THE UNIVERSITY of EDINBURGH

People and Money System

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Line Manager Guide- How to Enter Leave on behalf of your Direct Report

Line Manager

Estimated time to complete: 2 minutes

Before you start

Familiarise yourself with the leave and absence options webpage.

Sponsored Workers - if you are entering a period of unauthorised absence for more than 10 consecutive working days or unpaid leave for more than 4 weeks for a sponsored worker (someone that holds a Skilled Worker or Temporary Worker Sponsored researcher visa) this must be reported to the UKVI. Once you submit this leave type HR Operations will pick this up and report this as part of their weekly reporting duties. Further information is available on the Reporting Duties for sponsored staff webpage.

Before applying for leave on behalf of the employee, check the Team Schedule to ensure it's okay for the employee to take time off.

In Brief…

Entering Absence on behalf of an Employee

1. From the Home page, click the **My Team** My Team link.

2. Click on the My Team app.

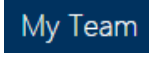3. Click the ellipsis ••• button next to the relevant employee and select **Add Absence**.
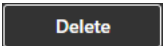
4. In the **Add Absence** page, click on the down arrow in the **Type** field.

5. Select the absence type and enter the **Start Date** and **End Date** or click **Open Ended** if applicable.

6. If it applies to the absence type, from the **Details** section choose a reason from the **Reason** drop-down list.

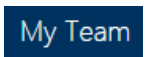7. Add **Comments and Attachments** if applicable.
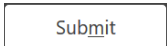
8. Click **Submit** Submit .

For detailed guidance, see the next section.

Cancelling Absence on behalf of an Employee

1. From the Home page, click the **My Team** My Team link.

2. Click on the My Team app.

3. Click the ellipsis ••• button next to the relevant employee and select **Existing Absences**.

4. Click on the **Edit** ✏ icon next to the absence record you would like to cancel.

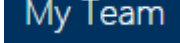5. Add **Comments and Attachments** if applicable.

6. Click **Delete** Delete

For detailed guidance, see the next section.

Amending Absence on behalf of an Employee

1. From the Home page, click the **My Team** My Team link.

2. Click on the My Team app.

3. Click the ellipsis ••• button next to the relevant employee and select **Existing Absences**.

4. Click on the **Edit** ✏ icon next to the absence record you would like to amend.

5. Amend the absence dates.

6. Add **Comments and Attachments** if applicable.

7. Click **Submit** Submit .

For detailed guidance, see the next section.

Ending an Open Absence on behalf of an Employee

1. From the Home page, click the **My Team** My Team link.

2. Click on the My Team app.

3. Click the ellipsis ••• button next to the relevant employee and select **Existing Absences**.

4. Click on the **Edit** ✏ icon next to the open absence record you would like to add the end date to.

5. **Untick the Open ended** checkbox ☑ Open ended to remove the tick.
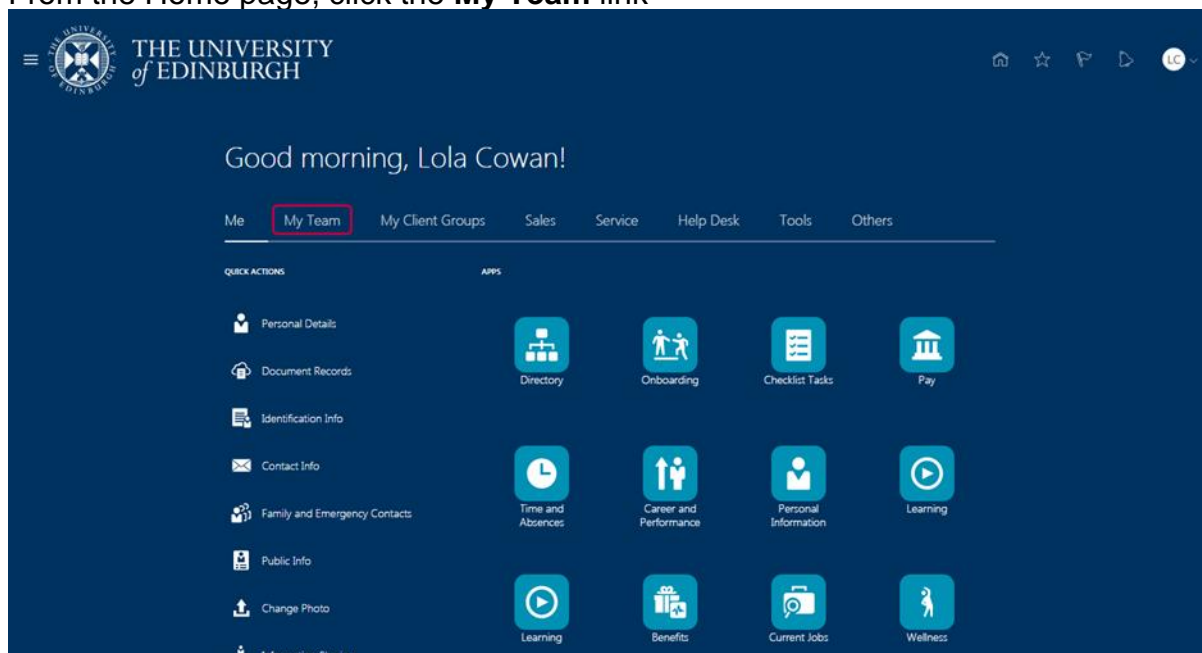6. Select the **End Date**.

7. Click **Submit** Submit

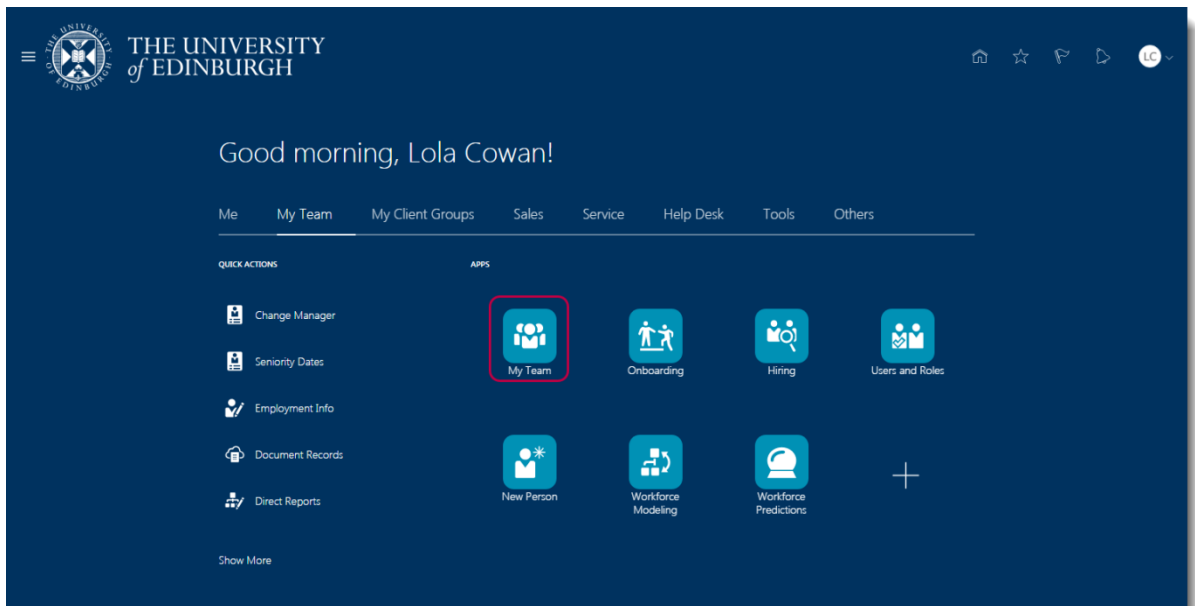For detailed guidance, see the next section.

