THE UNIVERSITY *of* EDINBURGH

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Employee Guide to Special, Other & Unpaid Leave

Before you start

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.

Requesting 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

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 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 **Delete** in the top right-hand corner**.**

Amending 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...

1. From the Home page, click the **Me** and then **Time and Absences**
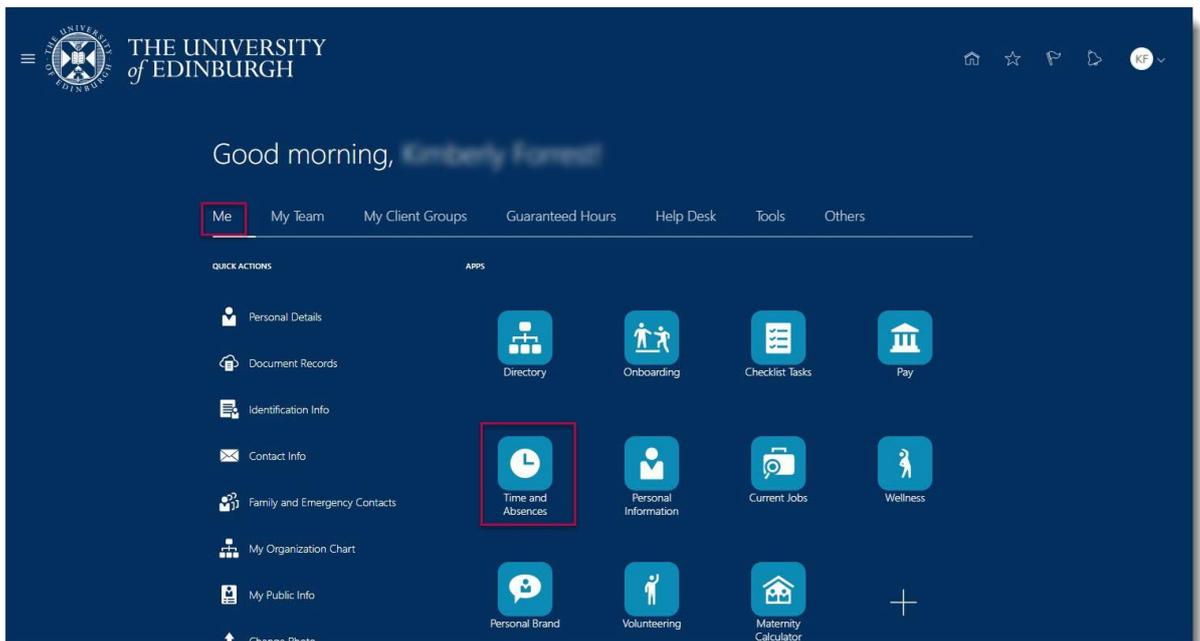
2. Click on **Add Absence** tile to create an absence request.
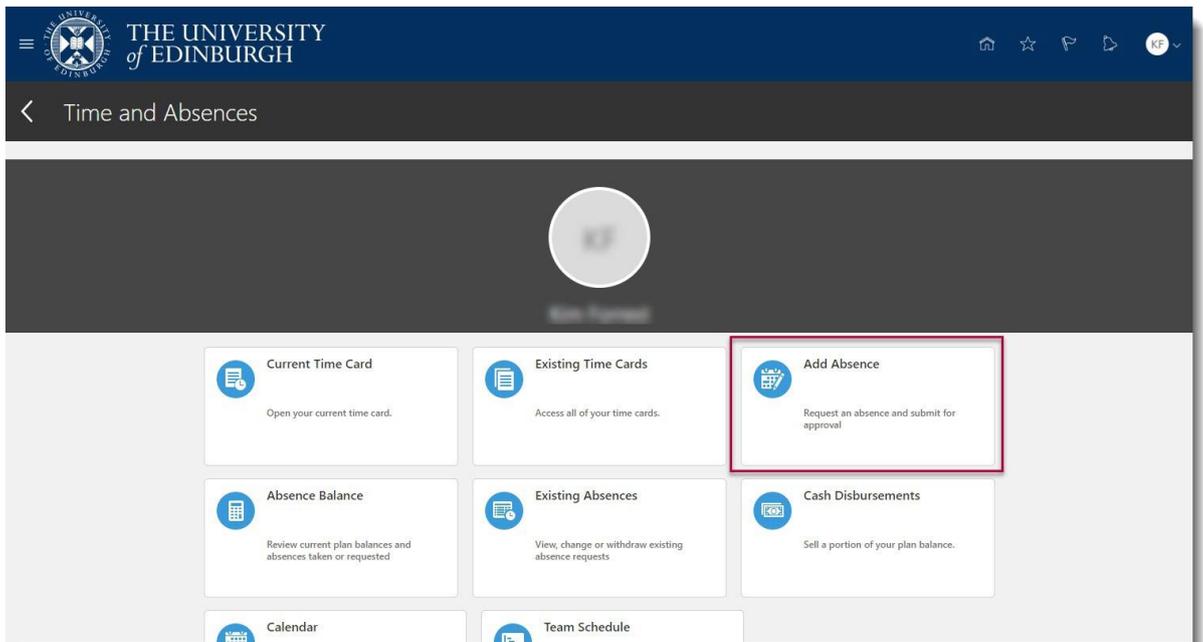
3. Click on the drop down next to **Type** and select the appropriate leave type. Appropriate fields will appear based on your selection.

