



People and Money system

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Line Manager Guide- How to View and Approve/Reject Leave Requests

Line Manager


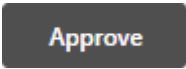

Estimated time to complete: 2 minutes

Assumed Knowledge:

1. HR policy on absence
2. You can approve/reject leave directly from their email notifications too.
3. If the request is not approved/rejected within the first four days, you will be sent a reminder. If no action is taken in within four days after that (8 days total), the request will be escalated to your manager. All notifications stop when an action is taken on the request.
4. In case of a special paid leave application (for example, for an antenatal appointment), ensure that the leave requested isn't left open-ended before approving.

In Brief...

This is a simple overview of the process.

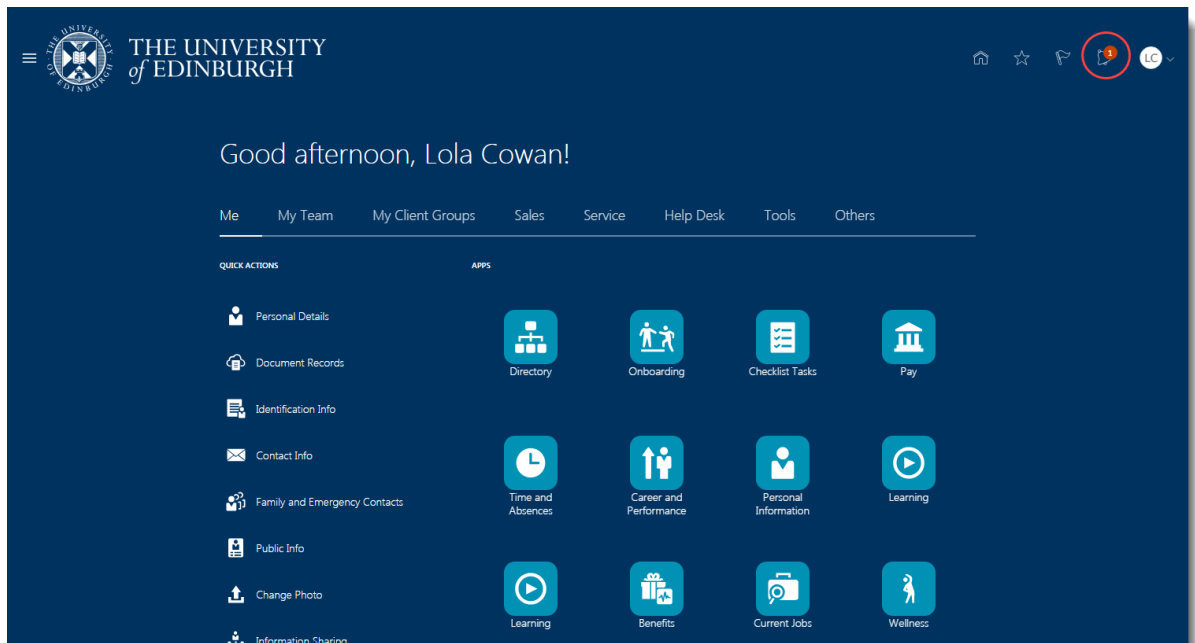
1. From the **Bell**  notification icon, select and view the leave request.
2. Check the Team Schedule to examine if you should approve/reject this leave request
3. Click **Approve**  or **Reject**  as relevant.
4. Alternatively, approve or reject the request directly from your email notification.

