documents to the Attachments section.

As-of

Details

Comments

Attachments

Drag and Drop
Select or drop files here.

URL Add URL

Legislative information

Additional information

9. Click on the **Submit** button at the top of the page once you have made all of the relevant changes.

The screenshot shows the 'Edit Absence' interface for Hilary Haricot-Bean. The form contains the following fields and values:

- Absence Type: Unauthorised Leave
- Personal Job Title: Domestic Assistant-2
- Start Date: 2/06/2025
- Start Date Duration: 3.00
- Open ended:
- Estimated End Date: (empty)
- Projected Balance: 0 Hours

At the top right of the form, there are three buttons: 'Cancel', 'Withdraw', and 'Submit'. The 'Submit' button is highlighted with a red rectangular box.

10. The absence status changes to **Awaiting approval** until the request is approved by your Line Manager.

Appendix

Please refer to the [Leave and absence options](#) webpage for when the absence type should be used, links to policy and further guidance. The table below highlights the Other Paid leave, Special Paid Leave and Unpaid leave absence types that can be selected by an employee.

Absence Type (in P&M)	Reason	When to use this Action Reason
Other Paid Leave	Academic/Sabbatical	Academic/Sabbatical leave
	Adoption Appointment	Adoption Appointment
	Antenatal appointment - partner	Antenatal appointment - partner
	Antenatal appointment – personal	Antenatal appointment – personal
	CPD Delegate	CPD Delegate
	CPD Speaker	CPD Speaker
	Conference/Seminar	Conference/Seminar
	Personal Health and Welfare appointment	Personal Health and Welfare appointment
	Study Leave	Study Leave
	TOIL	Time off in Lieu
	Training/Training Course	To attend training or a training course

Special Paid Leave	Army Reserves/Volunteer Reserve Forces	If you are a reservist, you 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 you are 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	Funeral for a relative or someone with whom you had a close personal relationship.
	Jury Service	If you have been called for jury service
	Police statement	If you are required to give a police statement as a victim or witness of a crime.
	Voluntary Public Service/Leave for Public Duties	If you are: <ul style="list-style-type: none"> • a Justice of the Peace or • an independent prison monitor you are entitled to time off to perform any duties of your office.

		<p>If you are a member of the following, you are entitled to time off to attend a meeting of the body and fulfil your responsibility as a member:</p> <ul style="list-style-type: none"> • 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.
	Volunteering Activities	The University's A Day to Make a Difference entitles every staff member to an additional day of paid leave to volunteer for a charity, organisation, or other good cause. You can volunteer as a group, in person or remotely. See Edinburgh Local for more information.
	Witness at Court	You have been called to attend court as a witness
Unpaid Leave	Academic/Sabbatical	Academic/Sabbatical leave

	Army Reserves/Volunteer Reserve Forces	Army Reserves/Volunteer Reserve Forces
	Authorised Absence	Any other type of leave that has been authorised as appropriate
	Campaigning for Election to Parliament	If you are campaigning for (re-)election to the Scottish, UK or European parliament.
	Carers Leave	Up to 5 days (pro rata) unpaid carer's leave per rolling year.
	Compassionate Leave	Compassionate Leave
	Emergency Time off for Dependents	Emergency Time off for Dependents
	Extended Unpaid Leave	If you need time off for an extended period, unpaid leave may be granted.
	Representing your Country	If you are representing your country in a competitive event.
	Unauthorised Absence	Unauthorised Absence
	Voluntary Public Service/Leave for Public Duties	Voluntary Public Service/Leave for Public Duties
Unpaid Parental Leave	Unpaid Parental Leave	Up to 4 weeks unpaid leave per child in one rolling year

Version History

Version	Date	Description	Approved By
1.1	N/A	Draft	
2.0	TBC	Updated guide to new format and updated screenshots and content to reflect the new Redwood screens.	ME

Reviewers & Approvers

Further details of the Reviewers and Approvers of this document can be found by contacting HR Process Improvement. Please raise a Service Request using the category Continuous Improvement.