Annual Leave on MyView

Requesting annual leave

Contents

Updated 10/06/2021

Introduction

All College staff are required to use MyView for requesting annual leave (holiday).

All leave must be agreed in advance with your line manager in accordance with College policy and local departmental rules. Staff should not make annual leave bookings until leave has been approved by the manager as leave will only be approved, subject to the requirements of the Service and other prior commitments.

Annual Leave entitlement in hours

All annual leave entitlement will be given in hours on MyView as this provides increased flexibility. Your hour's entitlement can be seen on the Leave Management Balance widget within MyView dashboard.

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Hour's entitlement per year

The number of hours entitlement you receive will vary according to your Terms and Conditions and length of service for Grade 2-5 staff.

	Annual Leave		Public Holiday		Closure Days		Total	
	Days	Hours	Days	Hours	Days	Hours	Days	Hours
Grade 2-5	20	140	8	56	6	42	34	238
Grade 2-5 (after 5 years' service)	23	161	8	56	6	42	37	259
Grade 6-10	27	189	8	56	6	42	41	287
Academic staff	27	189	8	56	6	42	41	287

Where additional College Closure days or public holidays are granted then the respective adjustment to entitlement will be made for all staff.

Full-time staff

Full-time employees working Mon to Fri 7 hours per day do not have to book off public holidays and College Closure days. These are already pre-booked and shown in grey on the MyView calendar. For the purpose of booking annual leave the assumption is that full-time staff work 5 days per week, 7 hours per day and have a nominal start time of 9am and end time of 5pm, with an hour lunch break.

Grade 2-5 with less than 5 years' service have an annual leave entitlement of 140 hours. Grade 2-5 with more than 5 years' service have an annual leave entitlement of 161 hours. Grade 6-10 and Academic staff have an annual leave entitlement of 189 hours.

Part-time employees and condensed work pattern

Part-time employees and those working on a condensed work pattern **must** book public holidays and College Closure days if you would normally be working on those days, according to your work pattern. This is because the number of hour's entitlement you receive includes a pro-rata proportion of these hours. (Grade 2-5 with less than 5 years' service have a pro-rata leave entitlement based on 238 hours. Grade 6-10 and Academic staff have a pro-rata leave entitlement of 287 hours).

Work pattern

If you have a regular work pattern that is different from that showing in MyView contact your manager to discuss this. You may notice that your work pattern is incorrect if when you book leave and the number of hours deducted is incorrect. If HR are not aware of your work pattern arrangements your manager should then submit a change of work pattern request form to HR using the `Change of form on Stonefish. If HR are aware of your working arrangement and this is not recorded in the system contact hrsystems@rhul.ac.uk).

Booking leave retrospectively

In general, all leave must be agreed in advance. To deal with leave that may need to be taken at short notice it is possible to book leave retrospectively using MyView. A comment should be included stating why this leave is being booked retrospectively.

Booking leave in the next leave year

It is possible to request leave from the next leave year as the MyView system is able to deduct the balances accordingly.

Carrying forward leave to the next leave year

In exceptional circumstances, and with the approval of your Manager and Head of Department, annual leave can be carried forward to the next leave year.

An `Annual Leave Carry Over' form will be made available in MyView for a limited period (July, August and September) to enable you to make your request. NOTE: Your entitlement will not be updated immediately as a manual process is required to load this data. This will happen twice a month in August and September.

Annual Leave Carry Over

If you have been unable to take your full annual leave entitlement during the normal leave year, either due to college requirements or exceptional circums permission to carry forward a maximum of 56 hours (8 day) to the next leave year. This is usually capped at 35 hours (5 days) per year for exceptional circu

Request permission to carry forward outstanding annual leave entitlement

Please provide details explaining why you have been unable to take you full annual leave entitlement *

20000 characters remaining

How many hours do you wish to carry forward? *

Hours

How to request annual leave

Under My Leave and Absence on the left-hand menu, click My Calendar. If you have multiple posts, select the post that you wish to request annual leave against. (For example, if you have two 0.5 Full Time Equivalent rol**es and want to book 5 days of** 5 days should be booked from each post that you hold. The system will only deduct the hours in your work pattern for each post, it will not take 10 days).