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

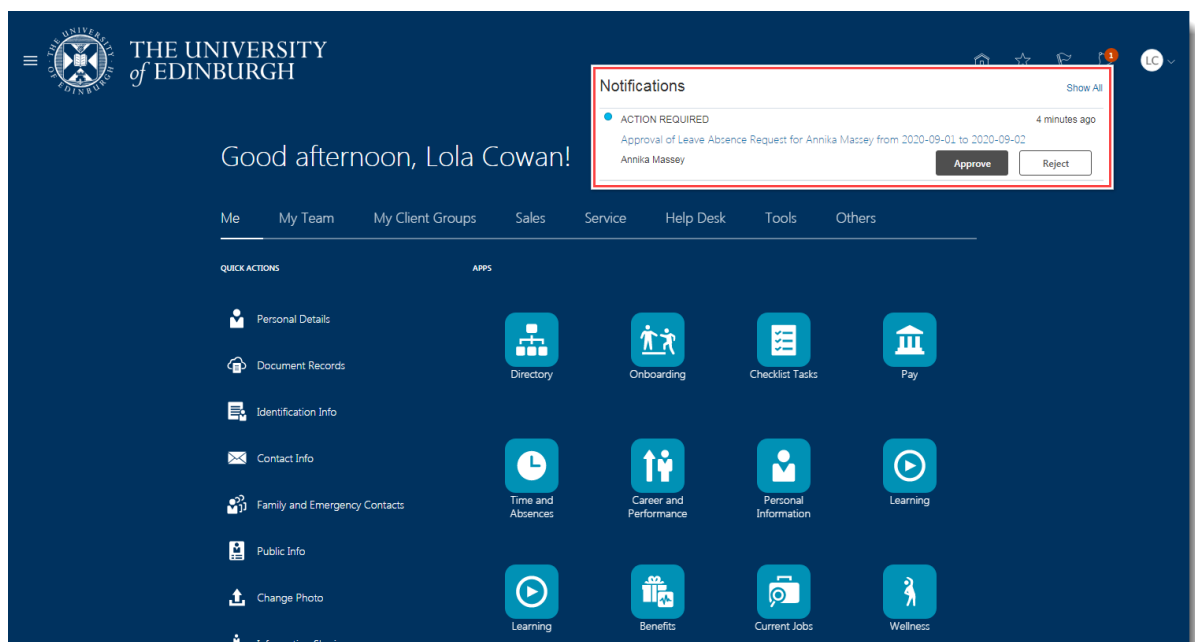
In Detail...

Viewing, Approving and Rejecting Requested Leave

1. From the **Home** page, click the **Bell** notification icon located at the top right.
Note: You also receive an email when an employee submits a leave request.