In Detail…

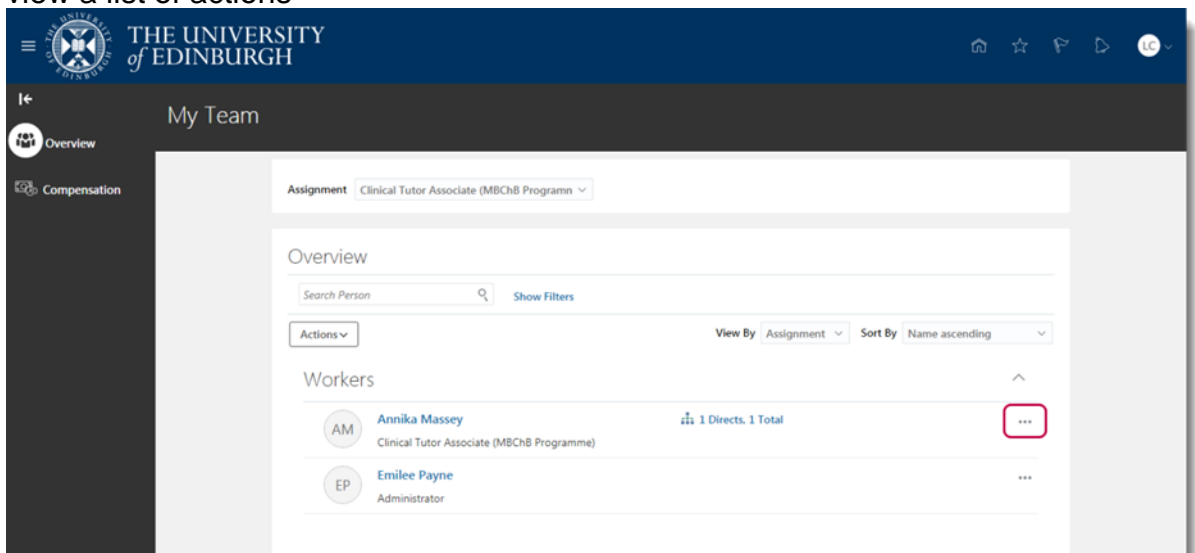**Entering Absence on behalf of an Employee**:

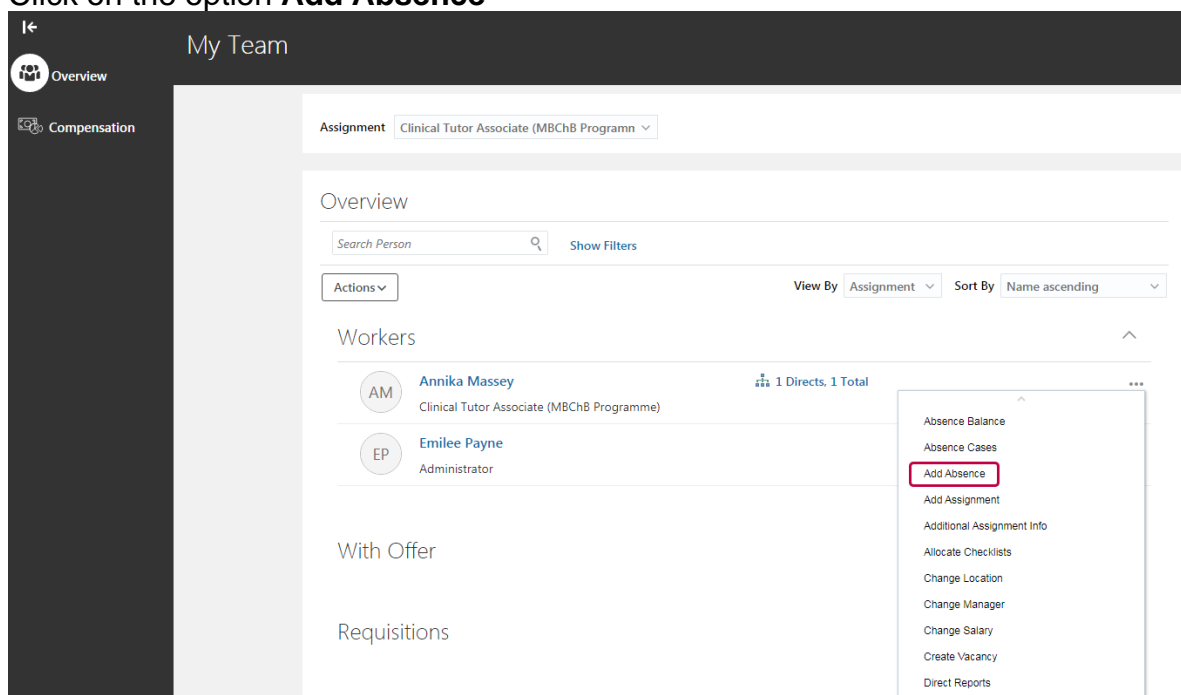1. From the Home page, click the **My Team** link
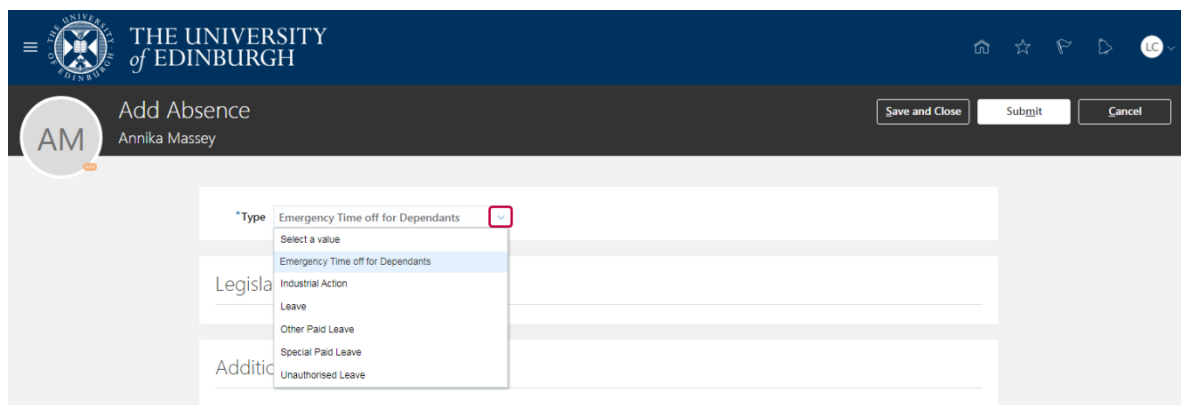
2. Click the **My Team** app.

3. In the **My Team** page, click the ellipsis button next to the relevant employee to view a list of actions

4. Click on the option **Add Absence**

5. In the **Add Absence** page, click on the down arrow in the **Type** field and select the applicable leave type.

To read an explanation of the different absence **Types** that you can create, go to Appendix 1.

6. 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. The open absence must be closed off upon return following the Ending an Open

Absence steps below.

7. If it applies to the absence type, from the **Details** section choose a reason from the **Reason** drop-down list.

8. If required enter additional information into the **Comments and Attachments** field and upload supporting information.

9. Click the **Submit** button in the banner to create the record and the **My Team** page opens.

   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.
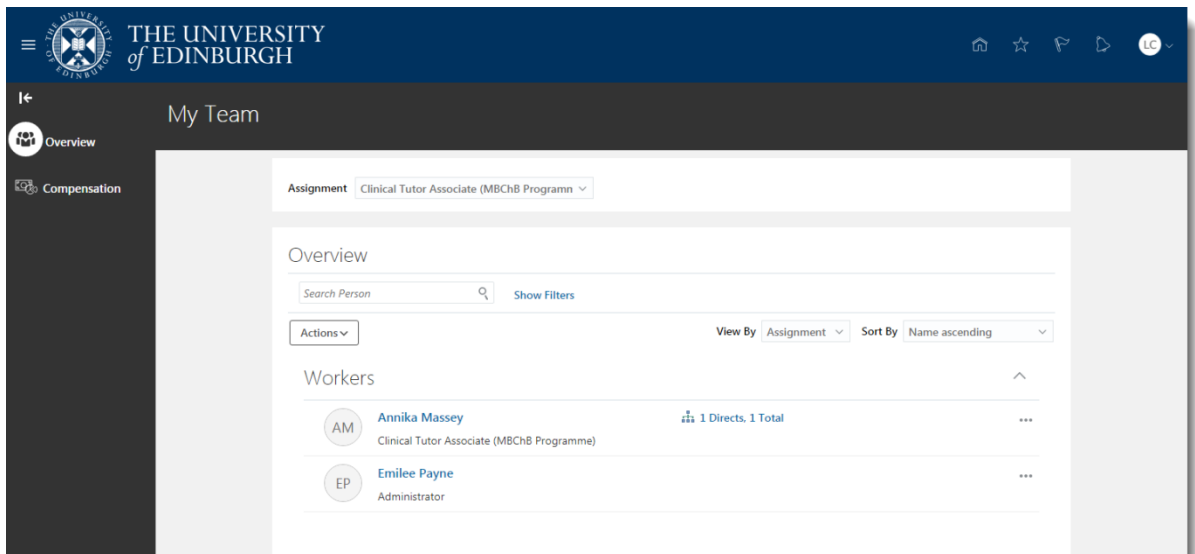
When you create an absence record on behalf of an employee, it is automatically approved and you will not receive a notification.

