



# A Guide to Annual Leave

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## 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

Leave	Annual leave and public holidays
Carryover	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)
Year end disbursement	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.
Carry over expiration	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.
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.
Absences	This is the collective name for all types of absence including annual leave, special leave etc.

## End to End Process Map

Please see here for the end to end [process map for Annual Leave](#).

## Key Roles

<b>Role</b>	<b>Description</b>
<b>University of Edinburgh Employee</b>	All university members of staff will have access to view, request and update their leave.
<b>Line Manager</b>	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.
<b>Directors of Professional Services or equivalent</b>	Will have access to reports to see leave booked in the School/ Department. (authorised/awaiting authorisation)
<b>School/Department Administrator (SDA)</b>	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.
<b>HR Systems</b>	The team who update work schedules and can add delegated access for longer term absences
<b>HR Operations</b>	Those responsible for the support and maintenance of Annual Leave balances
<b>Payroll</b>	Updating records for staff on long term sick and supplement pay with annual leave

## 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 1<sup>st</sup> January to 31<sup>st</sup> 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). This can be amended by your manager or School/Department Administrator to reflect agreed carry over (in line with policy).
- **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<sup>st</sup> 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 School/Department Administrator) 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).

#### [Annual Leave Accrual and Special Leave](#)

If an employee is on unpaid leave for less than four consecutive weeks, they will continue to accrue annual leave. For periods of unpaid leave beyond four weeks, annual leave accrual will cease. In this scenario, a manual adjustment should be made to the leave plan by the School/Department Administrator, to take into account the period of unpaid leave. For more information please refer to the Special Leave Policy. For instructions on adjusting the absence balance please refer to the [P&M User Guide – How to adjust absence balances](#).

#### [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 underused holidays will be paid in the final pay. This should only happen if there are operational reasons why leave can't be taken. Any overused holidays will be automatically reclaimed from the final pay when an employee leaves the University, therefore School/Department Administrators should not adjust balances for leavers, to avoid any incorrect deductions from the final pay.

To avoid a financial impact it is vital that annual leave is booked and approved before the 9<sup>th</sup> of the month in which the employment ends. If the 9<sup>th</sup> falls on a weekend, leave should be booked and approved by the Friday before the 9<sup>th</sup>. You can take any booked leave up to and including your last day, but cannot amend booked leave after the payroll cut off.

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 transfer to your new role.



## Employees leaving one or more of their Multiple Assignments

As per the Annual Leave Policy, employees must take all leave entitlement before their last day of service in their role.

If, for operational reasons, employees are unable to take all of their accrued leave entitlement prior to their last day of service in the role, Line Managers should raise a Service Request using the Category 'Pay Enquiries – General' confirming how many hours annual leave should be paid to the employee for the post that they are leaving. Payroll will process the necessary payment of annual leave in the employee's final salary for this role.

If an employee has used more than their accrued annual leave entitlement prior to their last day of service in the role, Line Managers should also raise a Service Request using the Category 'Pay Enquiries – General' to confirm how many hours annual leave have been overused. Payroll will then make the necessary adjustments e.g. pay deduction, to the employee's final salary for this role.

Annual leave entitlement cannot be transferred from one assignment to another where an employee holds multiple assignments and one comes to an end.

Once an employee's termination has been processed, Line Managers can review the employee's pro-rated balance via My Team > Absence Balance.

## 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. Make sure you check the public holidays and Christmas closure dates to see if any adjustments are required. 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. If you have booked leave and then need to cancel some of the days in that period, you should delete the whole absence period and then re-enter the dates needed.

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.

If an employee who is on Maternity, Adoption or Surrogacy leave has accrued leave that they have not been able to take and need to carry over into the following year, their leave balance will require to be manually adjusted. SDAs can do this themselves. Guidance on how to do this can be found in the [P&M User Guide – How to adjust balances](#). In areas where there is no SDA available to help with this, line managers can raise a service request to HR Operations who can do this.

#### Public Holidays and Christmas closure

The public holidays and Christmas closure days are loaded into the system at the start of the leave year. Employees starting mid-year will need to have these added in manually. Employees can add these themselves or the manager/School Department Administrator can do this on their behalf. 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. If an employee changes their work schedule, the public holidays and Christmas closure dates may need to be manually adjusted.

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. 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 employee must make sure they select the correct assignment when making their leave request.

### Secondment

When an employee is on Secondment in full (i.e they move from their substantive post in full to the seconded post) the annual leave balance will automatically calculate accrual taking into account any job changes as a result, for example change of work schedule, change of hours, change to conditions of service.

When an employee is on a Secondment in part (i.e. retaining some hours in their substantive post), the employee will have an additional assignment in People and Money for their secondment. In this scenario, both assignments must have work schedules which reflect the hours and days worked in each post to allow for the correct annual leave balance to be automatically calculated and applied at the time of the change. 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 employee must make sure they select the correct assignment when making their leave request. It is very important therefore that the work schedule is correct in P&M.

### 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.

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’](#)

### Absence Reports

Managers can access the Absence Reports dashboard to view the Annual Leave Calendar and Accrual (annual leave balance) reports for their team, along with other types of leave. School/Department Administrators and Senior Managers can access the same data for individuals within their Area of Responsibility.

If you are a Line Manager click on **My Team** and select the ‘Absence Reports’ app. If you are a School/Department Administrator or Senior Manager click on **My Client Groups** and select the ‘Absence Reports’ app. Select the tab you wish to view and use the filters to select the required the information. Use the date fields to select the required time period.

