Paid, unpaid and other absences

Requesting paid and unpaid absences

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**Introduction**

Absence management is the process in MyView used for logging an absence from work, whether that be due to sickness or an authorised absence. This guide should be used in conjunction with the [Absence management policy](#) and the [Flexible working policy](#).

As a staff member, you will be able to request paid and unpaid absences and time off in lieu. (Please note that there is a separate guide for requesting annual leave).

**Paid absences**

Paid absences provide a record of absences in MyView for the manager and staff member.

Paid absence reasons include:
- Antenatal
- Conference
- Medical
- Reservist
- Special leave
- Volunteering
- Work from home
- Compassionate leave
- Jury service
- Public duties
- Self-Isolation
- Training
- Work at other institution

**Unpaid absences**

Unpaid absences provide a record of absences in MyView for the manager and staff member and initiates a deduction from pay.

Unpaid absence reasons include:
- Absent without leave
- Compassionate leave
- Jury service
- Public duties
- Self-Isolation
- Training
- Antenatal
- Conference
- Medical
- Reservist
- Special leave
- Volunteering
Request a paid or unpaid absence
Under My leave and absence on the left-hand menu, click My calendar

Add details of the absence.
To record this employee as absent, fill in the information below.

1. In the comments enter a description of the paid/unpaid absence to supplement the request (e.g. Attendance at MyView training event in Birmingham). This comment will be seen by the approver.

2. Part day can be selected if the paid/unpaid absence 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 absence. The To date should be the last day of the absence. If one day of absence is requested, then the from and to date should be the same. Absence periods can stretch across a weekend, College Closure Days and Bank Holidays.

4. The total time is calculated using the information entered previously. Managers should use this to sense check that the information was input correctly. Here any days will be converted to hours where 1 Day = 7 hours.

5. Select the applicable reason for the paid absence from the dropdown menu.

6. Click submit. This will then be sent to your line manager for the request to be approved.

**View requested absences**

Under Leave and Absence, My calendar you will be able to see all types of leave on the main calendar.
On the employee calendar, requested absences are shown in green. Once an absence request is confirmed, it will be displayed in black.

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

Under **My leave and absence, My calendar** you will be able to see all types of leave on the main calendar. To see only your paid/unpaid absence history, click **Open PAID History** for paid absences or **Open UNPAID History** for unpaid absences.

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<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Action</th>
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<tbody>
<tr>
<td>AL</td>
<td>Annual Leave</td>
<td>Request New</td>
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<td>Open AL History</td>
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<tr>
<td>CAREER</td>
<td>Career Break</td>
<td>Request New</td>
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<td>Open CAREER History</td>
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<tr>
<td>PAID</td>
<td>Paid Absence</td>
<td>Request New</td>
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<td>RETURN</td>
<td>Phased Return to Work</td>
<td>Request New</td>
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<td></td>
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<td>Open RETURN History</td>
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<td>SAB</td>
<td>Sabbatical Leave</td>
<td>Request New</td>
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<td>Open SAB History</td>
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<td>SICK</td>
<td>Sickness</td>
<td>Request New</td>
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<td>Open SICK History</td>
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<td>TOIL</td>
<td>Book TOL Hours</td>
<td>Request New</td>
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<td>Open TOIL History</td>
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<td>UNPAID</td>
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<td>Request New</td>
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<td>Open UNPAID History</td>
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<td>WTOIL</td>
<td>Worked TOL Hours</td>
<td>Request New</td>
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<td></td>
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<td>Open WTOIL History</td>
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</tbody>
</table>

You can also see your requested absences in a list by accessing **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.
Amending a 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 My Leave and absence > My calendar task you can view edit or delete the request by clicking Open paid absence and then clicking View, Edit or Delete. This can be used if a mistake was made or you want to withdraw the absence request. All edits will need to be approved by your manager before they are enacted within the system.
Team Calendar

You can see whether team members who report into the same line manager as you are absent at the time that you wished to take. **NOTE:** It is not possible to see what the reason of other team members leave is.

Time off in Lieu

**Worked time off in lieu**

*Worked TOIL hours* should be used to log agreed overtime that you have worked or will be working so that you can subsequently claim time off at a later stage. **NOTE:** Time off in lieu needs to be claimed and booked off in increments of 15 minutes. The system will not allow you to book increments outside of these amounts.

Click *request new* by *Worked TOIL hours.*
Book time off in lieu

Book TOIL hours should be used after you have worked extra hours and you wish to claim them back. To use this feature you should therefore have a positive TOIL balance. Your balance can be seen by opening My calendar under the My Leave and Absence menu.

Navigate to the My Leave and Absence > My calendar screen

Click request new under book TOIL hours.

Enter a comment about why the extra time worked is being requested. NOTE: A discussion with your manager should already have taken place and the time worked should be part of fulfilling the College’s business requirements.

Enter the date in which the extra time was worked.

Enter the times / total time in the format hh/mm. NOTE: Time off in Lieu needs to be claimed in increments of 15 minutes. The system will not allow you to claim increments outside of these amounts.

Click submit. This will then be sent to your manager for approval.
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 TOIL request after authorisation**

Under **My leave and absence > My calendar** task you can view edit or delete the request by clicking **worked TOIL hours** and then clicking **View, Edit** or **Delete**. This can be used if a mistake was made or you want to withdraw the TOIL request. All edits will still need to be approved by your manager. **NOTE:** Time off in Lieu will still need to be claimed and booked off in increments of 15 minutes.

If the request has previously been approved by the manager, a request will be sent to your manger to approve the edit or cancellation.
Sign out
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 off of the system to ensure compliance with GDPR.