4. If you have multiple assignments, click on the drop-down menu next to **Personal Job Title** and select which assignment you are creating the Leave for.
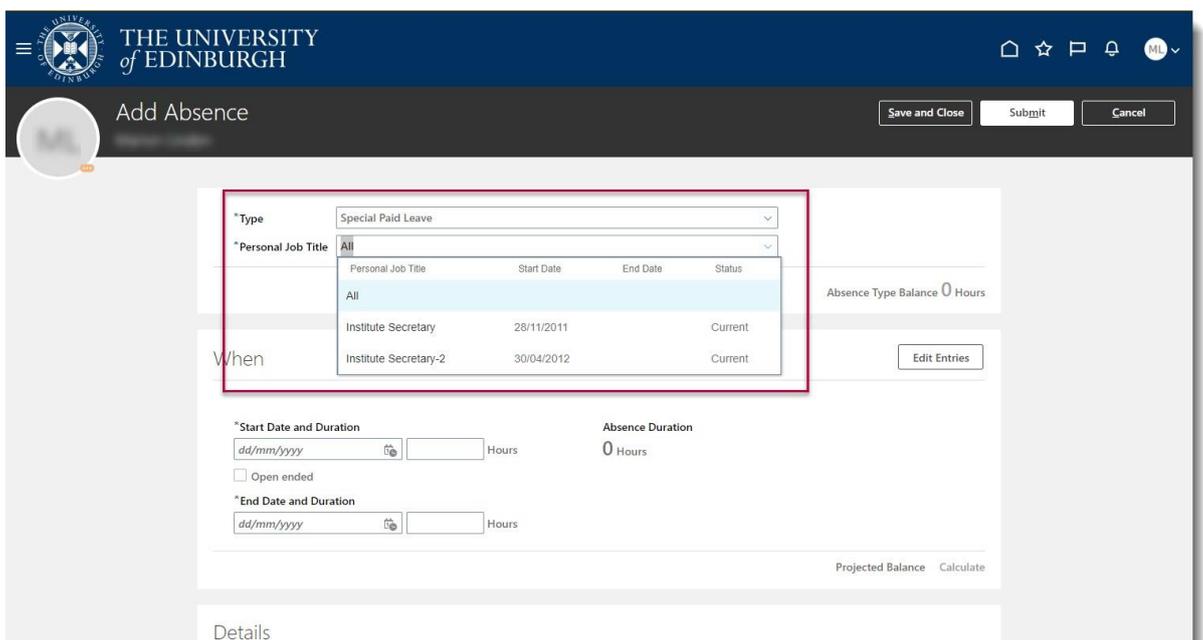
5. In the **When** section click on the **Start Date and Duration** calendar icon. You can click on the **>** to move forward a month if needed and select the **Start Date.** Or you can type the date in manually.

6. Click on the **End Date and Duration** calendar icon and click on the **>** to move forward a month if needed and select the **End Date.** Or you can type it in manually. If you don't know the end date, click on the **Open- Ended** checkbox. You must remember to close off the absence when you return by following the Amending Leave process.

7. In the **Details** section, click on the dropdown next to **Reason** and select the relevant reason.

   To read an explanation of the different **Reason** types and when to use them, refer to Appendix 1 of this document.

8. Scroll down to the **Comments and Attachments** section, from here you can add **Comments** or an **attachment** by dragging the file into the space or right click and add it.

Note: Especially while applying for **half day leave**, mention in the **Comments** what **time** you would like to apply leave for.