Under annual leave click **Request New**.

One day annual leave request

Part day annual leave request

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|	
1	In the **comments** enter a description of the annual leave request. This will be seen by your manager and will provide a reminder as to the request. (e.g. 5 days annual leave for summer holiday).
2	**Part day** can be selected if the annual leave only covers a portion of the day. You will need to enter the hours and minutes worked for a part day.
3	Enter the **from** and **to** dates. The **from date** should be the first day of the annual leave. The **to date** should be the last day of your leave request. If one day of leave is requested, then the **from** and **to** date should be the same. Leave can stretch across a weekend, College Closure Days and public holidays, but your entitlement will not be used on non-working days.
4	The **total time** is calculated using the information entered previously. This is used to sense check that the information was input correctly. Days will be converted to hours where 1 Day = 7 hours.
5	Click **submit.** This will then be sent to your line manager for the request to be approved. An email will also be sent to you.

On the employee calendar, requested annual leave is shown in green and is not approved. Once an annual leave request is confirmed, it will be displayed in black as shown in the examples below.

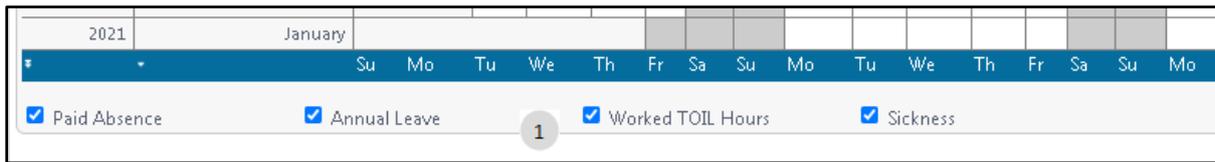Annual leave pending authorisation

Authorised annual leave

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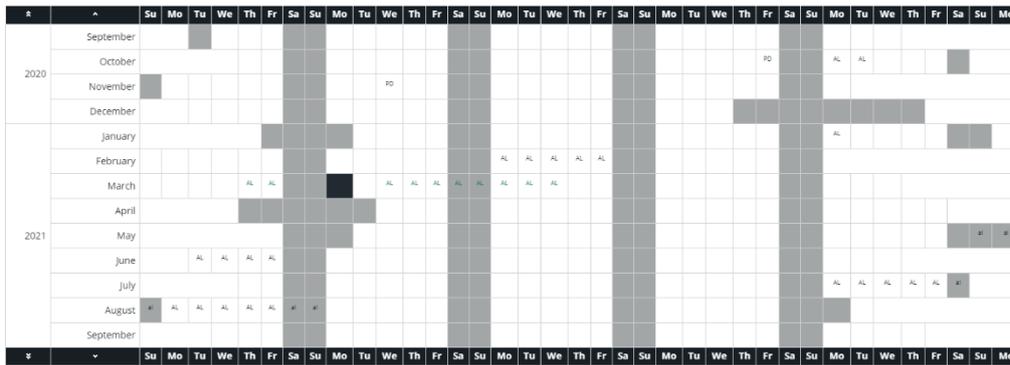
✓ Annual Leave ✓ Paid Absence

NOTE: A lower case 'al' means annual leave is on a day when entitlement is not used e.g. weekend or public holiday.

View requested leave

Under **My Leave and Absence, My Calendar** you will be able to see all types of leave on the main calendar.

1	Depending on whether you want to view annual leave (holiday) or different types of leave, these can be accessed by ticking the appropriate type underneath the calendar window.

To see only your annual leave history, click **Open AL History.**


You can also see your requested annual leave in a list by accessing the **My request history** menu on the left-hand screen menu.

This screen displays all the periods of absence you have requested, pending, confirmed and taken.

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Amending a TOIL request before authorisation

You can view, or withdraw pending requests before they are authorised by your manager.