Cancelling Absence on behalf of an Employee:

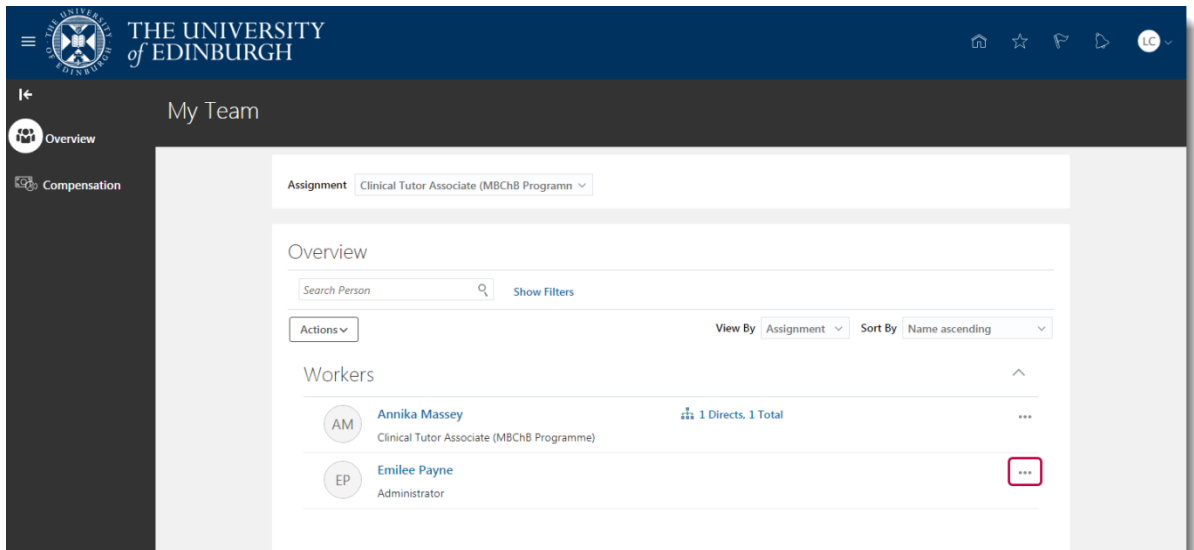1. From the Home page, click the **My Team** link.
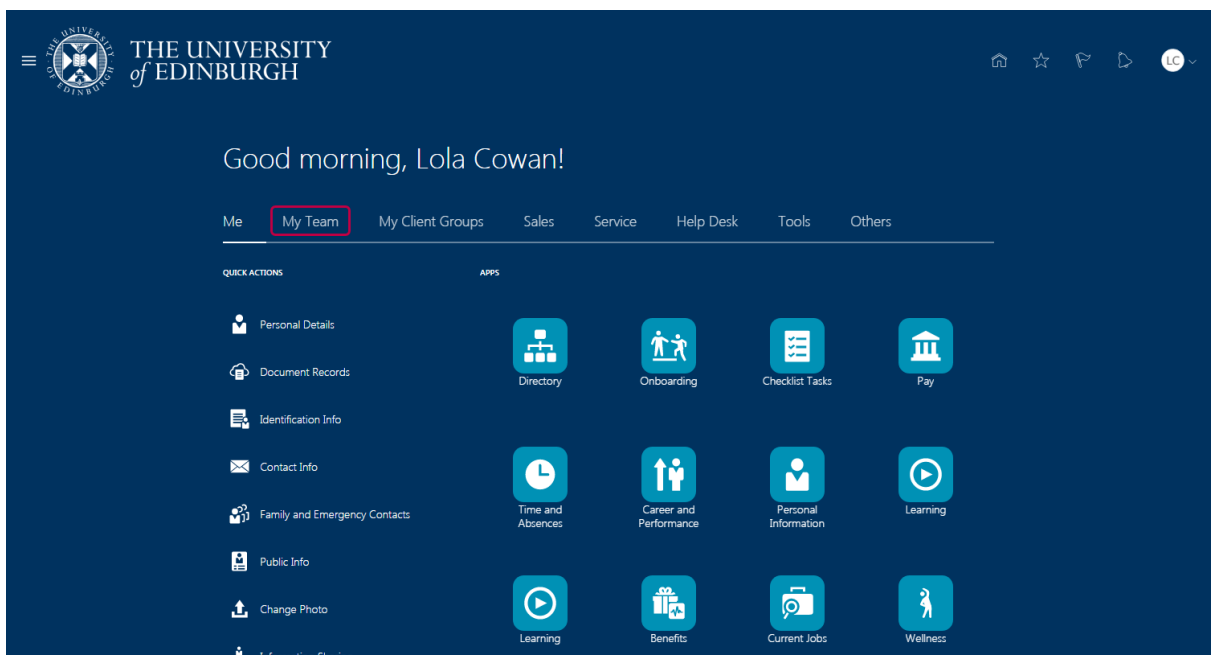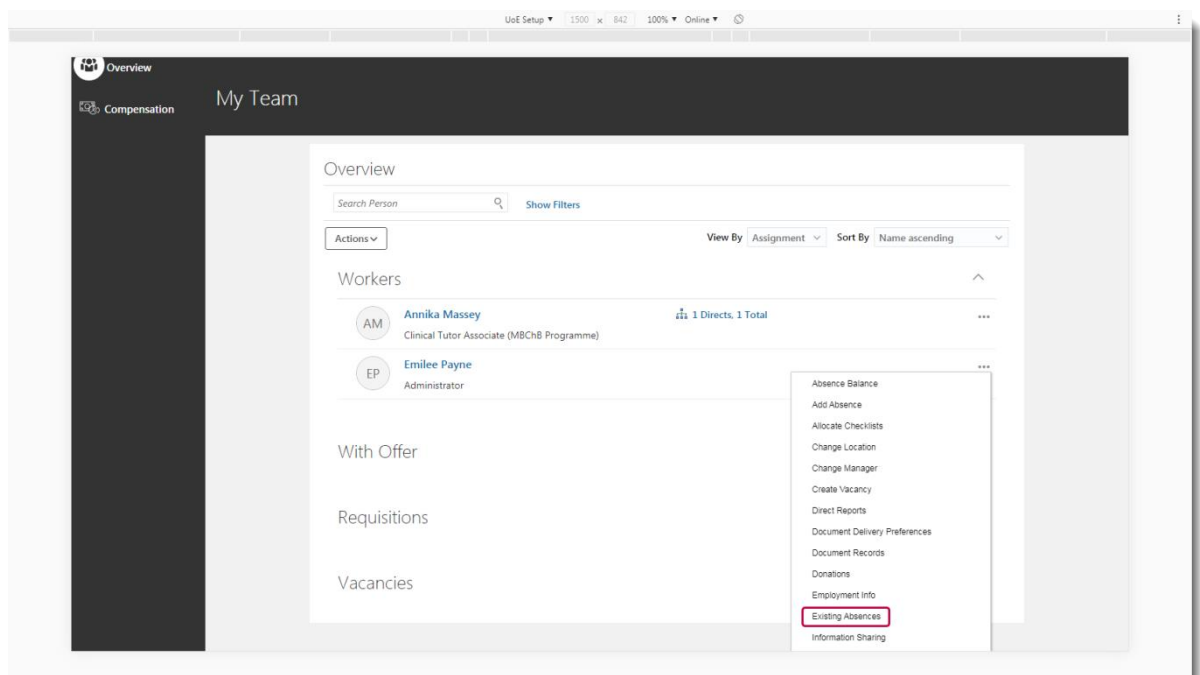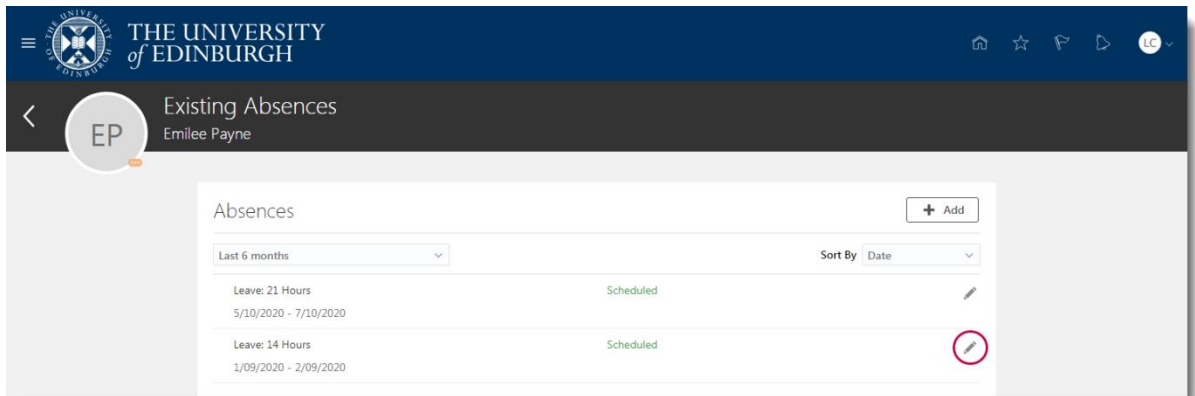
2. Click the **My Team** app.

