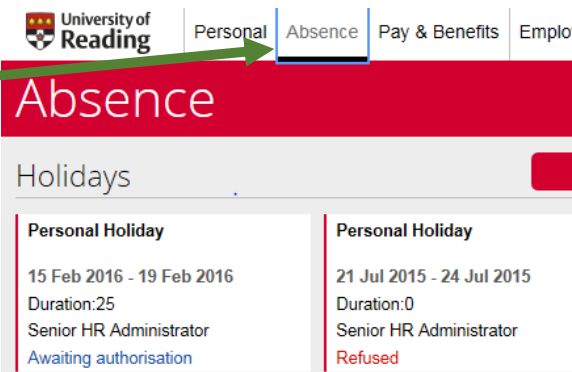


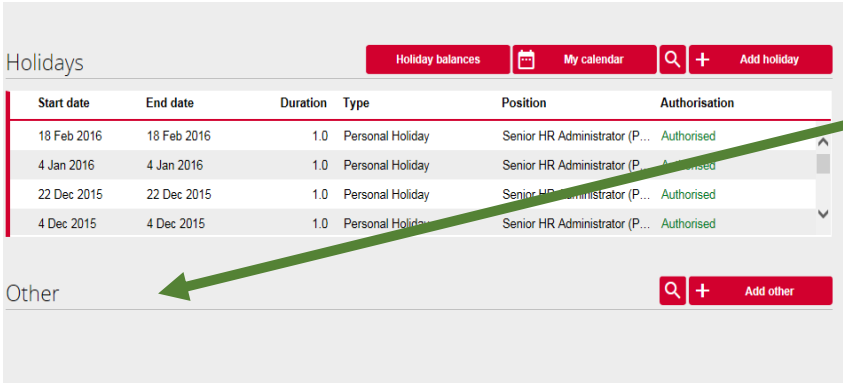
EMPLOYEE SELF SERVICE

Unpaid leave: requesting unpaid leave less than 8 weeks

This Quick Reference Guide is for staff who are requesting a period of unpaid leave from the University which will last less than 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



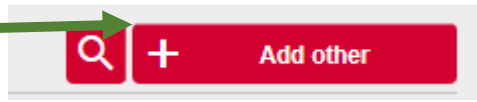


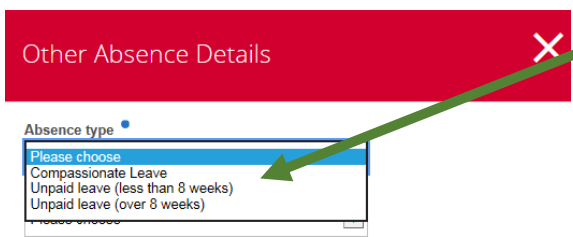
Start date	End date	Duration	Type	Position	Authorisation
18 Feb 2016	18 Feb 2016	1.0	Personal Holiday	Senior HR Administrator (P...	Authorised
4 Jan 2016	4 Jan 2016	1.0	Personal Holiday	Senior HR Administrator (P...	Authorised
22 Dec 2015	22 Dec 2015	1.0	Personal Holiday	Senior HR Administrator (P...	Authorised
4 Dec 2015	4 Dec 2015	1.0	Personal Holiday	Senior HR Administrator (P...	Authorised

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).









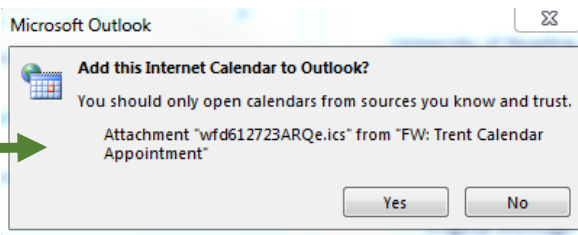


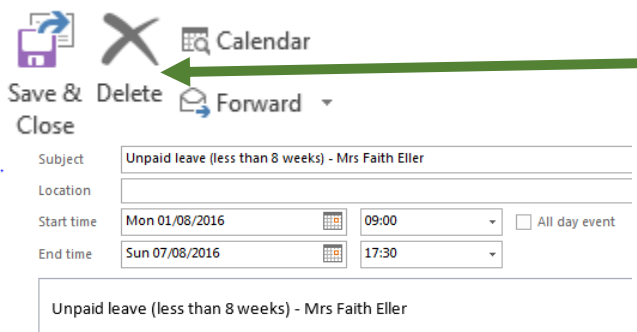

In **Absence type** select **Unpaid leave (less than 8 weeks)** from the drop down box.