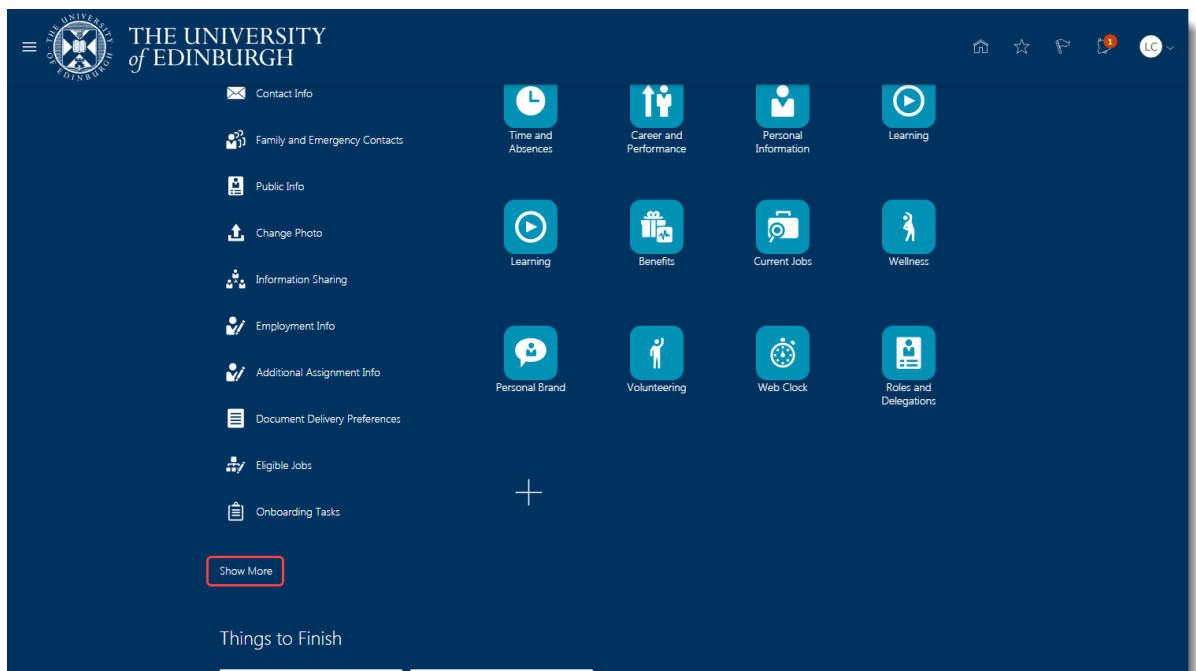


2. Your list of notifications to action is displayed and you can review the date(s) your employee is requesting leave.

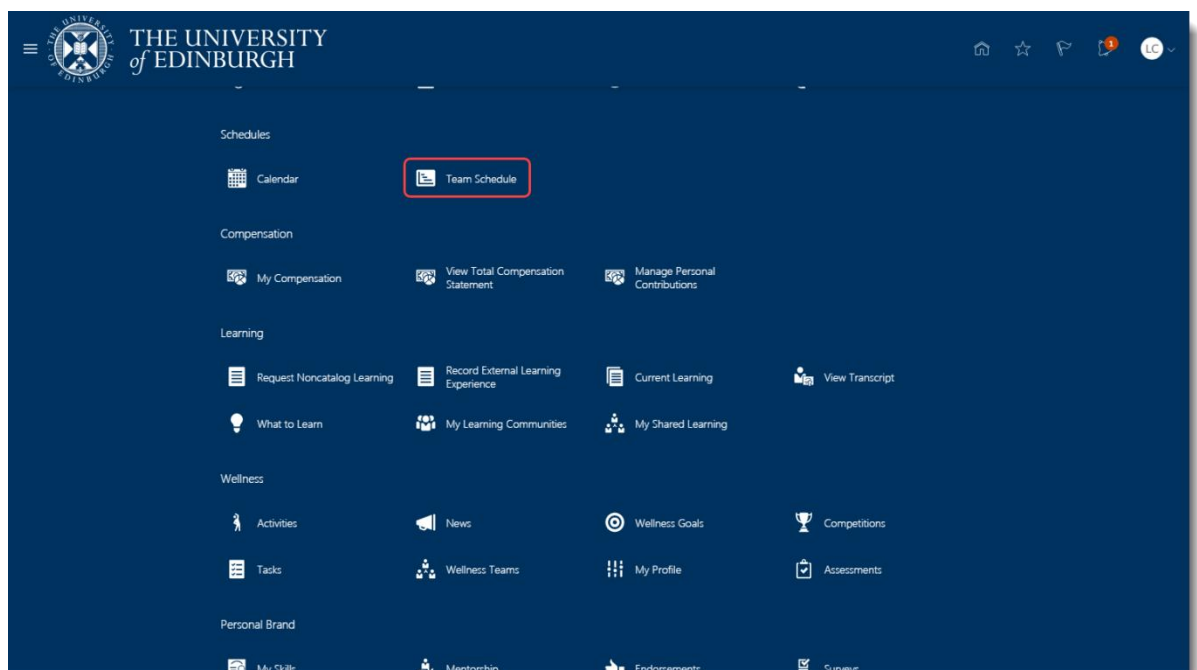


Note: You will receive two notifications if the employee withdraws and later resubmits a leave request. The first informs the request is withdrawn, and the second to notify when it is resubmitted for approval.

3. It is advisable to check your team's calendar before deciding on the leave request that has been submitted.
 - a. From the dashboard, select **My Team**. Then click on **Show More** under **Quick Actions**.