3. In the **My Team** page, click the ellipsis ••• button next to the relevant employee to view a list of actions.
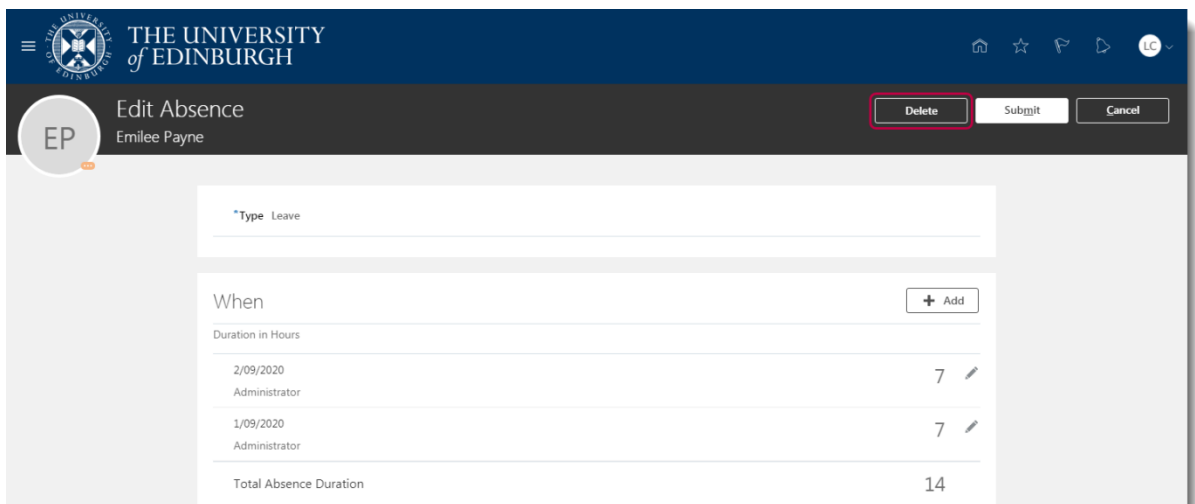

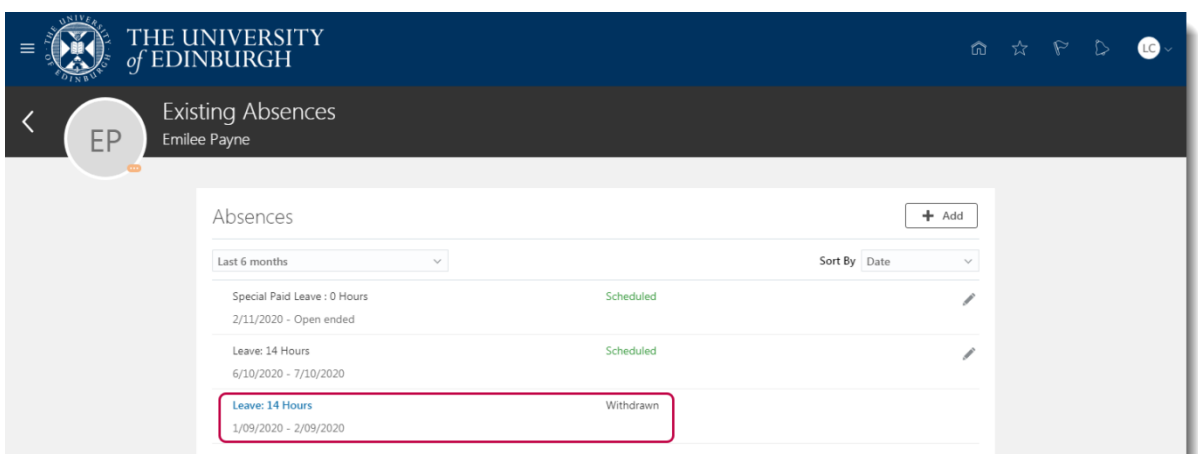4. Click on the option **Existing Absences**.

5. In the employee's **Existing Absences** page, click on the **Pencil** icon next to the absence record you would like to cancel.

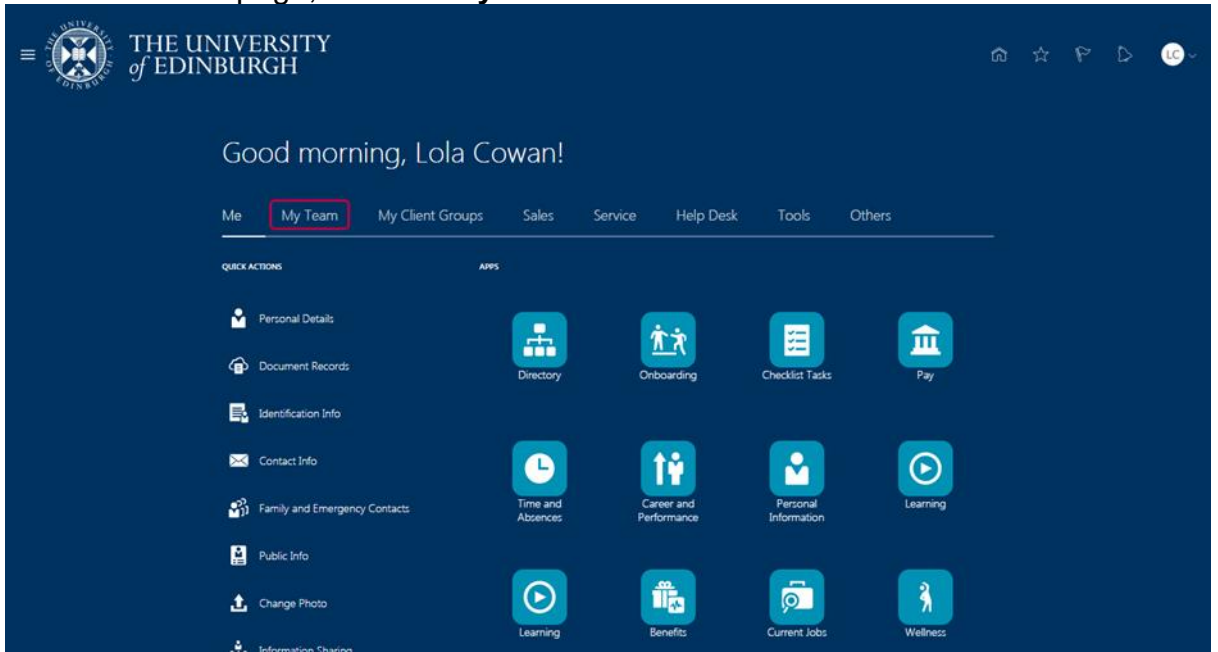6. To remove the absence click on the **Delete** button in the banner.

