Leave Management – Frequently Asked Questions

1. My Leave Balance widget has disappeared, what do I do?
   If you accidently close a widget on your MyView dashboard, select the ‘spanner’ tool next to ‘Employee Actions’ from the left-hand menu panel. Click ‘+’ next to ‘Leave Balance’, and the widget will be added to your dashboard.

2. Can I submit annual leave for the new leave year before April?
   Yes, MyView automatically generates your entitlement for the next leave year in advance of the leave period commencing. However, please note that your balance will only display the current leave year entitlement. If you submit and have leave approved for the next leave year, your entitlement for the new leave year will reflect the necessary deductions on your leave balance widget when the new entitlement is displayed from April 1st.

   Please note, future leave balances are subject to change if your working arrangements change – i.e. change of hours.

3. Will the system reflect my purchase of additional annual leave?
   Yes, the MyView widget on your MyView Dashboard system will accurately show your full annual leave entitlement – including any purchased additional annual leave. This information is being manually keyed into the system as requests are processed.

4. How do I request half a day annual leave?
   Full-time employees who receive their entitlement in days will have an option to submit half day requests. Select either ‘1st Half’ or ‘2nd Half’ to reflect if you are requesting a.m. or p.m. half day leave. As you work standard hours, the system automatically deducts half a day.

   For part-time employees, or those working compressed hours arrangements, you will be required to request the relevant number of hours for a half day in line with your working hours for that day. For example, if your working hours are 7.5 hours on the day you wish to take annual leave, then a half day request should be submitted for 3 hours 45 minutes. However, if your working hours are 9 hours on the day you wish to take annual leave, then a half day request should be submitted for 4 hours 30 minutes. Please note that annual leave requests should always be recorded as hours and minutes.

5. What if I book annual leave and wish to change it to flexi-leave at a later date?
   If your annual leave request has already been approved, but you need to make subsequent changes, you must first remove the initial approved annual leave request, and submit a new flexi leave request.
To do this, select ‘employee leave’ from the left-hand menu panel, then select ‘My Leave Calendar’. Select your relevant leave history (either FLEXI History, or HOLS History) to locate the relevant leave period. Delete the absence that needs to be removed. Confirm the deletion by clicking submit.

A deletion request will then be sent to your manager for approval, once the deletion has been authorised by your manager, this will remove the annual leave period and re-instate the entitlement to your annual leave balance. You can now create a new flexi leave request. It is important to wait until the withdrawn request has been approved by your manager prior to submitting a new leave request for the same date.

6. I am part-time/work compressed hours, why do I need to book bank holidays as annual leave?

Part-time employees and those working compressed hours are required to submit annual leave requests for Bank Holidays that fall on any of your normal working days. Additional hours have been added to your annual leave balance at the start of the leave year to account for all bank holidays.

To ensure a correct annual leave balance going forward you must ensure these are booked and authorised. The annual 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 annual leave requests for bank holidays at the start of the leave year to ensure you have an accurate annual leave balance moving forward. We also advise that you include ‘Bank Holiday’ in the comments section on these annual leave requests, so that it is easily identifiable for you and your manager.

7. What will my entitlement be if I work full-time but work a compressed working pattern within the week (for example if I work a mix of longer and shorter days but a total of 37 hours)?

If we have not been informed of pre-agreed compressed hours arrangements, your leave entitlement will display in days. However, we can change this to reflect the compressed hours working pattern and the leave entitlement will transfer into hours. If you work a compressed working pattern and your leave is calculated in hours, your leave balance will include all of the bank holidays. Therefore, you must remember to submit annual leave requests for Bank Holidays that fall on any of your normal working days. To ensure a correct annual leave balance going forward you must ensure these are booked and authorised. The annual leave request should reflect the number of hours you would ordinarily work on that day.

8. My Team Calendar does not show all of my team?

For data security purposes, the team calendar is configured to display employees with the same reporting line, therefore you will only have access to those employees who report to the same manager as you. We encourage employees to maintain current processes of discussing leave arrangements with wider employees your leave will affect, and to also continue utilising Microsoft Outlook Calendars to record leave.
9. Am I still permitted to carry forward unused annual leave into the next leave period?

In line with Annual Leave Guidance, where it has been difficult or impractical for an employee to take all their annual leave by the end of March, for either work related or personal reasons, an employee is entitled to carry annual leave forward to the following year (with the agreement of their line manager). This is normally subject to a limit of 5 days, which must be taken by 30 April. The new leave management system will automatically carry forward 5 days of annual leave (or the equivalent to if part-time), if unused at 31 March. The carried forward leave must be booked, authorised and taken by 30 April as your balance will automatically remove the carried forward leave at this stage.

10. Will my entitlement update if I change posts/hours?

The system has been configured to enable annual leave entitlements to be automatically calculated each year as well as taking into account changes of posts/hours mid-way through the year which affect entitlements.

As the system is date driven, subsequent changes to your contracted hours will affect your entitlement. For example, if you increase your working hours from 20 hours to 37 hours with an expected end date of 31 March, the system will allocate your entitlement based on working 37 hours until 31 March. However, if there is a contract change and you subsequently reduce your hours prior to 31 March, your annual leave entitlement will be adjusted accordingly.

11. Does the annual leave system replace the current flexi-recording system?

No, whilst the new Leave Management module available on MyView enables employees to request and have annual/flexi leave authorised via MyView – effectively replacing the hard copy holiday cards currently in place. It does not replace the current flexi recording sheet. Therefore, there is an expectation that employees continue to maintain their flexi-sheet, and record annual leave accordingly on the flexi-sheet (i.e. ‘h’ or ‘H’). Managers should continue to monitor flexi-sheets accordingly.

12. Do I use the leave management system to record TOIL?

No, the Leave Management module available via MyView enables employees to request and have annual/flexi leave authorised via MyView – replacing the hard copy holiday cards currently in place. Any informal TOIL arrangements should continue to be managed with your line manager.

13. Am I able to request annual leave retrospectively?

All leave requests should be submitted and subsequently checked/approved by a manager in a timely manner to ensure sufficient service provision can be maintained. However, the system does permit the submission of retrospective leave. The usual process will apply regarding the requesting and approval of any such leave requests.
14. What happens to my leave balance during, and upon return from maternity leave?

In line with the current Maternity Policy, an employee’s normal annual leave entitlement and bank holiday entitlement continues to accrue during maternity/adoption leave and Shared Parental Leave.

It is possible to carry forward holidays from one annual leave year to the next where the period of maternity/adoption leave, or SPL will continue over two annual leave years. In this situation, the employee should take a proportionate amount of their holiday allocation before their maternity/adoption/shared parental leave begins and the remaining holiday from that leave year should then be added to the end of their leave. The employee should receive a substitute day of leave for each bank holiday that occurs during their maternity/adoPTION leave or SPL.

The employee should discuss their annual leave arrangements with their manager and HR Advice & Support, and also ensure this is communicated with HR Operations & Data (to ensure adjustments can be made to leave balances going forward in these circumstances) before their maternity/adoPTION leave commences.