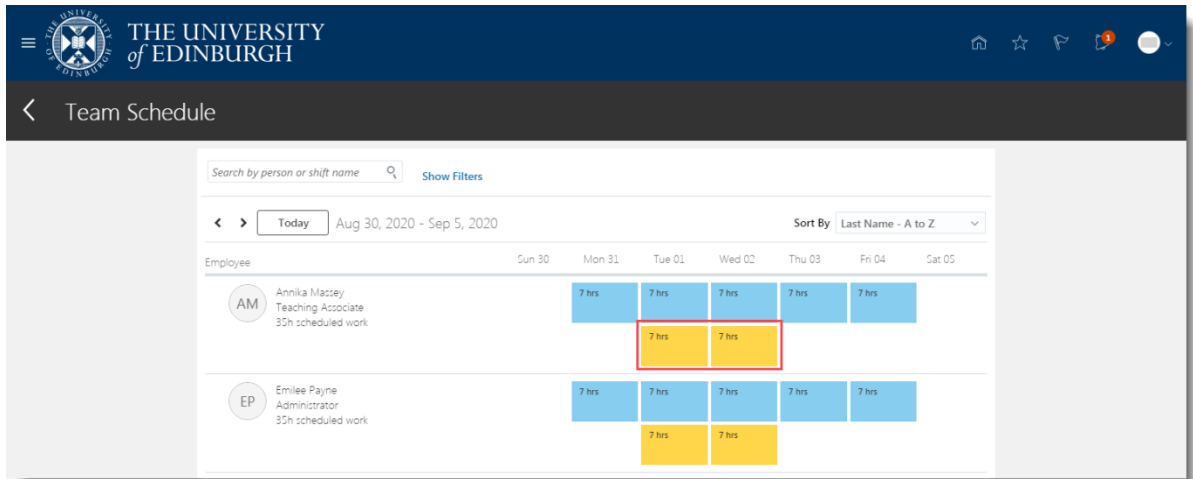
- b. Scroll to the **Schedules** section and click **Team Schedule**.



- c. The calendar opens in the current week, and you can click on the left and right arrow next to the **Today** button to navigate to the relevant

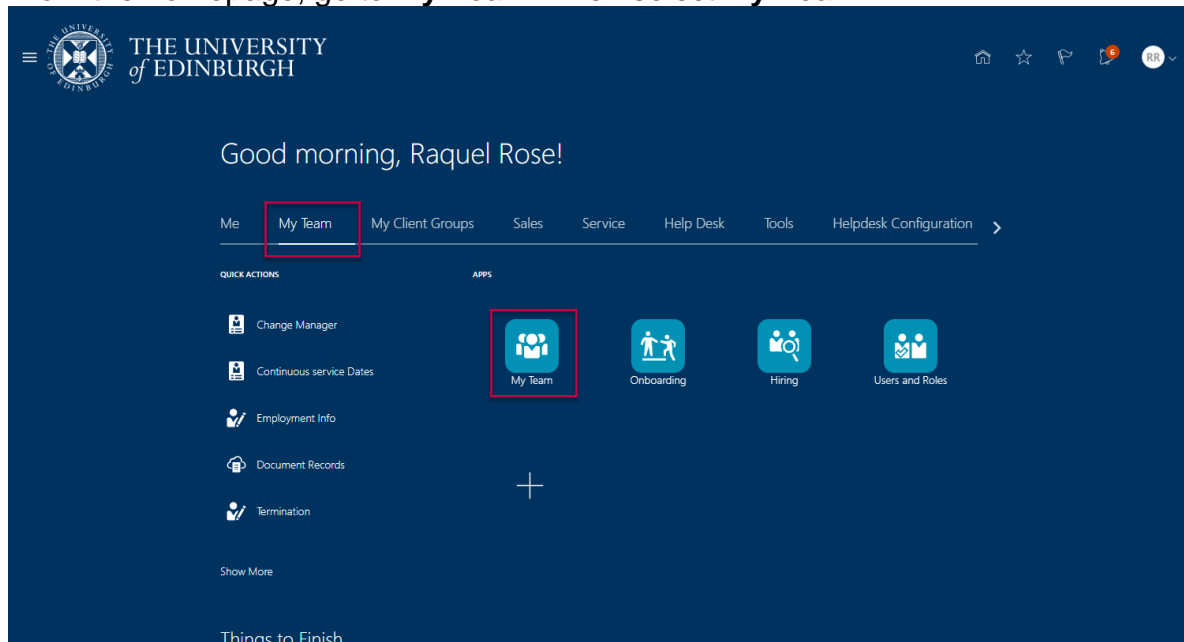
week to check your team's schedule.