6. The employee's **Existing Absences** pages is opened and the cancelled absence is displayed with the status "Withdrawn."
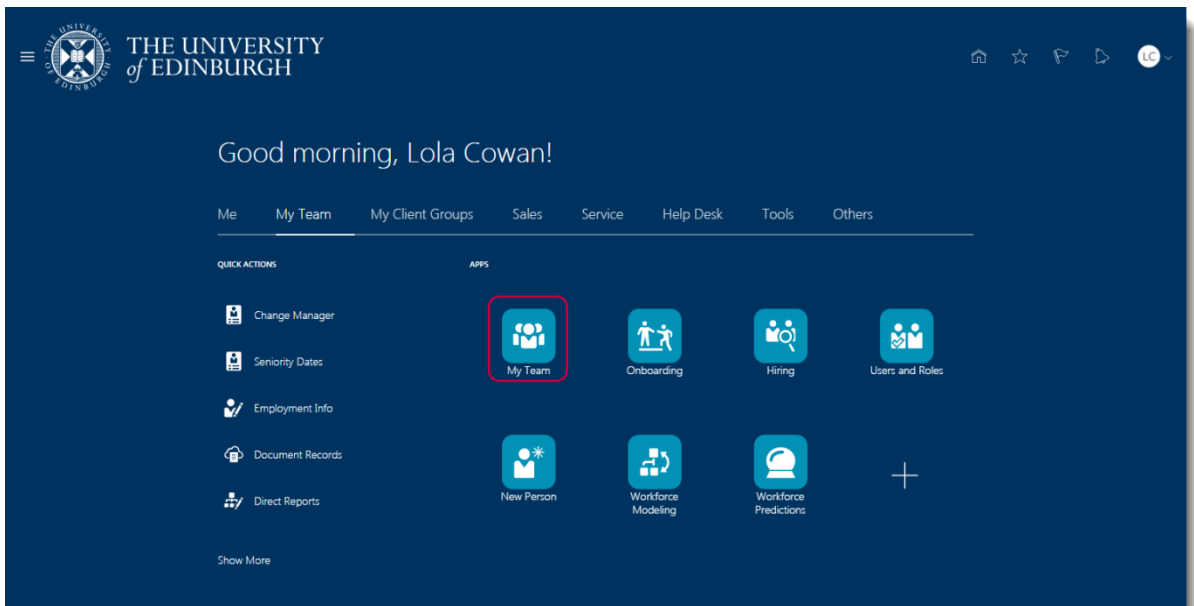

Amending Absence on behalf of an Employee:
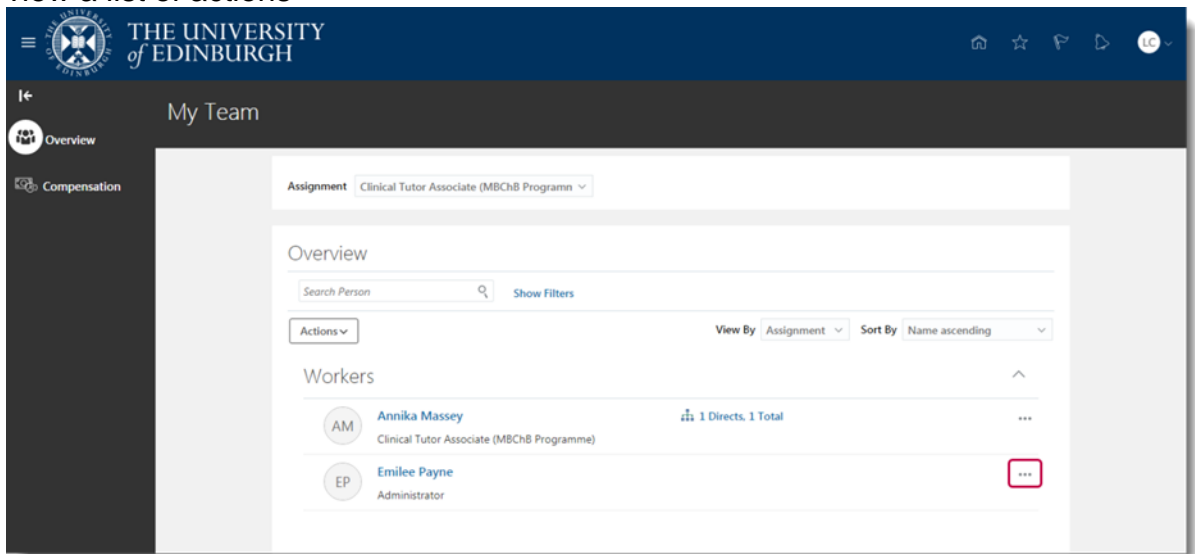
1. From the Home page, click the **My Team** link

