1 Introduction

This document is a guide to using the MyView Annual Leave Module. This module enables employees to request and have annual/flexi leave authorised via MyView.

1.1 What is MyView Dashboard?

MyView Dashboard is a web based self-service system which allows employees and managers to view and edit their own personal details online.

MyView Dashboard supports the Council's objective of making processes more efficient and streamlined.

Revised user guidance documentation to support the use of MyView Dashboard and Frequently Asked Questions are available via www.durham.gov.uk/MyView.

Providing access to MyView Dashboard via the internet will give you 24/7 access allowing you to:

- View and update personal information, including name, address and emergency contact information.
- View, download and print payslips and P60 statements.
- Submit mileage and expenses claims as well as uploading receipts.
- Employees will be able to submit training requests for managers to authorise.
- Managers will be able to view expense submissions, authorise, and reject claims if required.

1.2 What is new about MyView Dashboard?

As well as providing access over the internet, MyView Dashboard has an enhanced look and feel and is much more intuitive to use. MyView Dashboard has a number of features and benefits including:

- Enhanced navigation, usability and appearance – MyView Dashboard can be accessed using smart devices mobile phones and tablets
- Customisable widgets that provide quick access to information
- Appearance and functionality has been improved
- The ability to view authorisation progress across all MyView Dashboard forms
- Removal of Payslip and P60 printing and postage costs by enabling access to e-Payslips and P60 documentation.
1.3 What is the Annual Leave Module?

The Annual Leave Management module provides a facility to digitise annual and flexi leave management to enable employees to request and have annual/flexi leave authorised via MyView.

The Leave Management module allows employees to submit annual/flexi leave requests from inside and outside of the Council network. Prior to requesting and approving, employees and managers will be able to view their ‘MyTeam’ calendar to ensure adequate office cover. Once the leave is authorised, employees will have a reducing balance of leave entitlement displayed on their MyView dashboard. Please note, whilst this does not replace the flexi recording system, it does allow employees to book flexi leave.

The module also ensures a standardised calculation of annual leave. The system has been configured to enable annual leave entitlements to be automatically calculated each year as well as considering changes of posts/hours mid-way through the year which affect entitlements, handling of annual leave during periods of sickness/maternity in addition to awarding additional holidays in line with continuous service and the treatment of annual leave carried over at year end, in line with Council policies.
2 Adding the Annual Leave widget to your Dashboard

When you first log-in to MyView, select the ‘spanner’ tool next to Employee Actions from the left hand menu panel.

This will display dashboard widgets that are currently available to you. Click the + next to Annual Leave Balance for the Widget to be added to your Dashboard.

The Annual Leave Balance Widget will remain on your Dashboard for easy access to request Annual Leave or Flexi Leave (where applicable).

You will see your leave entitlement is displayed on the widget. 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. Your flexi leave balance will show a reducing balance. Employees and managers should refer to the Flexi Guidance on the intranet for details of entitlements.
3 Checking your Team Calendar (Employees)

It is good practice to check team cover 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 the left-hand menu panel, and 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 team’s 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 work group are recorded as **generic absence (ABS)**. This is a handy tool to check other leave arrangements prior to submitting your leave request.

4 Checking your Team Calendar (Managers)

Managers may be required to check their direct reportees as well as other colleagues reporting to their manager to determine if there is sufficient team cover prior to requesting leave.

To check the leave of your own team as well as the wider teams within your service area select **MyPeople** on MyView.
Select the **MyPeople Absence Calendar**, click **Team Absence**

This will display a number of filters that can be applied to your view, you can select ‘whole team’, ‘people individually’, and ‘direct reports’. You can also select the ‘+’ icon next to an employee to display their direct reportees and their team leave calendar.

Select the employees whose leave you wish to review and click next. The selected employees leave calendar will then be displayed.

This is a handy tool to check other leave arrangements prior to submitting your leave request.

To check the team calendar of your direct peers, refer to the steps detailed in section 3, **Checking your Team Calendar (Employees)**.
5 Requesting Annual Leave and Flexi Leave – Full Time Employees

To submit an Annual Leave or Flexi Leave request, click on the Request icon on the Annual Leave Balance Widget, and select the leave type you are requesting.

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.

The system will auto populate the total time required. Please 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 by your manager, you will receive an e-mail notification. If the request is approved, there is no further action required.

