People and Money system

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Employee Guide - How to Request Emergency Time Off for Dependents

Employee

Estimated time to complete: 6 minutes

Assumed Knowledge:

1. Employee needs to be aware of the various absence types.
2. Multi-assignments holders need to submit this leave at assignment level as emergency time off for dependants is applied across all assignments.

In Brief...

Requesting time off for dependants:

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 Emergency Time off for Dependants.
4. Enter the absence details, select the Reason Paid Leave and attach supporting documentation if applicable.
5. Then, click Submit.

For detailed guidance, see the next section.

Cancelling a request for time off for dependants:

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on Delete in the banner and the status of the leave request changes to “Awaiting withdrawal approval” and updates to “Withdrawn” when it is authorised.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

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.

1. 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](image)

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

For detailed guidance, see the next section.
In Detail...

Requesting time off for dependants:

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 **Emergency Time off for Dependents** 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.

![Image of the Add Absence interface](image)

1. 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 **Leave**
   a. In the **When** section, select **Edit Entries**

![Image of the Add Absence interface 1](image)
b. Then select **Add**

c. Select the **Date** and **Assignment** as appropriate

d. Then click **OK**

**Note**: If you hold multiple assignments and want to apply leave to all assignments, just enter the dates on the first screen without selecting Edit Entries.
6. From the **Details** section choose **Paid Leave** from the drop down menu.

7. If relevant attach additional evidence to support the leave request in the **Comments and Attachments** section.

   ![Screenshot of Add Absence form](image1.png)

   ![Screenshot of Add Absence form](image2.png)

   **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.

10. The absence status changes to “Awaiting approval” and remains in this status until authorised.
Cancelling the request for time off for dependants:

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 request you would like to cancel.
5. To remove the absence click on the Delete button in the banner.

6. When the approver authorises the cancellation, the absence status changes to “Withdrawn.”
Amending the request for time off for dependants:

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)

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

![Pencil icon](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.
6. 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.

7. 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.
8. If you hold multiple assignments, ensure you’re requesting leave for the right assignment:
   
   a. Go to **Existing Absences**

   ![Existing Absences](image1)

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

   ![Existing Absences](image2)
c. Select **Edit Entries**, then click on the pencil icon against the individual entry you would like to edit/delete.

```
16/05/2020
Clinical Tutor Associate (MED20 Programme)
16/05/2020
Administrator
17/05/2020
Clinical Tutor Associate (MED20 Programme)
17/05/2020
Administrator
18/05/2020
Clinical Tutor Associate (MED20 Programme)
18/05/2020
Administrator
Total Absence Duration
```

```
42
```


d. Then select **Delete** against each entry.
6. Add any additional **Comments and Attachments** to the original request, click the **Submit** button in the banner to forward it for approval.

Please refer to Glossary