Navigate to **My Leave and absence > My request history** task
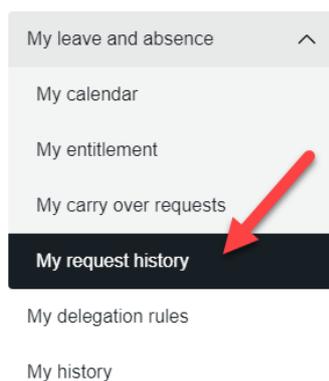
This screen displays all the periods of absence you have requested, pending, confirmed and taken.

Click the request and then click **withdraw**. **NOTE:** Any requests that have not yet been approved will have the status of **submitted.**


Amending a request after authorisation

Under the **Leave and absence > My calendar** task you can view edit or delete the request by clicking **open AL leave** and then clicking **view, edit** or **delete.** This might be used if a mistake was made or you wish to withdraw the leave request application. Any edits will still need to be approved by your manager.

Created Date	Employee	Type	Description	From	To	Action
30/11/2020		AL	Annual Leave	01/08/2021	08/08/2021	View Edit Delete
30/11/2020		AL	Annual Leave	26/07/2021	31/07/2021	View Edit Delete
30/11/2020		AL	Annual Leave	30/05/2021	04/06/2021	View Edit Delete
03/08/2020		AL	Annual Leave	15/02/2021	19/02/2021	View Edit Delete
22/01/2021		AL	Annual Leave	25/01/2021	25/01/2021	View Edit Delete
19/10/2020		AL	Annual Leave	26/10/2020	27/10/2020	View Edit Delete

View Entitlement Details   **View Team Calendar**

Team Calendar

You can see whether team members who report into the same line manager as you are on leave at the time that you wished to take. **NOTE:** It is not possible to see what the reason of other team member's absence is.
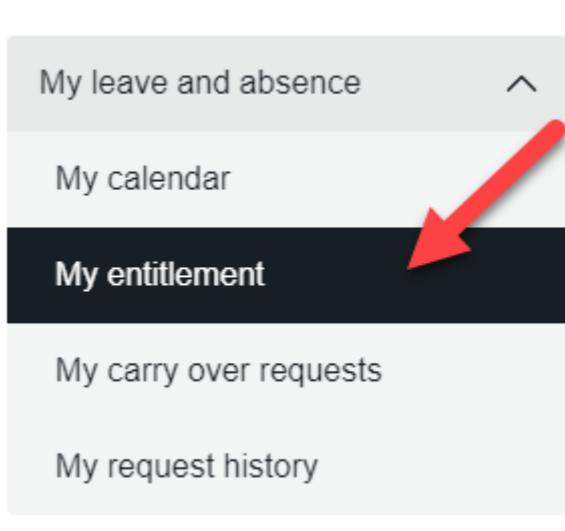
From the left-hand menu expand **My Leave and Absence** and click **My Entitlement.**

To view your annual leave entitlement, select **Annual leave** from the drop-down list.
This screen shows the number of hours of annual leave that you are entitled to, have taken and have booked within the current year.

NOTE: The current balance refers to what you have left as of the current day, not factoring in future booked annual leaves. Outstanding balance factors in future booked annual leave.

NOTE: All entitlements are displayed in hours, 7 hours is the equivalent to 1 day.

```
View Entitlement
    Select Absence Type      Annual Leave ▼

    Entitlement Period from 01/08/2019 to 30/06/2020

    Current Post         :
    As at Date           : 17/07/2020
    Unit Type            : Hours

    Entitlement          : 128.15
    Taken                : 7
    Booked               : 0
    Current Balance      : 121.15
    Outstanding Balance  : 121.15
```

Carrying forward to the next leave year

In exceptional circumstances, and with the approval of your Manager and Head of Department, annual leave can be carried forward to the next leave year.

Manual adjustments

If there is a discrepancy between the entitlement shown on MyView and the number of annual leave hours an employee has available to them during a leave year contact HROperations@rhul.ac.uk for investigation.

Log off

Whenever you have finished using MyView it is important to sign out of the system. Do not share your MyView password with anyone and do not save data from the system to ensure compliance with GDPR.