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
- Compassionate leave
- Conference
- Jury service
- Medical
- Public duties
- Reservist
- Self-Isolation
- Special leave
- Training
- Volunteering
- Work at other institution
- Work from home

Unpaid absences

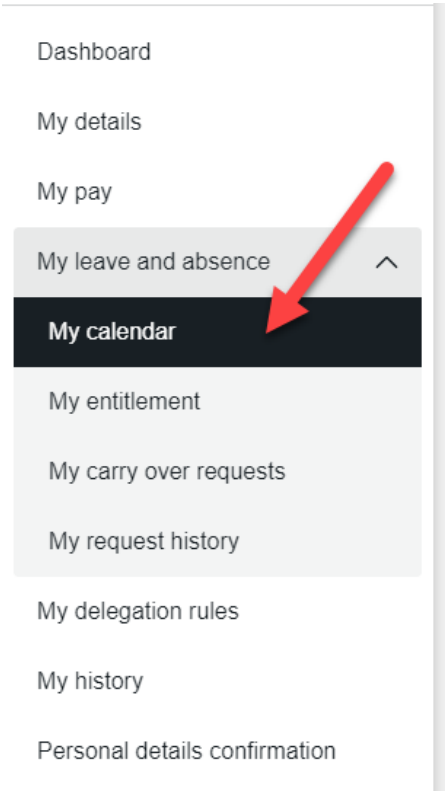
Unpaid absences provide a record of absences in MyView for the manager and staff member and initiates a deduction from pay.

Unpaid absence reasons include:

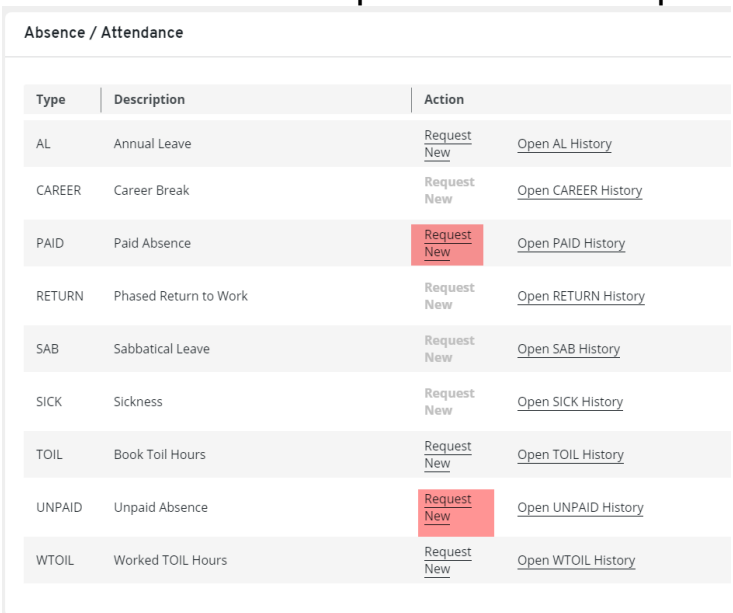
- Absent without leave
- Antenatal
- Compassionate leave
- Conference
- Jury service
- Medical
- Public duties
- Reservist
- Self-Isolation
- Special leave
- Training
- Volunteering