6 Requesting Annual Leave and Flexi Leave – Part Time Employees

Employees are entitled to a minimum of 26 days annual leave, plus bank holidays, rising to 31 days per annum after 5 years continuous local government service. 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.

In addition, part-time employees or those working non-standard days are required to submit leave for bank holidays. Entitlements have therefore been inflated to account for this.

Many of our part-time staff have more than one post and the system permits leave in multiple posts. At this stage, if an employee has more than one part-time post, they will need to select the relevant post they are submitting leave against.

Once you have selected the appropriate post (if applicable), to submit an Annual Leave or Flexi Leave request, click on the Request icon on the Annual Leave Balance Widget, and select the leave type you are requesting.
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.

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 by your manager, you will receive an e-mail notification. If the request is approved, there is no further action required.

7 My Leave Form History

Employees can check the status of 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.

8 Changing or Cancelling Leave Requests

Leave requests cannot be updated whilst pending approval, but it is possible to withdraw your request before it has been approved. This removes the request from the system and your manager will receive a notification confirming the cancelled request, because the leave was pending approval your leave entitlement will not be changed.

To do this, select My Leave Form History from the left-hand Employee Leave menu column

Locate the appropriate request which can be identified as pending approval by the amber submitted status icon
Open the request and click **Withdraw**

Your manager will receive a notification confirming the cancelled request, because the leave was pending approval your leave entitlement will not be changed.

If your leave request has been rejected by your manager, or timed out, you will receive an e-mail notification. The e-mail notification will confirm the request has been rejected or timed out because it was not processed in the standard 30 days. Please note that as your request has been rejected, your leave entitlement will not be reduced. Reasons for the rejection will not be included in the e-mail, therefore please discuss this with your manager if you have any queries.

Please click the link within the e-mail notification, or log-in to MyView to locate your rejected request within the form history menu.

Locate the rejected request which can be identified as rejected by the red **rejected** status icon.

Open the request and select **re-open**.
The request will then sit in your open queue.

Open the request form. If the request had timed out, you can easily click submit whilst in the form – the request will then be re-sent to your manager (this prevents you needing to put the request through again from the start). If the request has been rejected for other reasons, you can make any amendments accordingly – this will be quicker than keying in a new request, click submit once the request is ready to be re-sent for approval.

If a leave request has already been approved, but you need to make subsequent changes, you must first remove the initial approved leave request, and submit a new request. To do this, select employee leave from the left-hand menu panel, and select My Leave Calendar.

![Image of leave management system](image-url)
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 leave period and re-instate the entitlement to your balance. You can now create a new leave request if required.

9 Managers – Approving/Declining Leave Requests

When an employee submits a leave request, you will receive an e-mail notification which notifies you which team member has submitted a leave request, and the relevant dates of the request. Follow the link within the e-mail to log-in to MyView and access the leave request.

Having logged into MyView, the **authorisation** widget will display any outstanding tasks which require your authorisation. Within the widget, click the downward arrow next to **Time Mgmt Absence**. This will display your pending requests.

Click the employee’s name to open the leave request.
It is good practice to check team cover of your reportees prior to approving leave. We therefore recommend that you review your Team’s Calendar prior to approving any leave. Whilst in the request, select **view team calendar**. The calendar will display you as a manager as well as your direct reportees and their approved leave, so you can easily determine if there is sufficient team cover prior to approving any pending leave requests.

Please note for GDPR reasons, all types of leave for all other employees in your work group are recorded as **generic absence (ABS)**.

Once you have checked team cover, select **return** to return to employees the leave request.
Review the details of the employees leave request carefully and select **authorise** or **reject**.

If a request has not been authorised or rejected within 30 calendar days, it will be automatically rejected, and the request will be returned to the employee. The employee will be notified via e-mail of the outcome of their leave request.

**Additional Details**

Whereas full-time employees working a standard working day will have their leave entitlements calculated in days, and will automatically receive bank holiday entitlements, part-time employees or those working non-standard days will have their holiday entitlement calculated in hours and are required to submit leave for bank holidays. Entitlements have therefore been inflated to account for this.

Employees have been advised to submit bank holidays at the start of each leave year to ensure an accurate leave balance moving forward. We have also encouraged leave requests for bank holidays to be reflect ‘bank holiday’ in the comments box for easy identification.