For more details on how to use the dashboard, please refer to the [P&M User Guide – How to View Absence Reports](#)

### 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.

Process	Employee	Line Manager (LM)	School/Department Administrator (SDA)
No employee self service	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.	<p>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.</p> <p>P&amp;M user guide - <a href="#">How to enter leave on behalf of your direct report</a></p>	<p>An SDA can enter leave on behalf of an employee. Follow this guidance for entering leave on the system.</p> <p>If the line manager inputs the leave request, there is not an approval step.</p> <p>P&amp;M user guide - <a href="#">How to enter leave on behalf of an employee</a></p>
Check annual leave balance	<p>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.</p> <p>In People &amp; Money go to Me &gt; Time and Absences &gt; Absence Balance</p> <p>The default balance shows the annual leave balance at the current date (this would not include any future dated booked leave).</p> <p>To see the remaining balance amend the "Balance As" date to the end of the year (last calculation date) to see the remaining leave as of that date.</p>		

	<p>NB- Carry over balance (from 2021) 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.</p>		
Check team schedule for relevant assignment	<p>Employees and all team members reporting to the same line manager can see the annual leave booked by others in the team. In People and Money go to Me &gt; Time and Absences &gt; Team Schedule</p>	<p>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</p>	<p>SDAs do not have access to the Team Schedule</p>
Apply for leave	<p>An employee requests leave type of "Annual leave". Time and Absences&gt; Add absence</p> <p>The system should check the entitlement and warn the employee if their leave entitlement will be exceeded.</p> <p>For multi-assignment holders, the user will need to select from the drop down if the leave should be applied to all assignments or a specific assignment.</p> <p>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</p>		

	<p>start and end dates. Clicking 'Edit entries' to be able to see a breakdown of the hours against the Assignment.</p> <p><b>If the Personal Job Title is not selected, the absence will be applied to ALL assignments.</b></p> <p>For multi-assignment holders, the correct line manager will receive the leave request for the appropriate assignment.</p> <p>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.</p> <p>Once the employee has entered their details they <b>MUST press SUBMIT</b>. If they press Save then the request is not sent to the LM.</p>		
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.	
<b>Supporting Information</b>			

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. If an employee has booked leave and then needs to cancel some of the days in that period, they should delete the whole absence period and then re-enter the dates they need.

Process	Employee	Line Manager	School/Department Administrator (SDA)
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 case they should speak to their manager or SDA who can do this on their behalf. In People and Money Go to> Me > Time and Absences > Existing Absences > Cancel	Line manager is able to edit/withdraw absences in the past.  Check employees annual leave balance for the requested assignment has been corrected.	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.

Process	Line Manager (LM)	Delegate	Employee
<p>Notification of leave for approval</p>	<p>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.</p> <p>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. Until the manager responds to the request for leave the employees leave balance will not be updated.</p> <p>Managers can delegate to an appropriate deputy. Please refer to the <a href="#">Guide to Employment and Finance Approvals</a></p>	<p>If a line manager is on planned leave annual leave approval can be delegated to an appropriate deputy. Please refer to the <a href="#">Guide to Employment and Finance Approvals</a></p> <p>During the time period of delegation the delegate will receive notifications and emails allowing for approval.</p>	

	For multi-post holders, the correct line manager will receive the leave request for the appropriate assignment.		
Check leave can be taken by employees.	The line manager checks comments and team schedule view to see if leave can be approved In People and Money go to - My Team > Schedules > Team Schedule		
Approve or reject request for leave	Authorise or reject the request – and adds comments so the employee understands reason for decision.		<p>The employee will receive a notification via the system and email indicating if the request was authorised or rejected.</p> <p>If the original request is refused the employee must resubmit a new request.</p> <p>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&amp;M user guide - <a href="#">How to copy your approved leave to your Outlook calendar</a></p>
Notifications		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 employee 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.

Process	Line Manager (LM)	HR Systems
<b>Setting up delegation of approvals when on leave/absent</b>	<p>If line manager is going on leave, they should delegate their tasks for the duration of the absence to an appropriate deputy within their team.</p> <p>P&amp;M user guide - <a href="#">How to set up a delegation for a planned or unplanned absence</a></p> <p>Delegation applies to all approvals, including employment approvals and annual leave. Approvals delegated will go to one named person.</p>	
<b>Setting up delegated approvals for a direct report</b>	<p>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> <p>P&amp;M user guide - <a href="#">How to set up a delegation for a planned or unplanned absence</a></p>	<p>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.</p>
<b>Request set up of delegation for long term absence</b>	<p>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.</p>	<p>Receive a SR to set up delegation for a manager on long term absence and set the delegation.</p> <p>P&amp;M user guide - <a href="#">How to set up a delegation for a line manager during long-term absence</a></p>
<b>Supporting Information</b>		
<p>P&amp;M user guide - <a href="#">How to raise and maintain a service request enquiry.</a></p>		

## 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.

	<b>In Scope Activities</b>	<b>Out of Scope</b>
Annual leave	<p>All payroll impacting absence to be recorded on People and Money, input by employee or line manager</p> <p>Absence plans (entitlements) where they differ to UoE have been built.</p> <p>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.</p>	

### Adoption

	<b>Edinburgh Innovations</b>	<b>Edinburgh University Press</b>	<b>UoE Accommodation Ltd</b>
Annual Leave		Mixed model	Not using AL at the moment.