Request a paid or unpaid absence

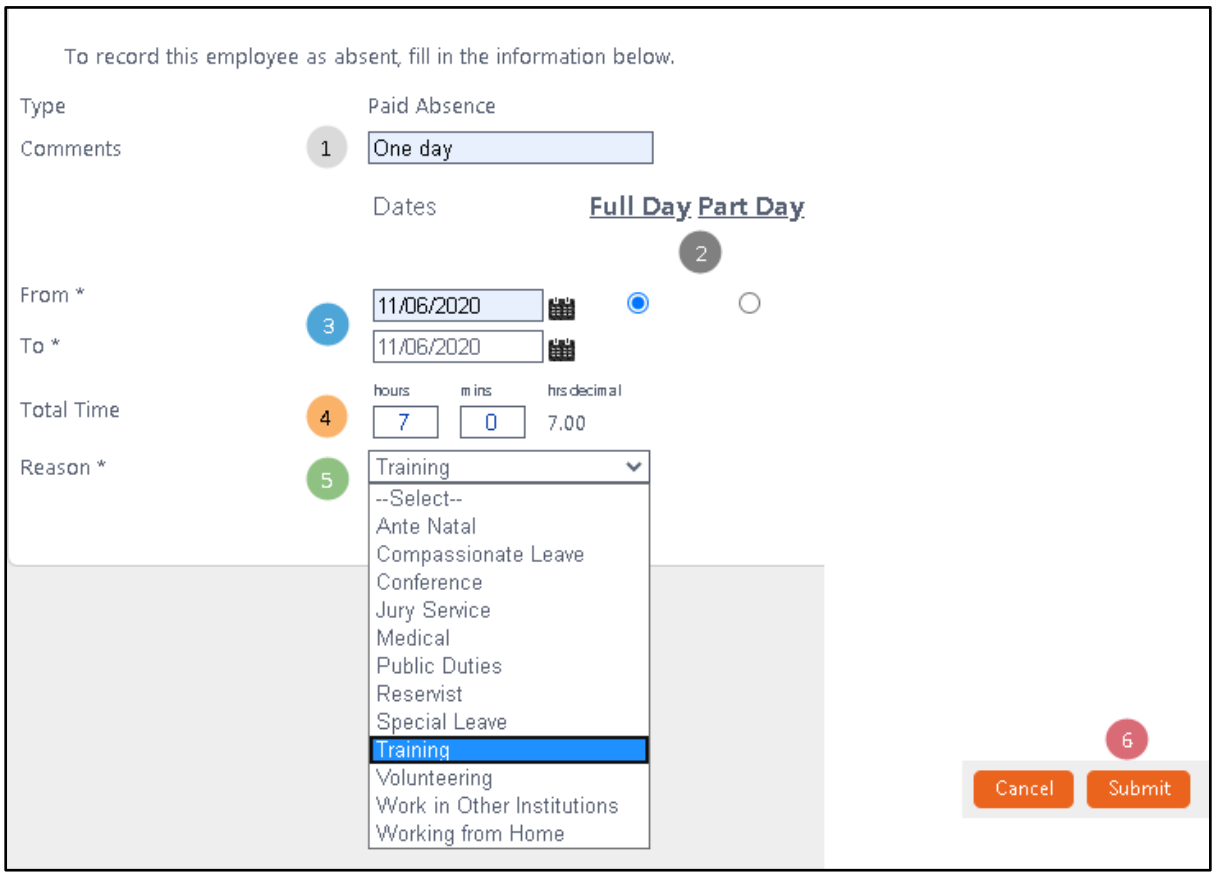
Under **My leave and absence** on the left-hand menu, click **My calendar**



Under **Paid Absence** or **Unpaid Absence** click **Request New**.



Add details of the absence.

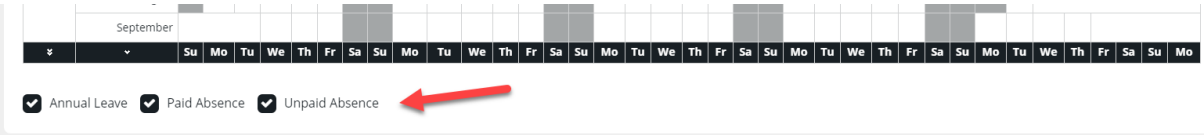


1	In the **comments** enter a description of the paid/unpaid absence to supplement the request (e.g. Attendance at MyView training event in Birmingham). This comment will be seen by the approver.
2	**Part day** can be selected if the paid/unpaid absence only covers a portion of the day. You will need 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