In this example two employees have submitted a leave request for the same dates in September. Leave is already approved for one employee, and the team calendar is displaying the dates requested by the second employee. Based on the information the Line Manager can decide whether to approve or reject the latest request.

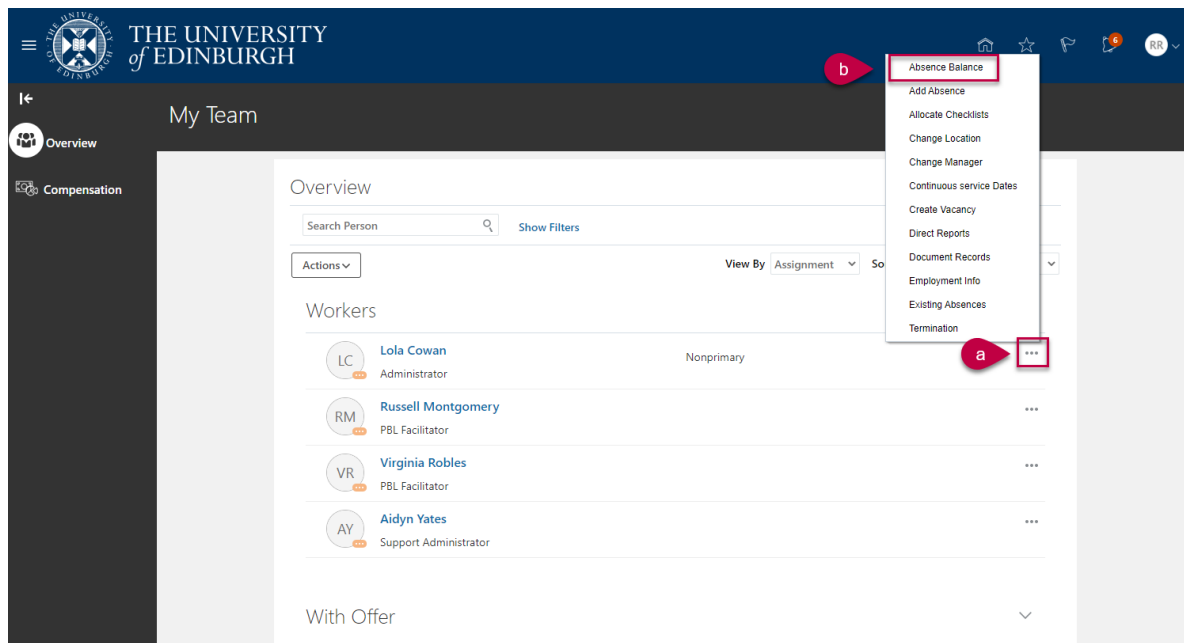


4. It is also advisable to check the employee's absence balance before approving their leave request.

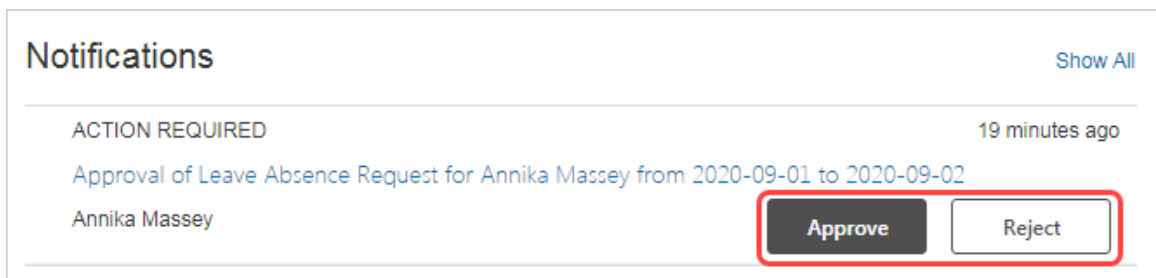
a. From the homepage, go to **My Team**. Then select **My Team**



- b. Click on the **Actions** ellipses against the employee's name and then select **Absence Balance**.

