

# EMPLOYEE SELF SERVICE

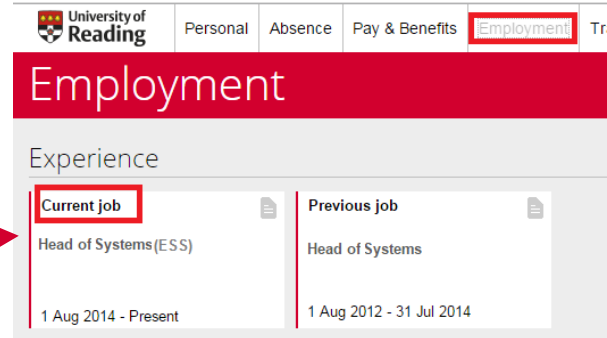
## Annual Leave (Hours): entitlement and requesting annual leave

This Quick Reference Guide is for staff who work different hours per day or work 4 days or less a week which holiday calculated in hours. Please refer to the Annual Leave (Days) guide for full time guidance.

### Checking Your Details

Before booking a new period of annual leave, please check that the information held about you and your position are correct. On the ESS homepage, click on the Employment tab and select your Current Job(s) from the cards displayed.

Your current details will include the start date of your current job, your contractual hours, working pattern and reporting manager.



Your annual leave entitlement is calculated using the Contractual Hours and Working Pattern information recorded for your current job

If this is not correct please contact your School/Departmental Administrator.

**Contractual Hours:** This, along with the overall entitlement for your grade, is used as part of the calculation of your total available annual leave.

**Working Pattern:** The working days, total number of working hours per week and number of working hours (excluding breaks) each day. Your Working Pattern is used to calculate the duration of each period of annual leave.

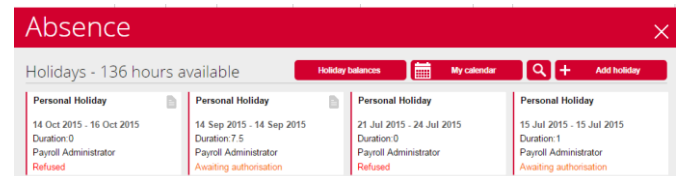
**Reporting Manager:** Your Reporting Manager is responsible for authorising your annual leave request. If this is not correct, your request will not be sent to the right person.

### Holiday Balances

The **Holiday Balances** screen provides an overview of your annual leave entitlement for the leave year 1 October – 30 September. **Entitlement:** This is your total annual leave allowance in hours, including the correct pro rata entitlement of 8 bank holidays and 6 University closure days. **Scheduled:** Any leave that is due to take place in the future. This includes any holiday requests still awaiting authorisation and any bank holidays / closure days that have not yet taken place (These are automatically scheduled and deducted from the overall entitlement for each holiday year).

**Balance:** The total of outstanding personal annual leave still to be taken during the current leave year.

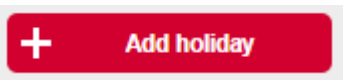
On the ESS homepage, click on the **Absence** tab. The amount of bookable holiday available will be displayed at the top of the page (in hours). Any holiday already requested by you will be listed.



Please note: If you do not have a **Holiday Balances** button displayed or any hours available quoted, this means you do not have a holiday scheme set up. Please contact your Reporting Manager or [hr@reading.ac.uk](mailto:hr@reading.ac.uk)

# Requesting annual leave

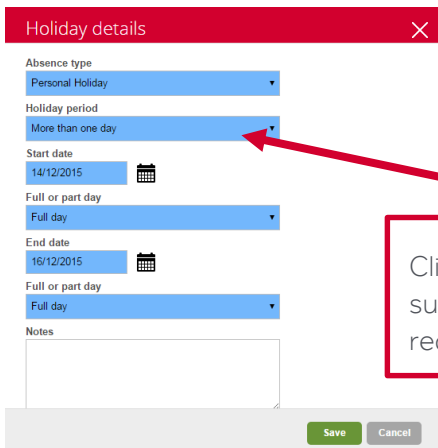
On the Absence tab, click on 'Add holiday'



Absence type: Select 'Personal Holiday' from the drop down list.