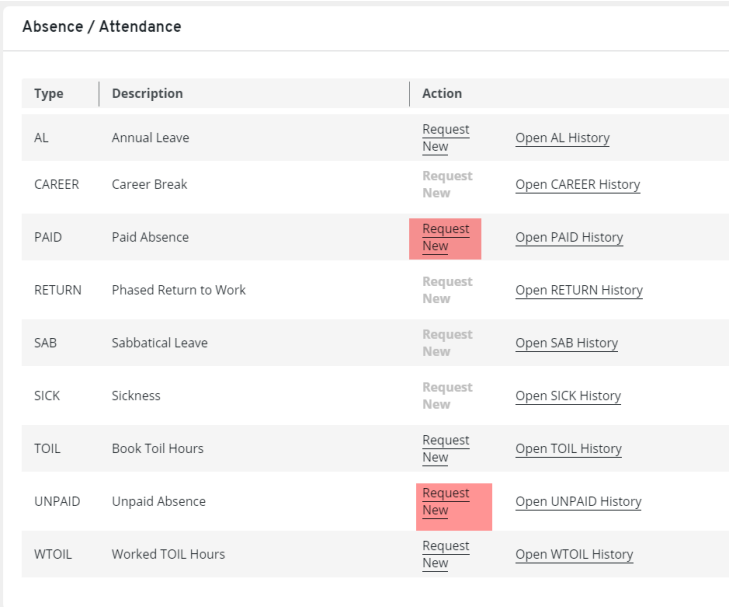
Under **Leave and Absence, My calendar** you will be able to see all types of leave on the main calendar.

On the employee calendar, requested absences are shown in green. Once an absence request is confirmed, it will be displayed in black.



1 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.



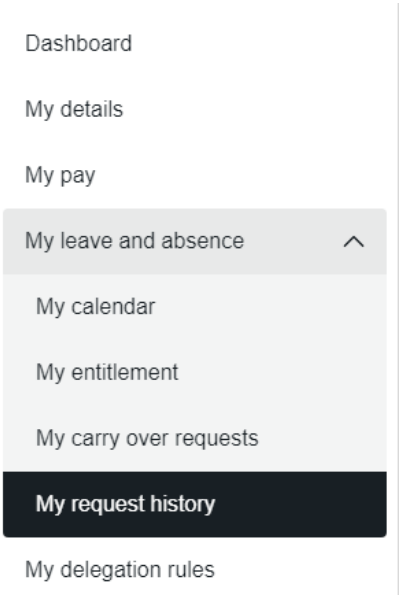
You can also see your requested absences in a list by accessing **My Request History** menu on the left-hand screen menu.

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

Amending a request before authorisation

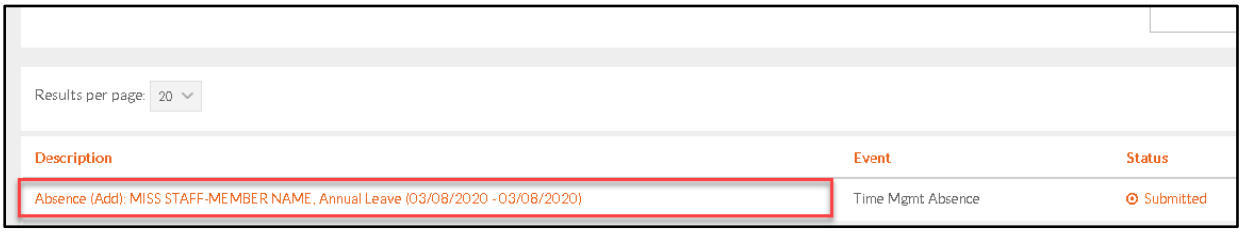
You can view, or withdraw pending requests before they are authorised by your manager.