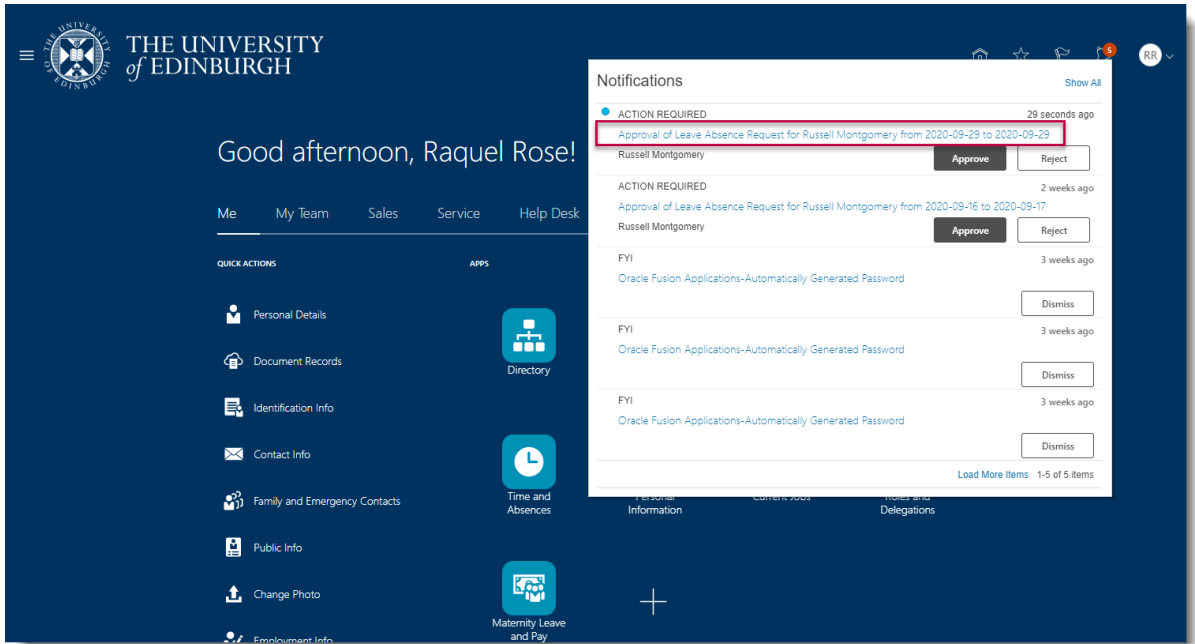


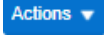
5. After you have checked the Team Schedule and Absence Balance, re-open the notification by clicking on the **Bell** icon.
6. Click on the **Approve** button to authorise the request or click on **Reject** to cancel it. The request is removed from your list of notifications.

