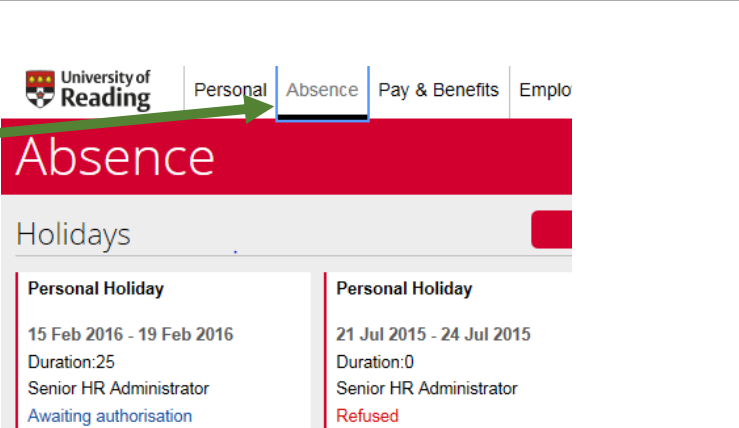


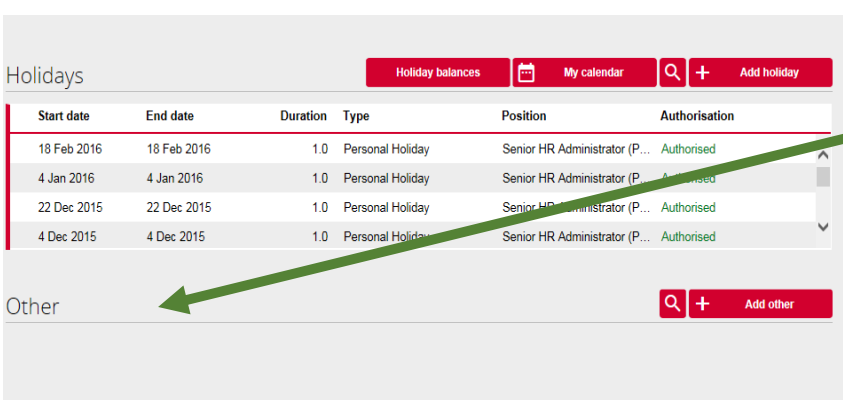
# EMPLOYEE SELF SERVICE

## Unpaid leave: requesting unpaid over 8 weeks

This Quick Reference Guide is for staff who are requesting period of unpaid leave from the University which is over 8 weeks. Please speak with your reporting manager to discuss this request prior to booking.

Once you have logged into Employee Self service on the ESS homepage, click on the **Absence** tab

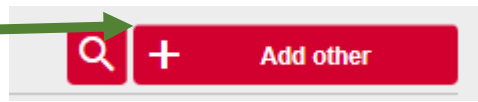


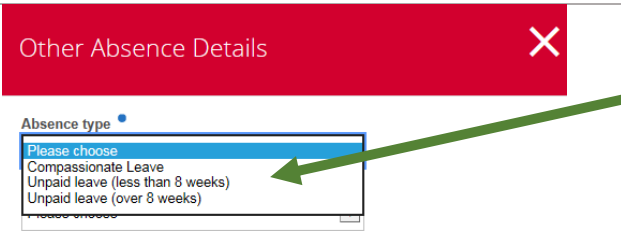


On this page you will find 2 options, one marked **Holidays** and an additional one showing **Other**.

Because there is no automatic entitlement for **Other** types of leave this will not have any entries, until a request has been made.