2. Click the **My Team** app.

3. In the **My Team** page, click the ellipsis button next to the relevant employee to view a list of actions

4. Click on the option **Existing Absences**.
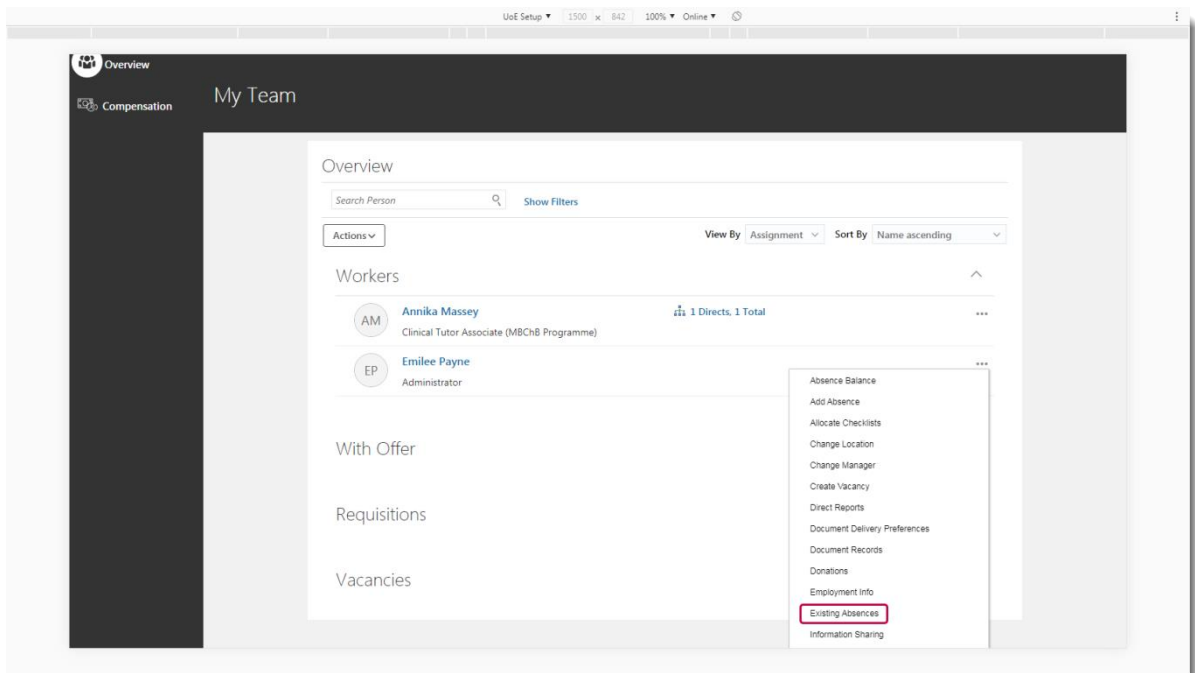
5. In the employee's **Existing Absences** page, click on the **Pencil** icon next to the absence record you would like to amend
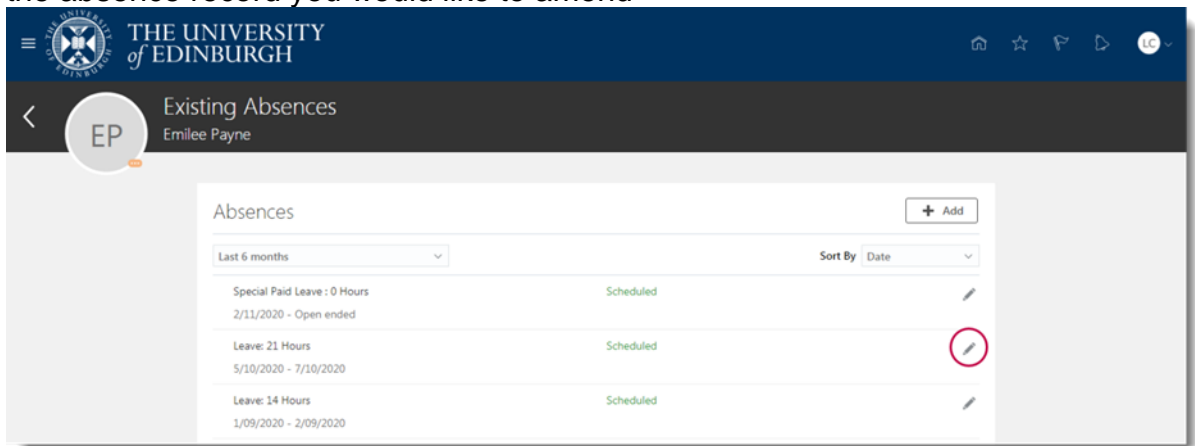
6. From the **When** section click on the calendar icon and select the new **Start Date** and/or **End Date**.
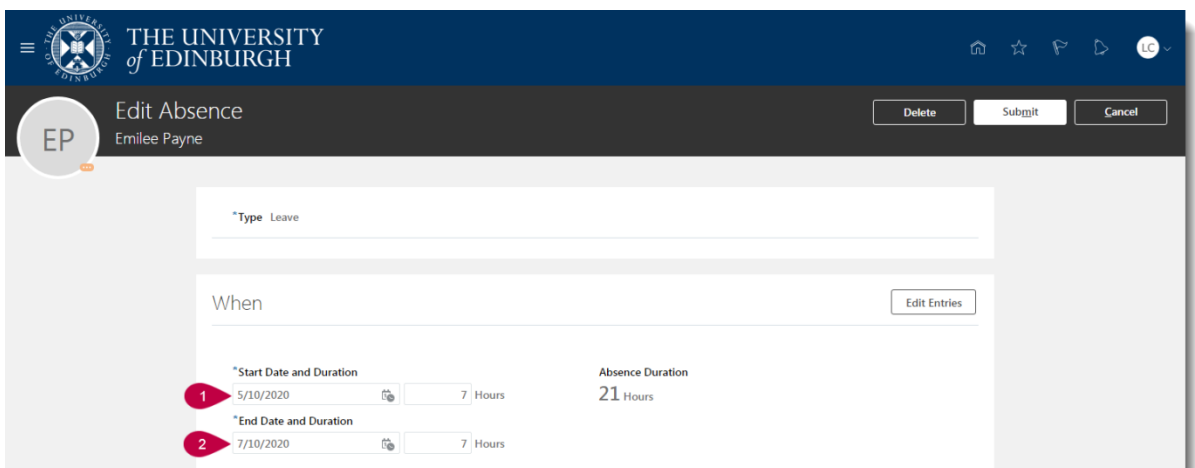
7. If required enter additional information into the **Comments and Attachments** field and upload supporting information.
8. Click the **Submit** button in the banner and the employee's **Existing Absences** pages is opened and the amended absence is displayed.

When you amend an absence record on behalf of an employee, it is automatically approved and you will not receive a notification.

Ending an Open Absence on behalf of an Employee:

1. From the Home page, click the **My Team** link
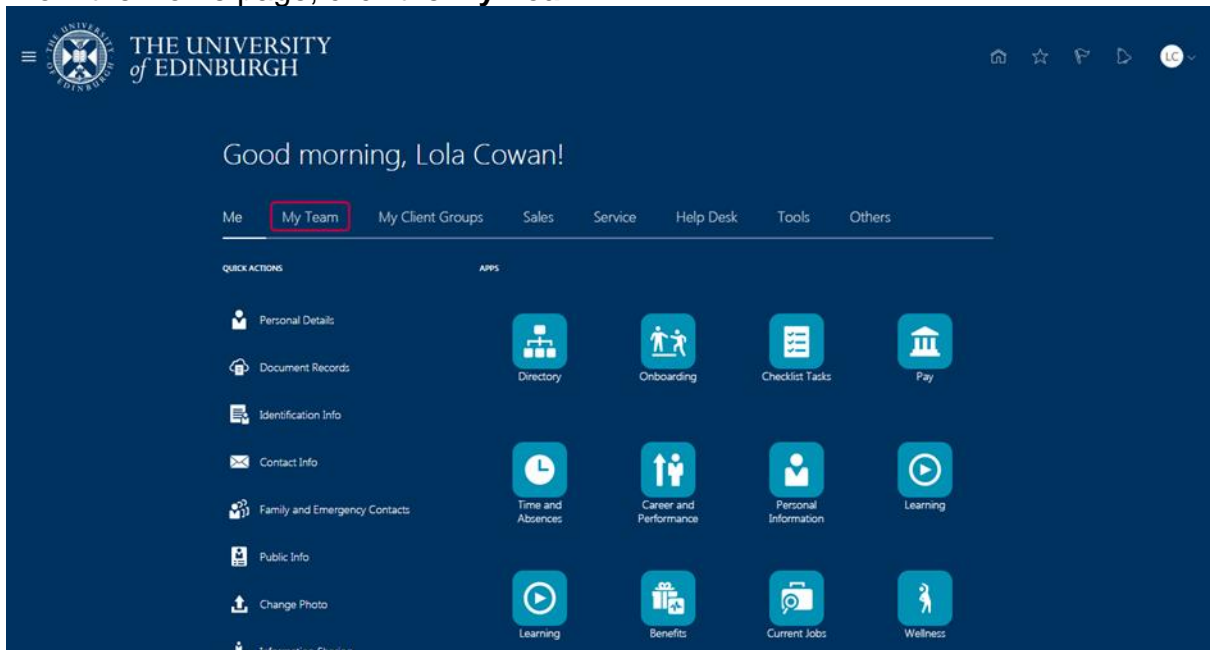

2. Click the **My Team** app.
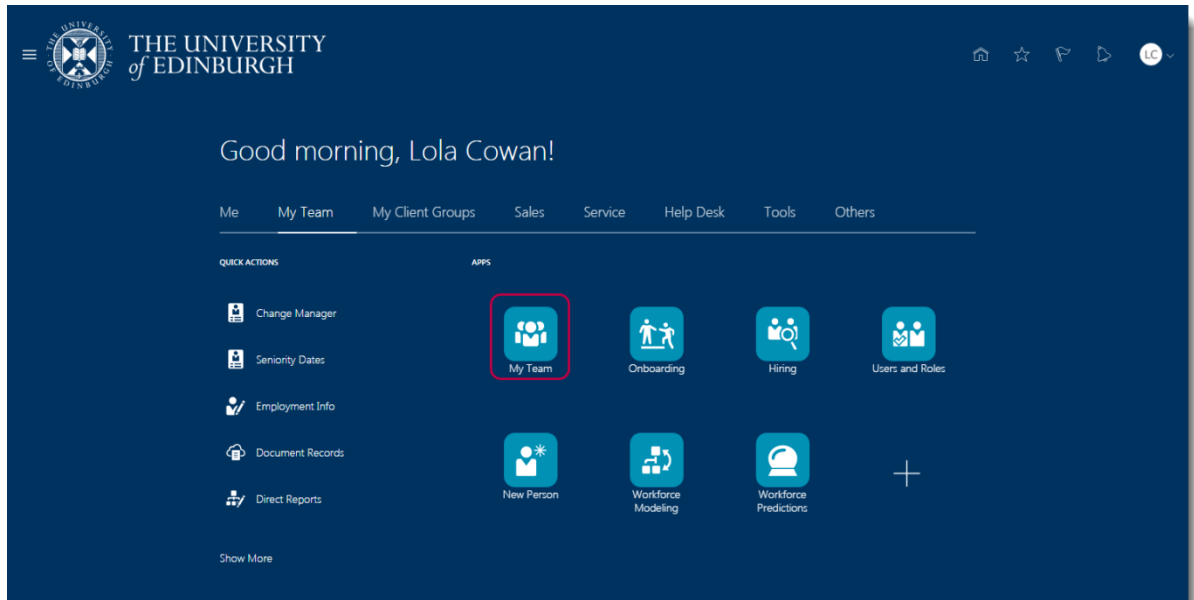
3. In the **My Team** page, click the ellipsis ••• button next to the relevant employee to view a list of actions
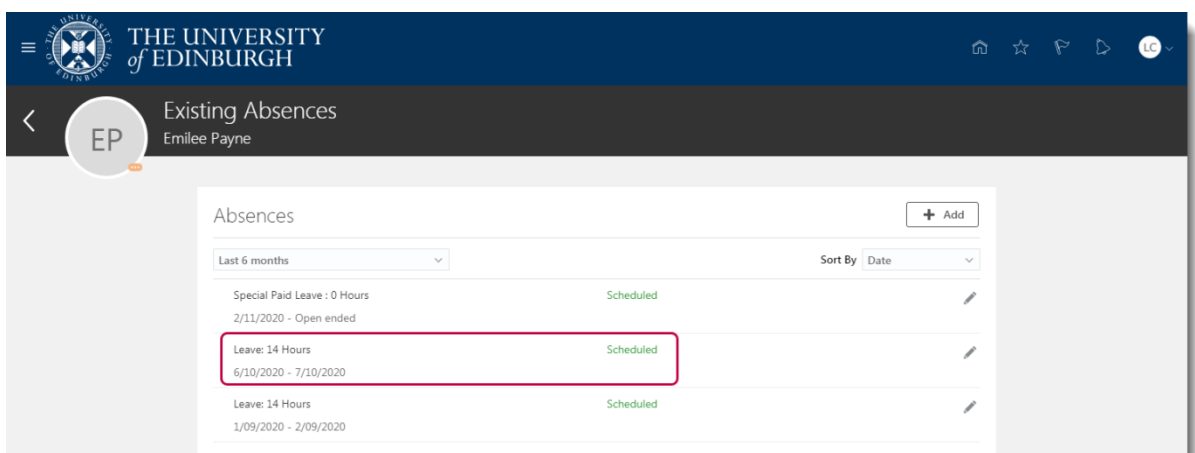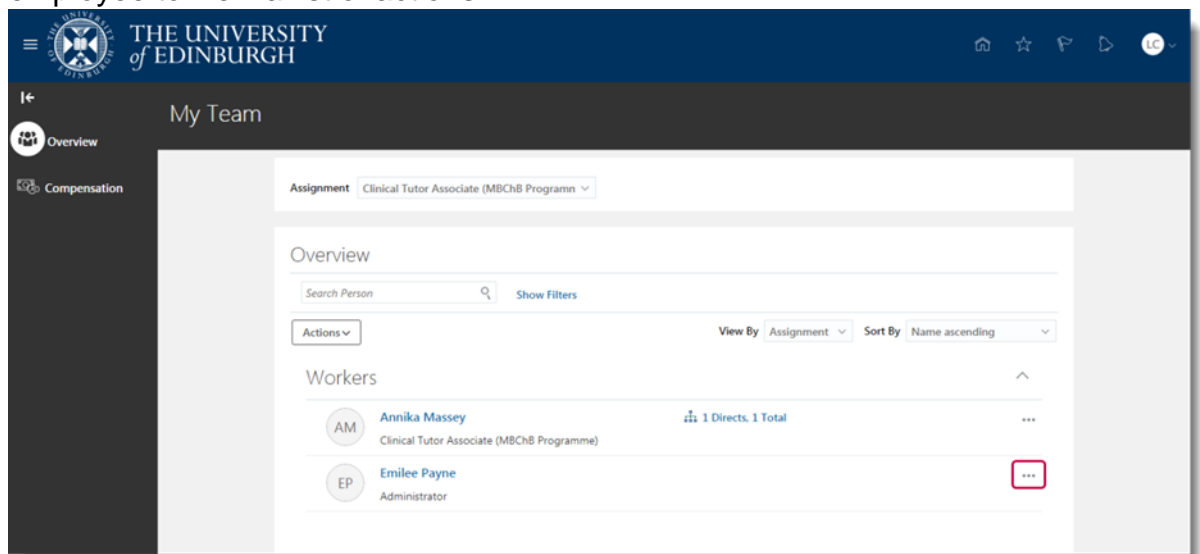