9. Click on **Submit.**

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

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 **OK** and make necessary amendments before Submitting.
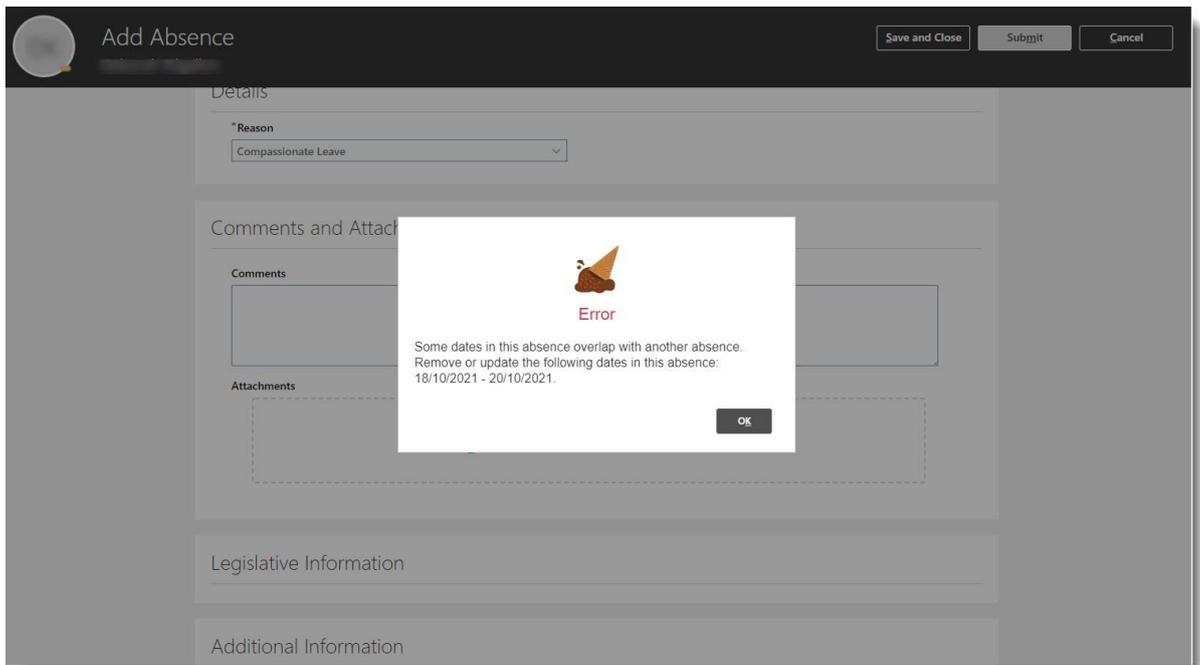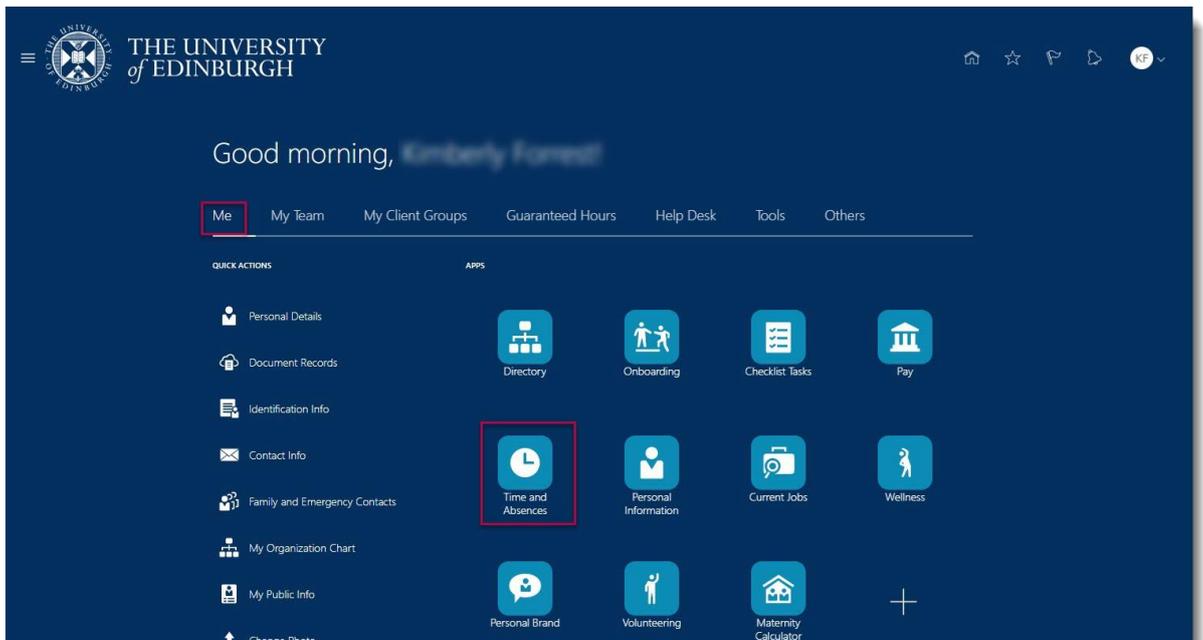
The absence status changes to **"Awaiting approval"** and remains in this status until authorised.