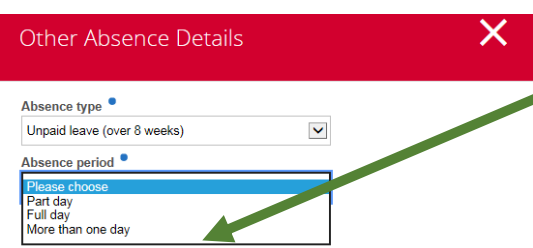
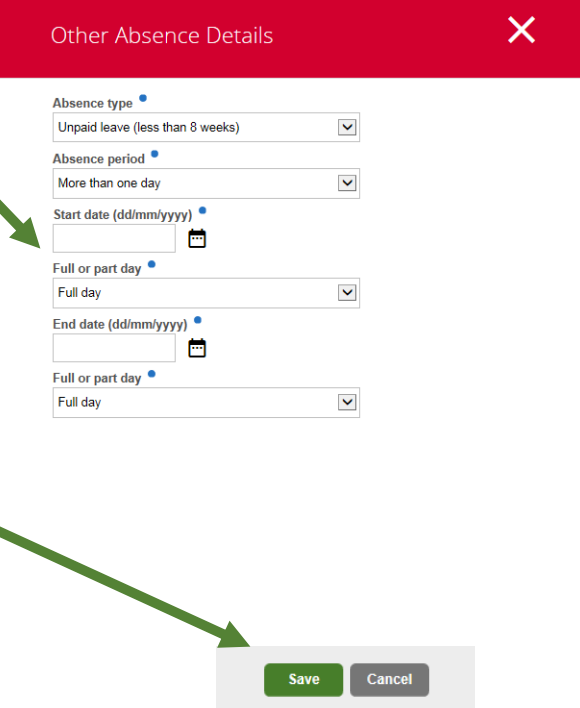
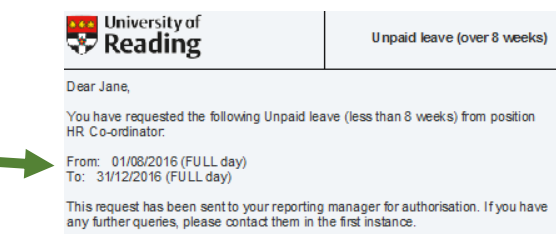
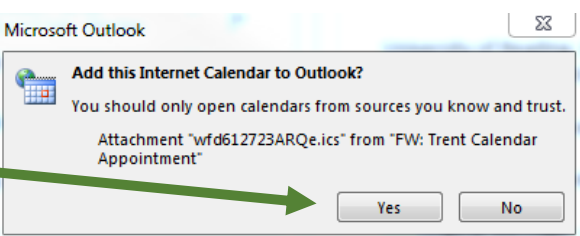
Select **Add other** (which will be to the right of Other).



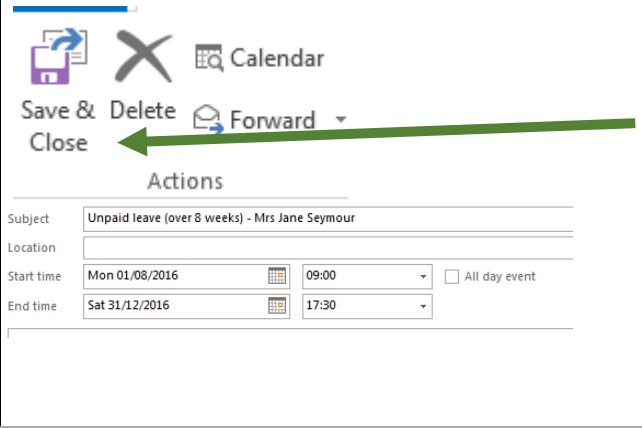
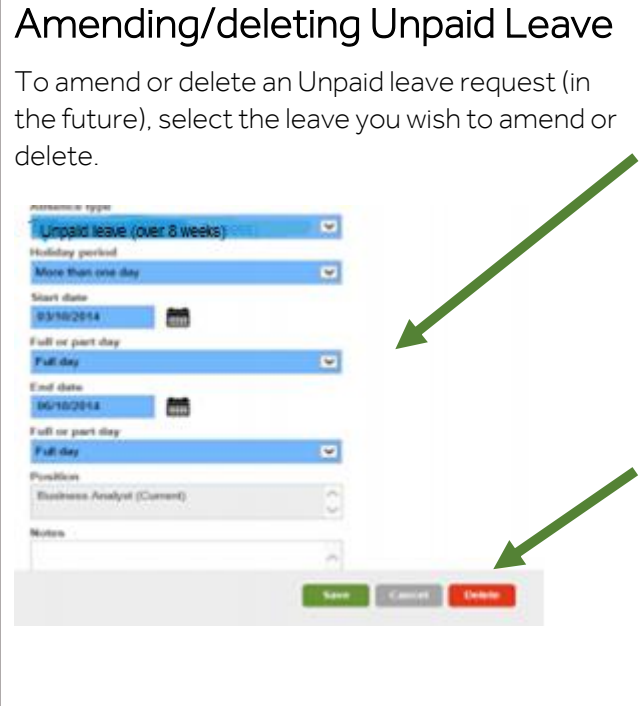
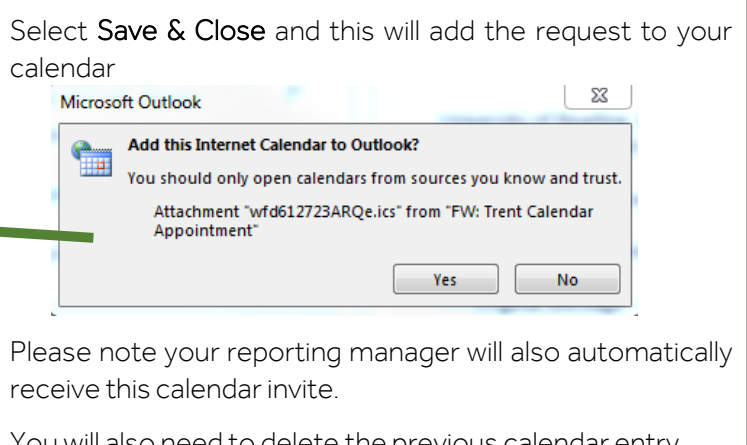