4. Click on the option **Existing Absences**.
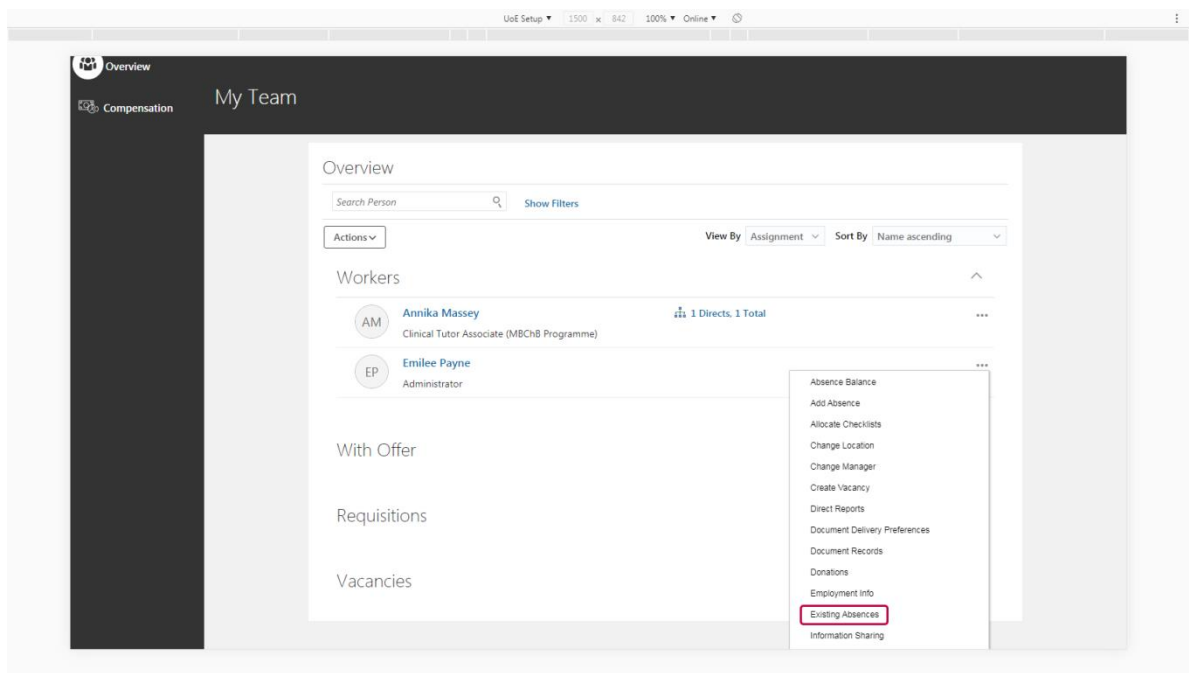
5. In the employee's **Existing Absences** page, click on the **Pencil** icon next to the absence record you would like to end.
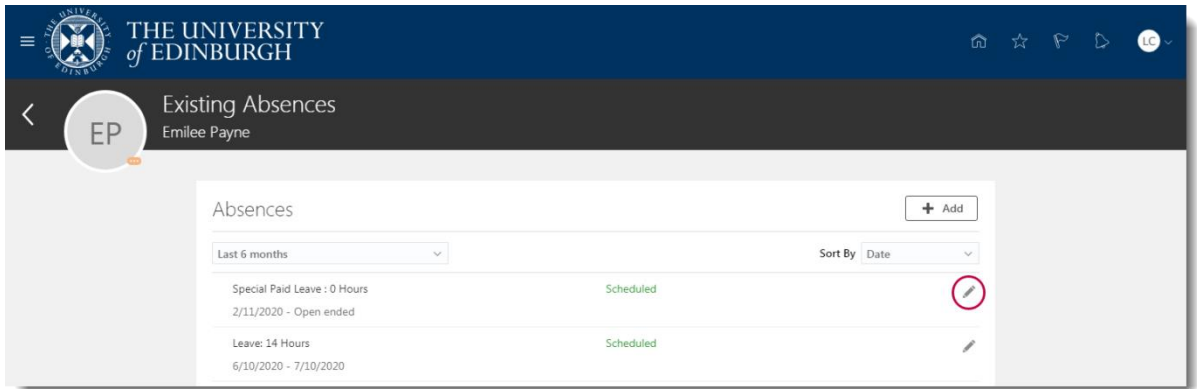
6. From the **When** section in the employee's **Edit Absence** page, untick the **Open ended** checkbox to **remove the tick** and reveal the **End Date** field.
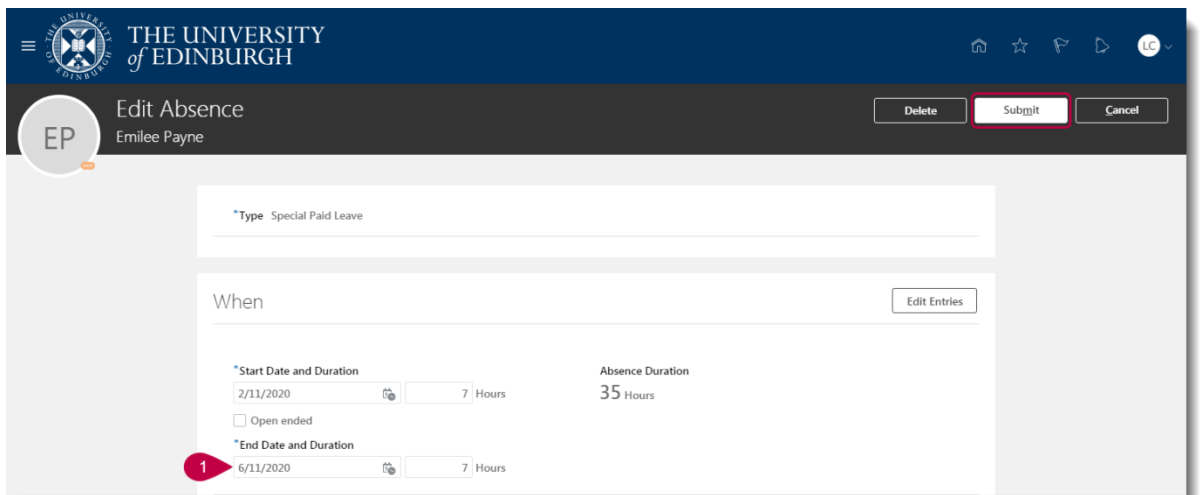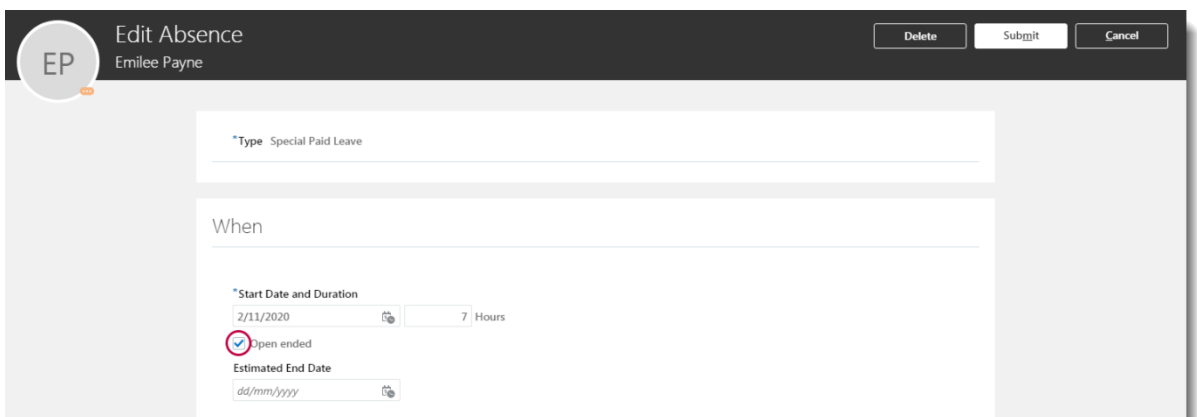
7. Click on the calendar icon in the **End Date** field and select the relevant date. Then click the **Submit** button in the banner.

8. The employee's **Existing Absences** pages is opened and the absence is displayed with its start and end date.


Appendix

Appendix 1

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 absence types that can be selected as a Line Manager.

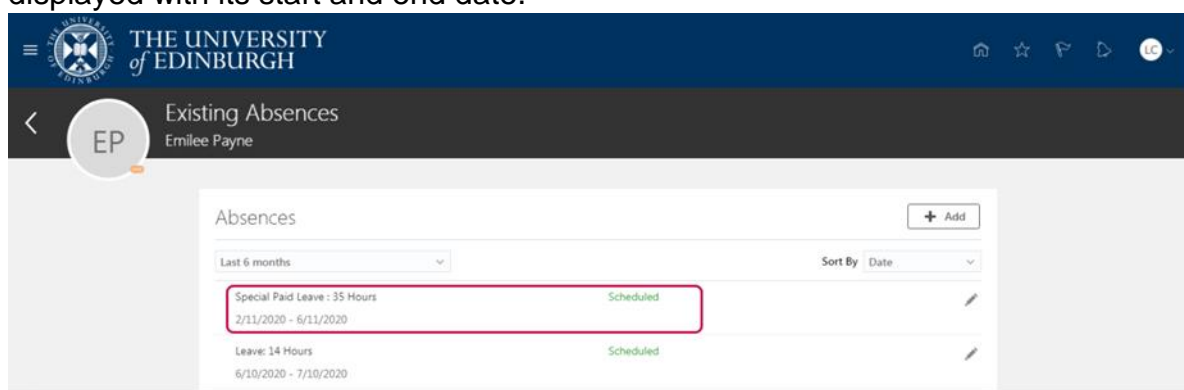| Absence Type	Reason (if applicable)
Emergency Time off for Dependants	
Leave	
Maternity	
Other Paid Leave	Academic/Sabbatical Adoption Appointment Antenatal Appointment Antenatal Appointment - partner Antenatal Appointment – personal CPD Delegate CPD Speaker Conference/Seminar Personal Health and Welfare Appointment Study Leave TOIL Training/Training Course
Parental Bereavement	Not to be confused with Bereavement Leave (paid leave for the loss of an immediate family member). Parental Bereavement leave type should be used for the loss of a child up to the age of 18 years.

	Please review the Absence and Leave Options webpage and the Special Leave Policy for circumstances when this reason should be used. Bereavement leave can be selected under Special Paid Leave
Partner Adoption	
Partner Birth	
Phased Return	
Sickness	Select a value from the dropdown menu in people and Money to record the sickness reason.
Special Paid Leave	Army Reserves/Volunteer Reserve Forces Bereavement Leave Compassionate Leave Emergency Domestic Situations Fertility treatment Funeral Jury Service Police Statement Voluntary Public Service/Leave for public duties Volunteering Activities Witness at Court
Surrogacy and Adoption	
Unauthorised Leave	UKVI – select this for a sponsored worker Unauthorised Leave
Unpaid Leave	Academic/Sabbatical Army reserves/Volunteer Reserve Forces Authorised Absence Campaigning for Election to Parliament Carers Leave Compassionate Leave Emergency Time off for Dependents Extend Unpaid Leave Representing your Country Unauthorised Absence Voluntary Public Service/Leave for Public Duties
Unpaid Parental Leave	