All requests for Other Paid Leave, Special Paid Leave and Unpaid Leave will now go to your line manager for their approval.
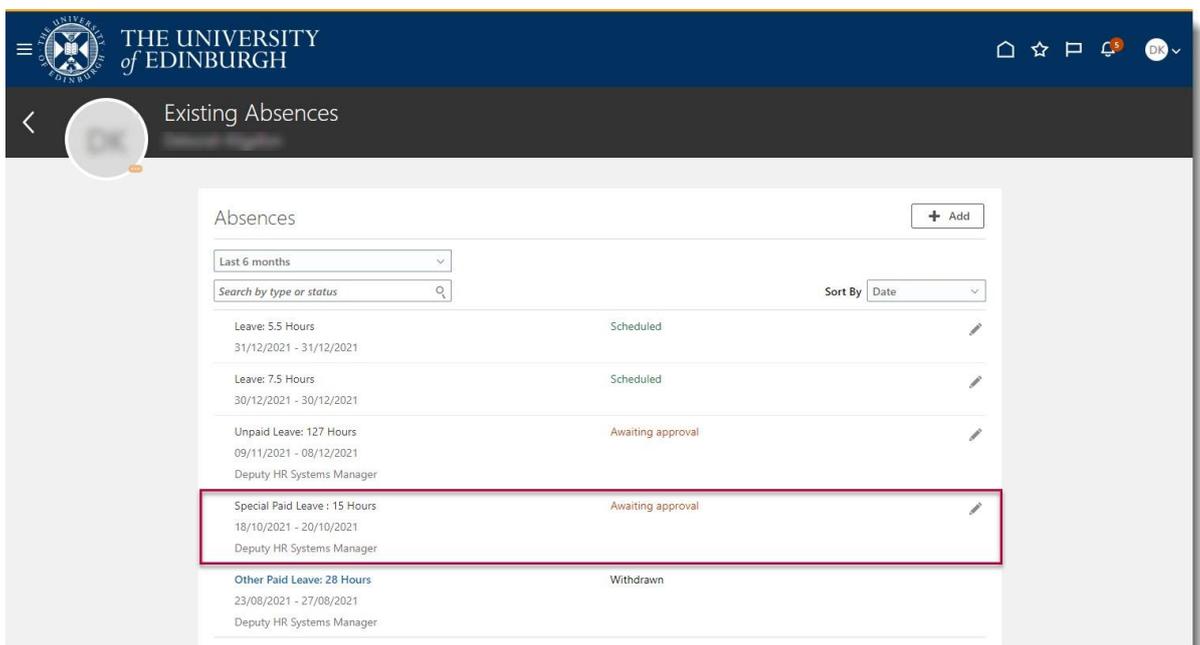
Cancelling Leave:

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.

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.
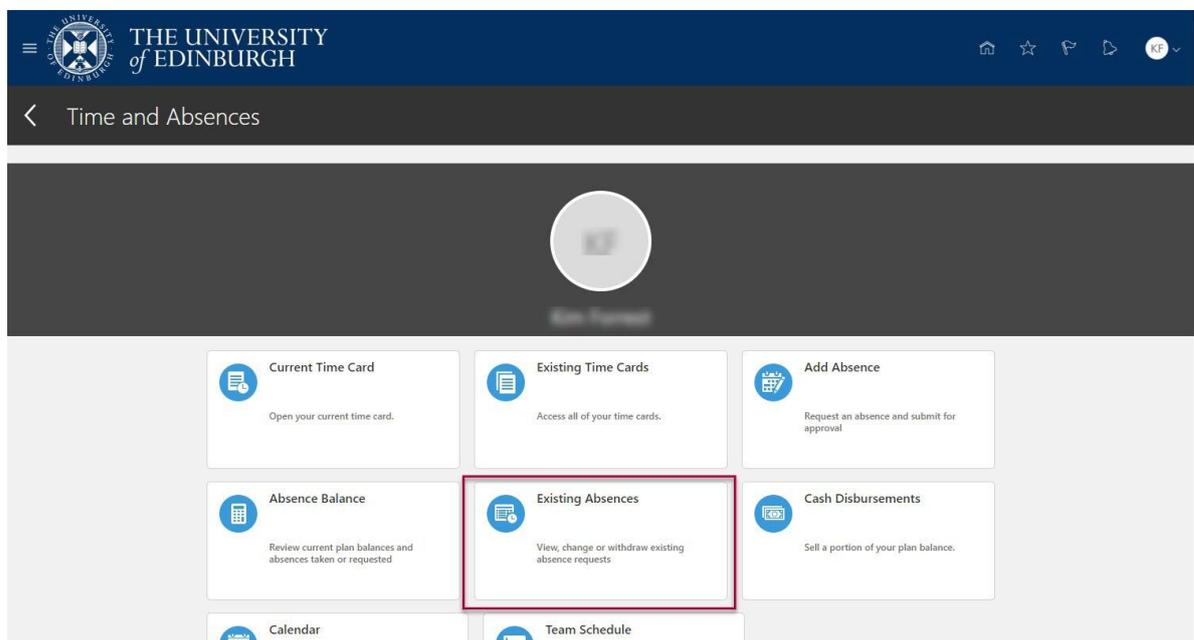
3. Click on the **Pencil** icon next to the other paid leave request you would like to cancel.

4. **If you hold multiple assignments**, ensure you're cancelling the leave for the correct assignment, click on **Edit Entries** and delete.