In **Absence type** select **Unpaid leave (over 8 weeks)** from the drop down box.

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	<p><b>Absence Period:</b> 3 options will appear, but as this is over 8 weeks, please select 'More than one day'</p> <p>On selecting this other context-sensitive menus appear.</p>
<p><b>More than one day:</b> by selecting this option, you will be prompted for the start and end dates of your Unpaid leave. The start day will be the first day you are taking Unpaid leave and the end date will be the day before you return to work (do not make separate bookings for this period). 2 menus for 'Full day or part day' will also appear to allow you to specify whether the start and end dates of your Unpaid Leave will be taken as full or half-day Unpaid Leave.</p> <p>Click <b>Save</b> to request these details</p>	
<p>You will receive a confirmation of the request via email and your Reporting manager will also receive a notification via email in order to authorise or reject this request.</p>	
<p>Once Unpaid leave has been approved you will receive a confirmation email with a calendar invite. You will need to open the email and <b>double</b> click on the attachment a message box will appear select <b>Yes</b></p>	

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	<p>Select <b>Save &amp; Close</b> and this will add the request to your calendar</p> <p>Please note your reporting manager will also automatically receive this calendar invite.</p>
<p><b>Amending/deleting Unpaid Leave</b></p> <p>To amend or delete an Unpaid leave request (in the future), select the leave you wish to amend or delete.</p> 	<p><b>Amend:</b> By changing the dates and clicking 'Save' your Reporting Manager will receive an email alert to the amendment and will have to authorise this in the same way. Once a decision has been made, you will receive an email notification.</p> <p>To <b>delete</b> an Unpaid leave request, click the <b>red</b> delete button. This will not need to be authorised and manager will receive automatic cancellation. (you will also need to cancel the calendar entry).</p>
<p><b>For amendments only;</b> Once the amended Unpaid leave has been approved you will receive a new confirmation email with a calendar invite. You will need to open the email and <b>double</b> click on the attachment a message box will appear select <b>Yes</b>.</p>	<p>Select <b>Save &amp; Close</b> and this will add the request to your calendar</p>  <p>Please note your reporting manager will also automatically receive this calendar invite.</p> <p>You will also need to delete the previous calendar entry.</p>

For further information on booking Unpaid leave (over 8 weeks) via Employee Self Service, please see the ESS Absence section of the HR Website which includes a selection of guides and FAQs

<http://www.reading.ac.uk/internal/humanresources/humres-absence.aspx>