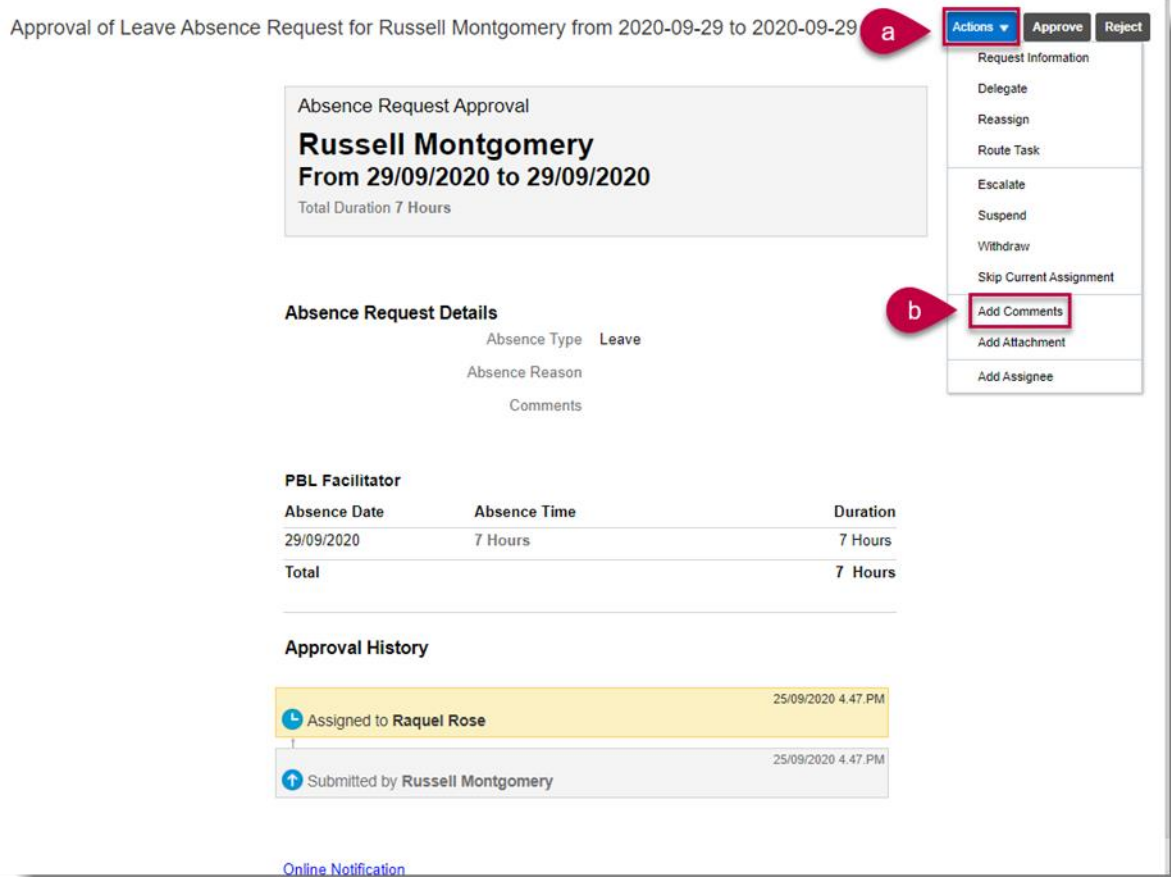


7. To add a comment on a notification to explain your reason for approving/rejecting it,

a. Click on the notification link



b. In the new window that pops up, Click on **Actions** , then **Add Comments**



c. Then, **Save**

Approval of Leave Absence Request for Russell Montgomery from 2020-09-29 to 2020-09-29 Actions

Absence Request Approval
Russell Montgomery
From 29/09/2020 to 29/09/2020
Total Duration 7 Hours

Absence Request Details
Absence Type Leave

Add Comments

Comment Your leave clashes with that of two team members]

PBL Fa	Duration
Absence	
29/09/2020	7 Hours
Total	7 Hours

Approval History

- Assigned to Raquel Rose 25/09/2020 4.47.PM
- Submitted by Russell Montgomery 25/09/2020 4.47.PM

[Online Notification](#)

8. The requestor is also sent a notification and their annual leave balances are updated if appropriate.

To read an explanation of the different **Leave** notification requests that you could receive, go to [Appendix 1](#).

Please refer to Glossary

Appendix 1 – **Leave Type** options

Leave Type	When this Leave Type is used
Emergency Time off for Dependants	Employee is requesting time off to deal with an emergency involving a family member or other dependant
Leave	Employee is requesting time off using their annual leave allowance
Other Paid Leave	Employee is requesting policy time off for reasons that do not fall within the scope of other leave policies (for example, antenatal appointments). Further details can be reviewed in the request.
Special Paid Leave	Employee is requesting any paid leave such as attending a funeral, as detailed in the special leave. Further details can be reviewed in the request, eg. compassionate leave