MyView: Leave Management (Part-Time Employee) – How to Request Leave

This video will demonstrate how part-time employees request annual leave and flexi leave on MyView.

Firstly, you will be required to add the Leave widget to your MyView dashboard. When you log-in to MyView click the spanner tool next to ‘Employee Actions’ from the left-hand menu panel. This will display dashboard widgets that are currently available to you. Select ‘Annual Leave Balance’. The widget will now be added to your dashboard.

You will see your available leave is displayed on the widget.

Whereas full time employees working a standard working day, will have their leave entitlements calculated in days, Part-Time employees or those working compressed hours will have their holiday entitlement calculated in hours. Employees who are in the flexi scheme can also book flexi days (regardless of whether they work full time or part time). Please note, the system does not replace the current flexi recording system.

It is good practice to check team cover in your service area prior to requesting leave, as this may influence your manager’s decision when authorising your leave requests. We therefore recommend that you review the Team Calendar prior to requesting leave.

To view the team calendar, select ‘employee leave’ from left hand menu panel, then select ‘My Leave Calendar’. If you have multiple posts, select the post you are submitting the leave request against and click ‘next’. This screen will display your personal calendar, continue to the bottom of the screen and click ‘view team calendar’ to access your teams’ calendar.

Once open, the team calendar displays employees who report to your manager, as well as your manager, and it will display their approved leave. For GDPR reasons, all types of leave for all other employees in your team are recorded as generic absence. This is a handy tool to check other leave arrangements prior to submitting your leave request.

Now you have checked the team calendar, you are ready to request leave. Please return to your main dashboard by clicking the home icon.

Within the annual leave balance widget, click ‘request’ and then select the leave type you are requesting. You have the option of annual leave, and if applicable to your post – flexi leave.

Complete the request form accordingly ensuring all mandatory fields are populated. The comments box is optional, but additional information can be included if required. Please note any comments will be seen by your manager.

Select the from and to days that you are requesting leave against. At this stage, as a part time employee you are required to use the ‘confirm planned work time’ icon to ensure that the correct number of hours are taken for the leave, according to your working hours on those days.

This button will open a new screen where you will be required to populate the hours you would normally work for the dates you are submitting the leave against. This is important so that the system takes the correct number of hours from your entitlement. Once correctly updated, click save.

As an extra safeguard, an alert will appear to confirm you are not requesting a full week’s leave. Click
save to disregard this message, and you will be returned to the initial request form.

You will notice that the system has now pre-populated the total hours being requested for this period of leave.

As a Part-time employee you are required to submit leave requests for Bank Holidays that fall on any of your normal working days. Additional hours have been added to your annual leave entitlement to account for all bank holidays. Therefore, to ensure a correct leave balance going forward you must ensure these are booked and authorised. The leave request should include the number of hours you would ordinarily work on that day.

For example, if you usually work on a Monday, you will be required to submit all bank holiday Monday’s as annual leave. We recommend that you submit leave requests for bank holidays at the start of the leave year to ensure you have an accurate leave balance moving forward. We also advise that you include ‘Bank Holiday’ in the comments section on these leave requests, so that it is easily identifiable.

Please also note that leave requests for non-consecutive days will need to be submitted as separate leave requests. For example, Monday, Wednesday, Friday would need to be requested as 3 separate days.

Once the request is complete, click ‘submit’. The request has now been sent to your manager and is pending approval, please note that your entitlement on the widget will not adjust until the request has been authorised by your manager. Once the request has been approved, you will receive an e-mail notification. If the request is approved, there is no further action required.

Please note that you can check the status of your leave requests within the ‘My Leave form history’ section of ‘Employee Leave’ at any time. Locate the relevant request and click the drop-down arrow from the right-hand side of the form. This will display the form status - a green tick for approved leave, an amber circle for pending authorisation, or a red cross for rejected. For further details of the date/time and authoriser of the request, select the authorisation progress bar and additional details will then display.

If you require any further information or support, please do not hesitate to contact the MyView Team on 03000 269919. Alternatively, you can e-mail us on MyView@durham.gov.uk