5. To remove the absence, click on the **Delete** button in the top right-hand corner.
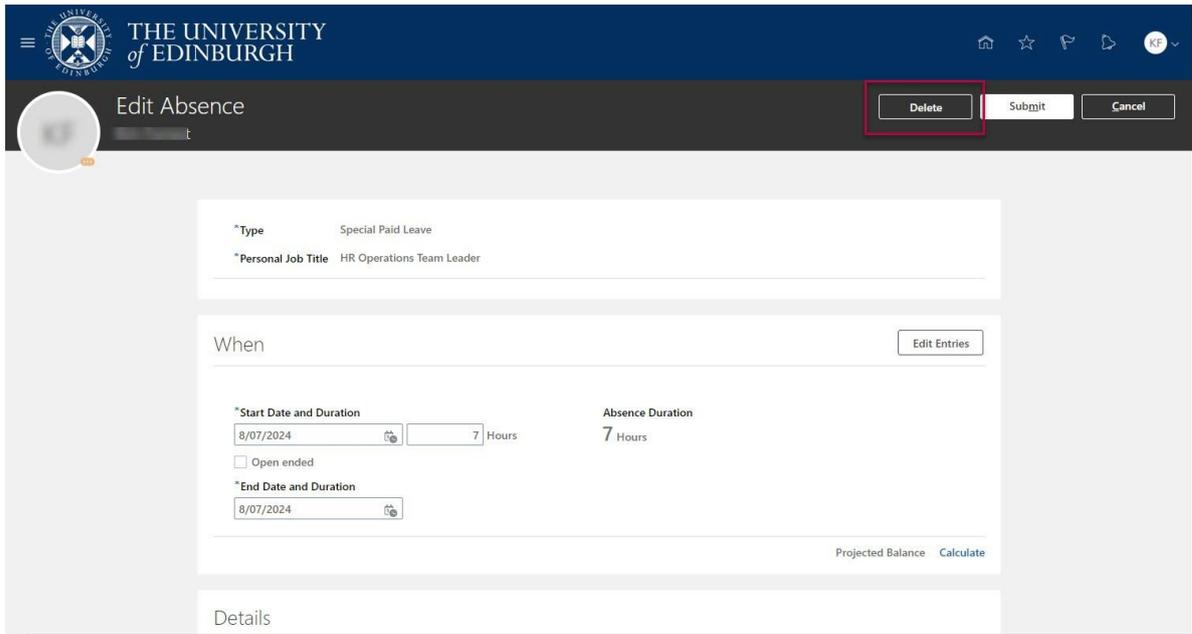
The absence status changes to "**Withdrawn**" if the absence had not been approved and was still waiting approval. If the absence had been previously approved the status changes to "**Awaiting withdrawal approval**" then will go to your line manager for re-approval.


Amending Leave:

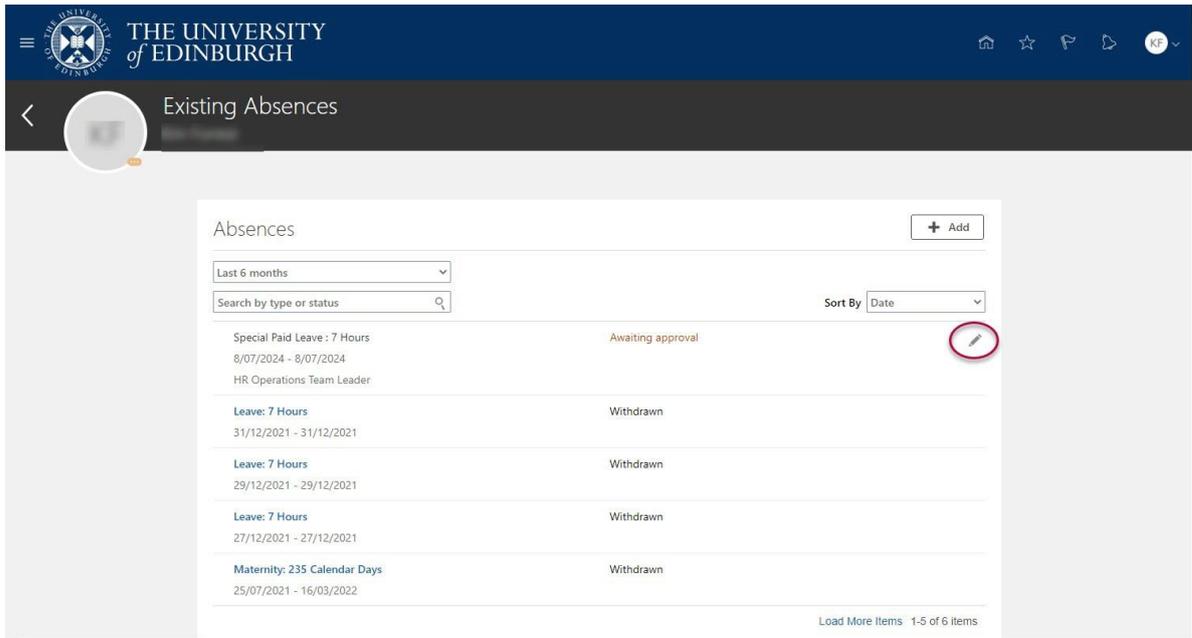1. From the Home page, click the **Me** and then **Time and Absences.**
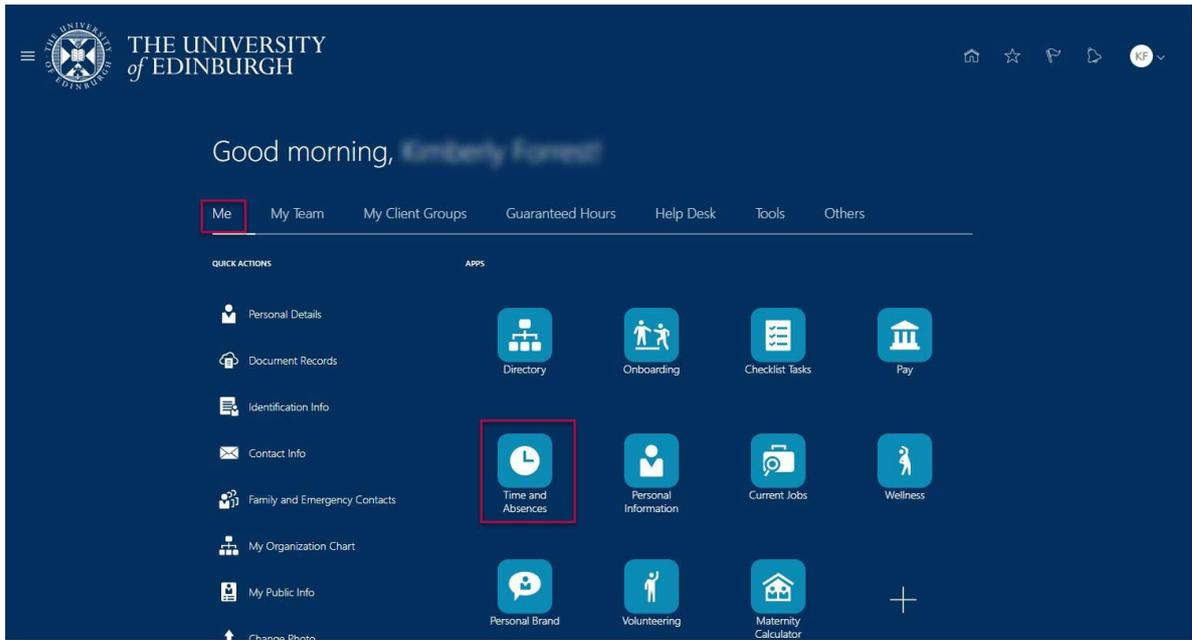