Holiday period: There are 3 options, 'Part day', 'Full day' or 'More than one day'.

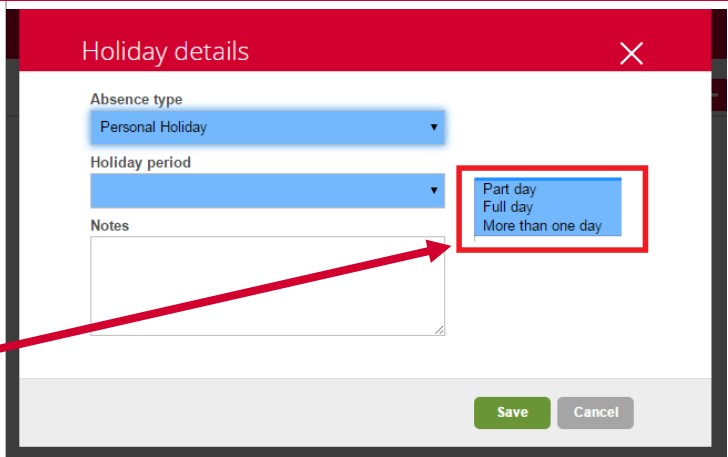
Depending on which one you choose, other context-sensitive menus may appear.



Click Save to submit your request

Use the 'Notes' field to add any extra information relating to your annual leave request.

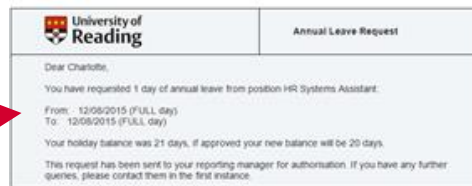
You will receive a confirmation of the request via email and your Reporting Manager will also receive a notification via email in order to authorise or reject.



**Part day:** you will be prompted for the Start Date and another menu ('Morning or afternoon') will appear. To request a half day's annual leave, select 'Morning' or 'Afternoon' from this menu. Note: This is half of your day according to your working pattern. E.g. if you work 4 hours on a Tuesday, a ½ day booking will be for 2 hours.

**Full day:** Use when requesting a full single day's annual leave. You will be prompted for the Start Date.

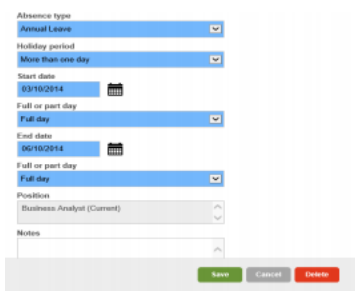
**More than one day:** This option allows you to request one or more consecutive full or part-days' annual leave. If you select this, you will be prompted for the start and end dates of your annual leave. 2 menus for 'Full day or part day' will also appear to allow you to specify whether the start and end dates of your annual leave will be taken as full or half-day' annual leave.



If your leave request is authorised, you (and your Reporting Manager) will receive a confirmation email and calendar entry.

# Amending/deleting annual leave

To amend or delete an annual leave request (in the future), select the leave you wish to amend.



To delete an annual leave request, click the red delete button.

**Amend:** By changing the dates and clicking 'Save' your Reporting Manager will receive an email alert to the amendment, and will have to authorise this in the same way. Once a decision has been made, you will receive an email notification.

Please note that if you amend your leave and your manager rejects the amendment, your new balance will completely exclude that instance of annual leave. For example, if authorised annual leave of 14<sup>th</sup> to 15<sup>th</sup> December is amended to just 15<sup>th</sup> December but your manager does not authorise this amendment, the leave for the complete period is declined, This is also reflected in the holiday balances.