Navigate to **My Leave and absence > My request history** task



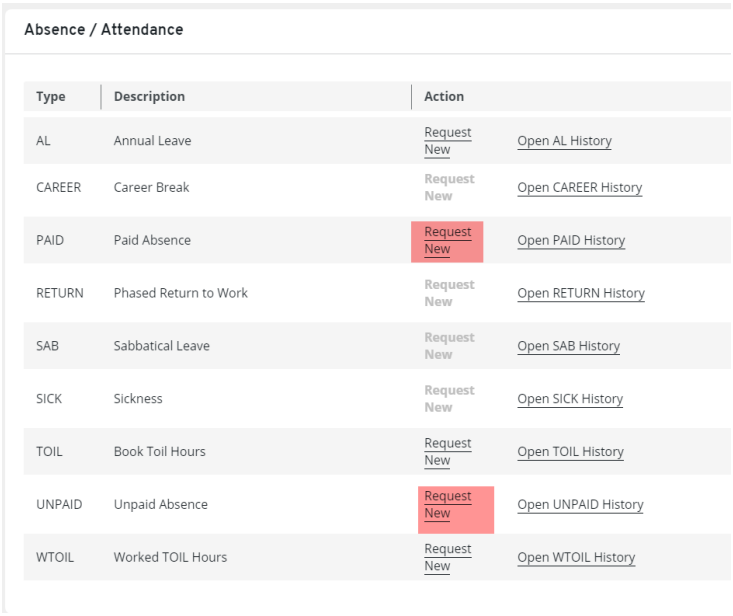
This screen displays all the periods of absence you have requested, pending, confirmed and taken.

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.



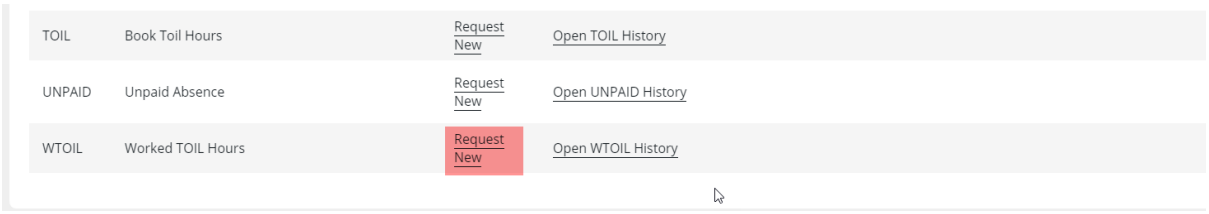
Team Calendar

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.