2. Click on the **Existing Absences** tile to view absences previously requested.
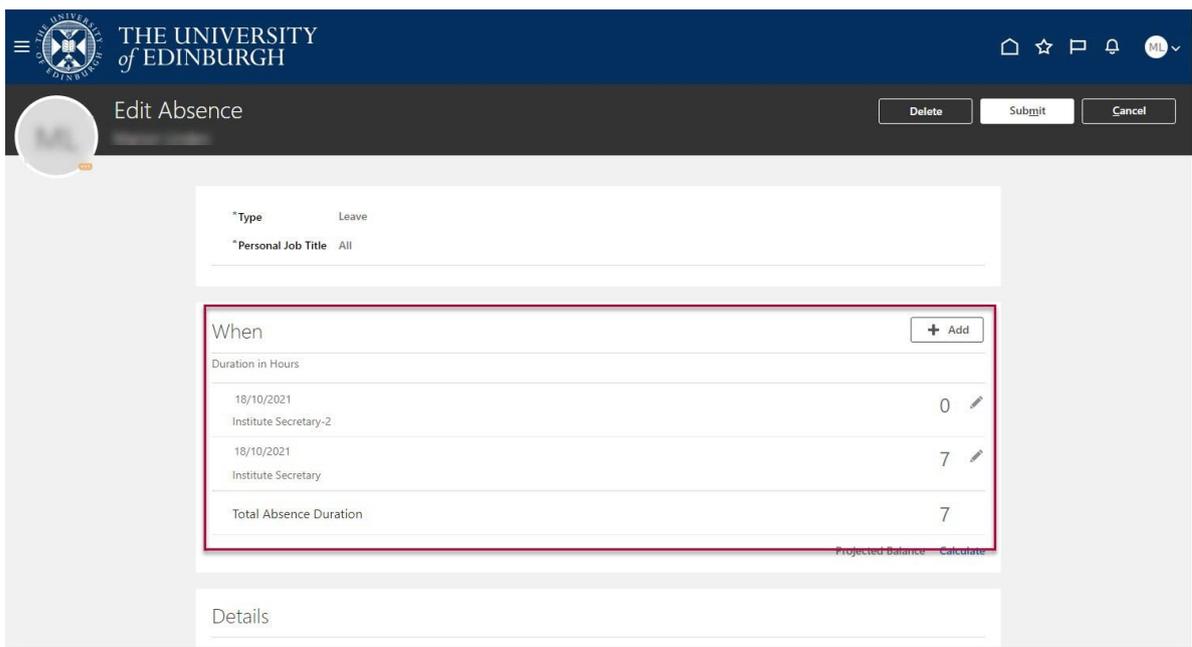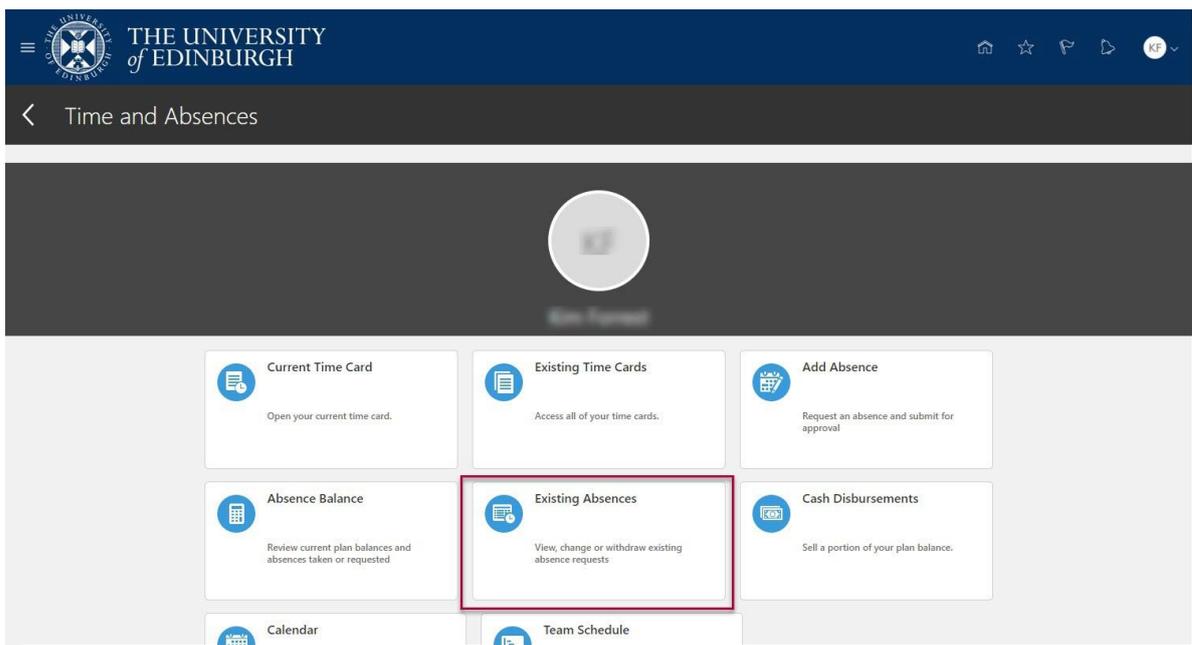