Absence period: There are 3 options, 'Part day', 'Full day' or 'More than one day'.

EMPLOYEE SELF SERVICE

<div data-bbox="145 304 791 405" style="background-color: #c00000; color: white; padding: 5px;"> Other Absence Details ✕ </div> <div data-bbox="177 421 560 602"> <p>Absence type</p> <p>Unpaid leave (less than 8 weeks) <input checked="" type="checkbox"/></p> <p>Absence period</p> <p>Please choose</p> <ul style="list-style-type: none"> Part day Full day More than one day </div>	<p>Depending on which one you choose, other context-sensitive menus may appear.</p>				
<p>Part day: you will be prompted for the Start Date and another menu ('Morning or afternoon') will appear. To request a half day's Unpaid Leave select 'Morning' or 'Afternoon' from this menu. <u>Note: This is half of your day according to your working pattern.</u> e.g. if you work 4 hours on a Thursday, a ½ day booking will be for 2 hours.</p> <p>Full day: Use when requesting a full single day's Unpaid Leave. You will be prompted for the Start Date.</p> <p>More than one day: This option allows you to request one or more consecutive full or part-days Unpaid Leave. If you select this, you will be prompted for the start and end dates of your Unpaid leave. The start date 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 if the period exceeds one week). 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 at the start and end of the period.</p> <p>Click Save 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>	<div data-bbox="804 680 1394 757" style="background-color: #c00000; color: white; padding: 5px;"> Other Absence Details ✕ </div> <div data-bbox="858 770 1171 1099"> <p>Absence type</p> <p>Unpaid leave (less than 8 weeks) <input type="checkbox"/></p> <p>Absence period</p> <p>More than one day <input type="checkbox"/></p> <p>Start date (dd/mm/yyyy)</p> <p><input type="text"/></p> <p>Full or part day</p> <p>Full day <input type="checkbox"/></p> <p>End date (dd/mm/yyyy)</p> <p><input type="text"/></p> <p>Full or part day</p> <p>Full day <input type="checkbox"/></p> </div> <div data-bbox="1027 1330 1286 1391" style="text-align: right; margin-top: 20px;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </div>				
<p>You will receive an email with this request as will your reporting manager.</p>	<div data-bbox="826 1872 1347 2056"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: center;">  </td> <td style="width: 40%; text-align: center;"> Unpaid leave (less than 8 weeks) </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> Dear Faith, You have requested the following Unpaid leave (less than 8 weeks) from position HR Co-ordinator: From: 01/08/2016 (FULL day) To: 07/08/2016 (FULL day) This request has been sent to your reporting manager for authorisation. If you have any further queries, please contact them in the first instance. </td> </tr> </table> </div>		Unpaid leave (less than 8 weeks)	Dear Faith, You have requested the following Unpaid leave (less than 8 weeks) from position HR Co-ordinator: From: 01/08/2016 (FULL day) To: 07/08/2016 (FULL day) This request has been sent to your reporting manager for authorisation. If you have any further queries, please contact them in the first instance.	
	Unpaid leave (less than 8 weeks)				
Dear Faith, You have requested the following Unpaid leave (less than 8 weeks) from position HR Co-ordinator: From: 01/08/2016 (FULL day) To: 07/08/2016 (FULL day) This request has been sent to your reporting manager for authorisation. If you have any further queries, please contact them in the first instance.					

EMPLOYEE SELF SERVICE

<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 double click on the attachment a message box will appear select Yes</p> 	
<p>Amending/deleting Unpaid Leave</p> <p>To amend or delete an Unpaid leave request (in the future), select the leave you wish to amend or delete.</p>  	<p>Amend: By changing the dates and clicking 'Save' your Reporting Manager will receive an email alert to the amendment, and will have to authorise this. Once a decision has been made, you will receive an email notification.</p> <p>Again once this is approved you will receive a confirmation email and revised calendar invite.</p> <p>To delete an Unpaid leave request, click the red delete button.</p>
 	<p>Select Save & Close and this will add the request to your calendar.</p> <p>You will also need to remove previous calendar entry.</p> <p>Please note your reporting manager will also automatically receive this calendar invite.</p>

For further information on booking annual leave 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>