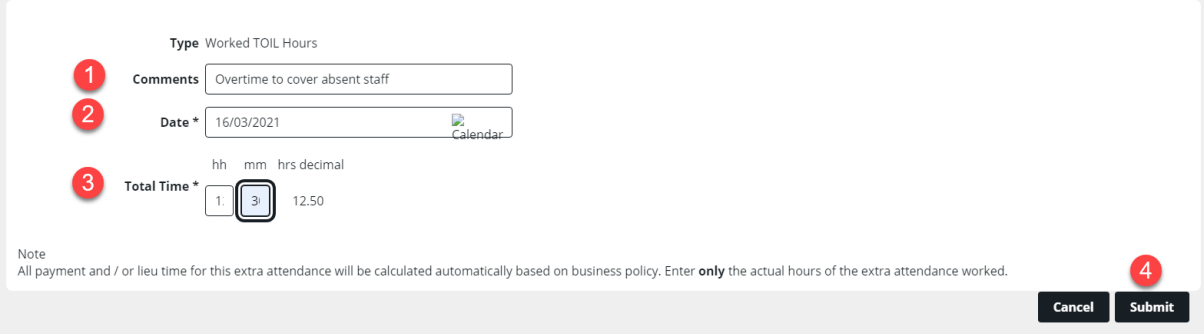
Time off in Lieu

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.**



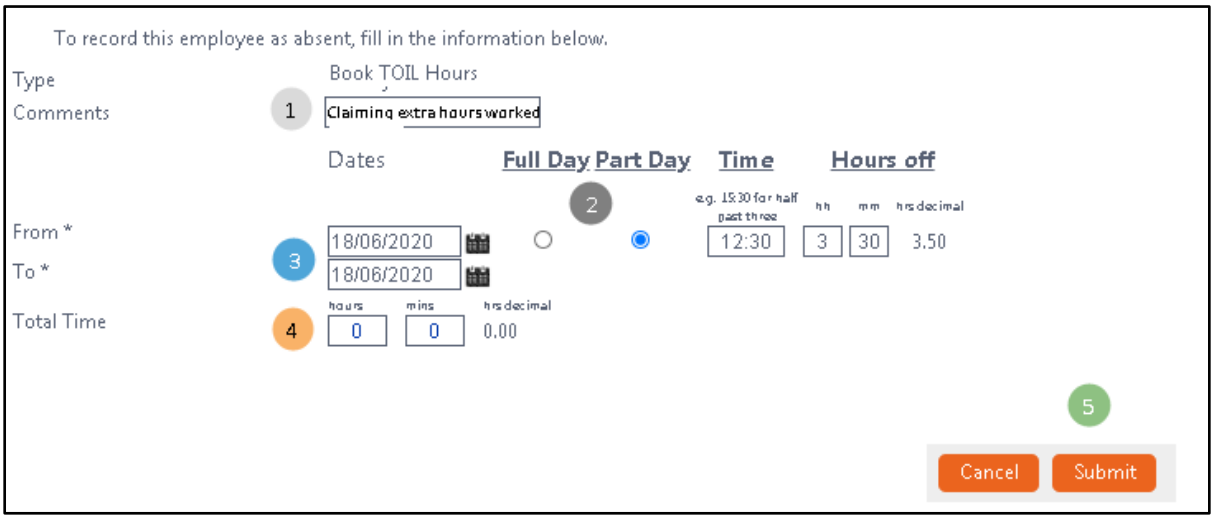
1	Enter a **comment** about why the extra time worked is being requested. **NOTE:** A discussion with your manager should already have taken place and the time worked should be part of fulfilling the College's business requirements.
2	Enter the **date** in which the extra time was worked.
3	Enter the **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.
4	Click **submit**. This will then be sent to your manager for approval.

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.**



1	Enter a **comment** about why the time off in lieu is being requested. E.g. ' Claiming extra hours worked over fresher's week'
2	**Part day** can be selected if the time off in lieu only covers a portion of the day. You will need to enter the hours you want to book off for that part day.
3	Enter the **from** and **to** dates. **NOTE:** Time off in Lieu needs to be booked off in increments of 15 minutes. The system will not allow you to book increments outside of these amounts.
4	The **total time** is calculated using the information entered previously. This is used to sense check that the information was inputted correctly. Here any days will be converted to hours where 1 Day = 7 hours.
5	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.

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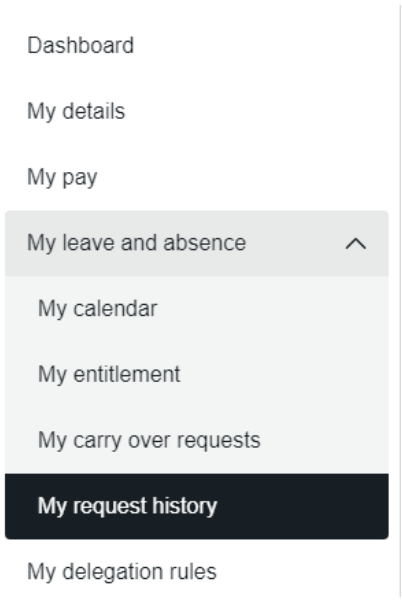
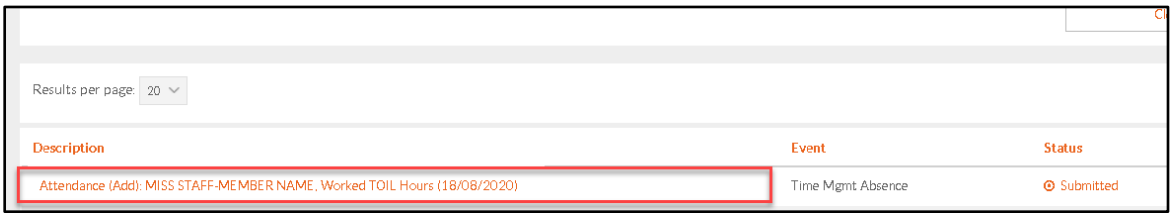


This screen displays all the periods of absence you have requested, pending, confirmed and taken.

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.