Note: To quickly find the absence you're looking for, enter the **type or status** of the absence into the keyword search bar on the absence page.

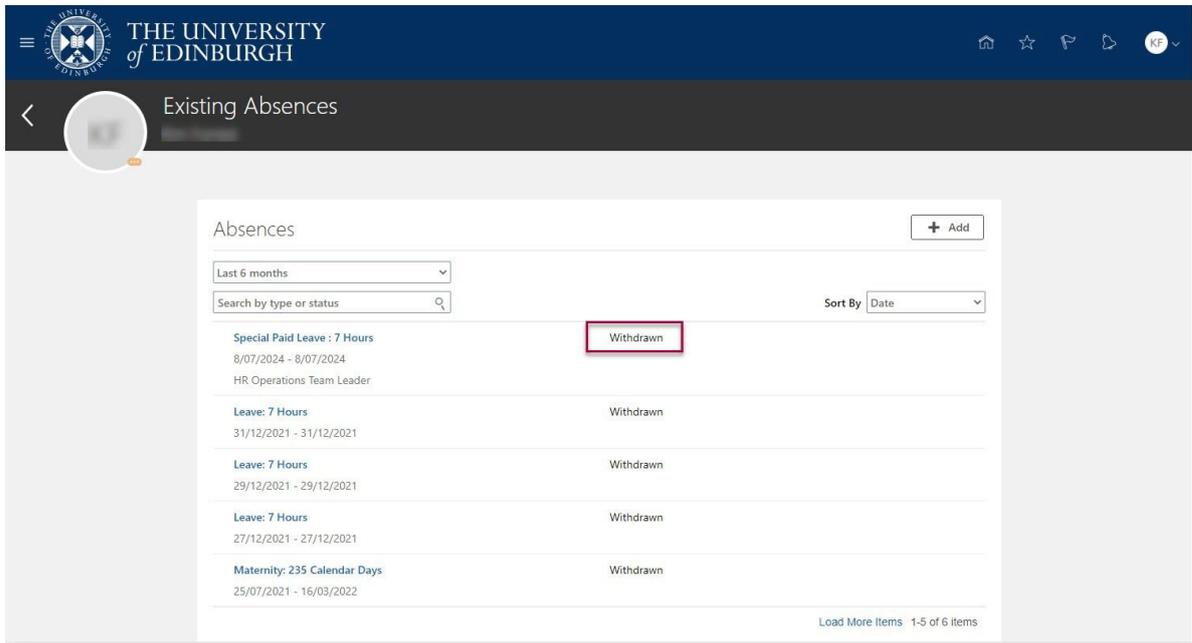3. Click on the **Pencil** icon next to the leave request you would like to amend.
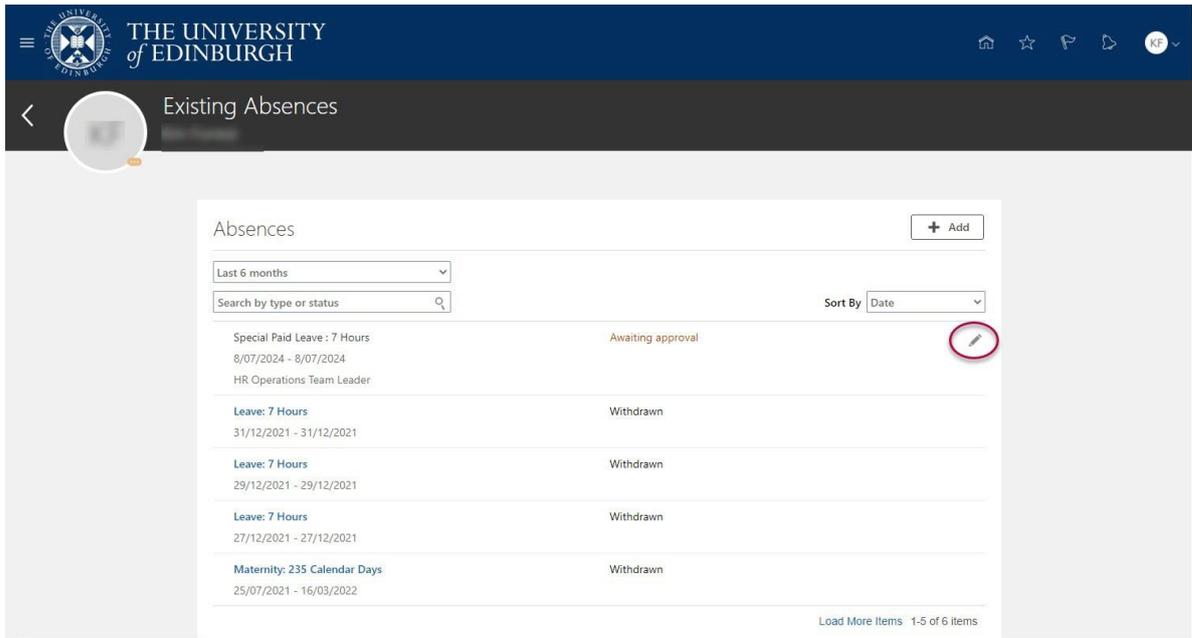
5. If **the type of leave you're applying for is the same** and you only wish to change amend the dates, enter the new **Start Date** and **End Date** and **Submit**.
6. **If the type of leave you're applying for is different** to the original leave, **Delete** the original absence and re-apply for the new leave as per the section above.
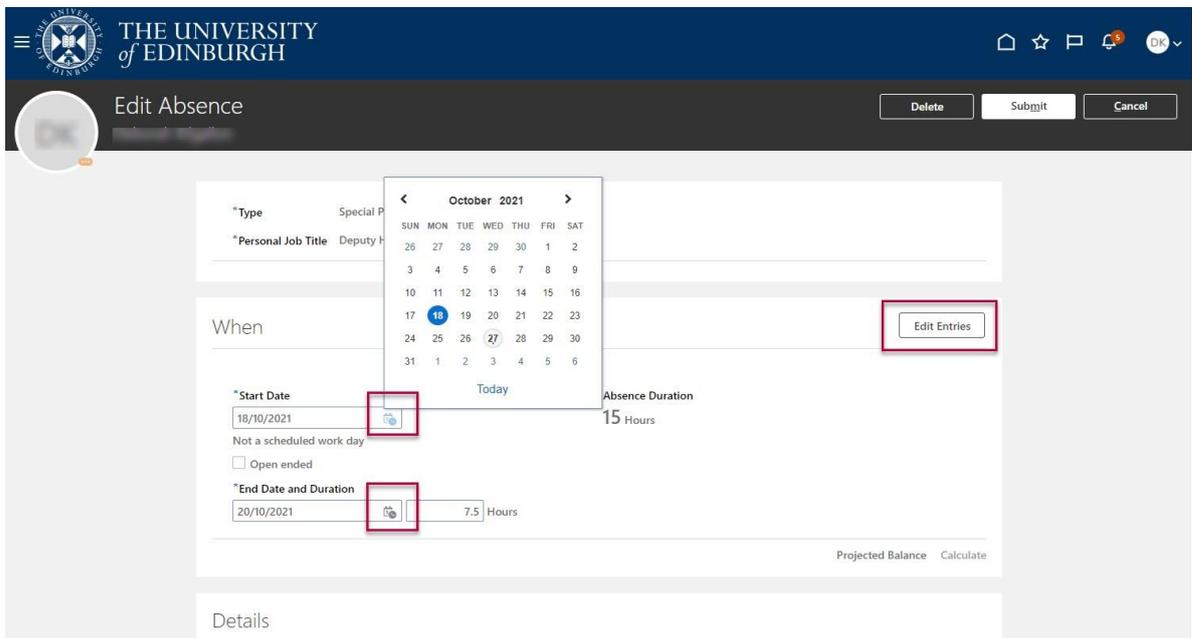
7. **If you hold multiple assignments**, ensure you're amending the leave for the correct assignment, click on **Edit Entries** and amend accordingly.

The absence status changes to "**Awaiting approval**" and remains in this status until authorised.

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: • a Justice of the Peace or • an independent prison monitor you are entitled to time off to perform any duties of your office. 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: • 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 Dependants	Emergency Time off for Dependants
	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