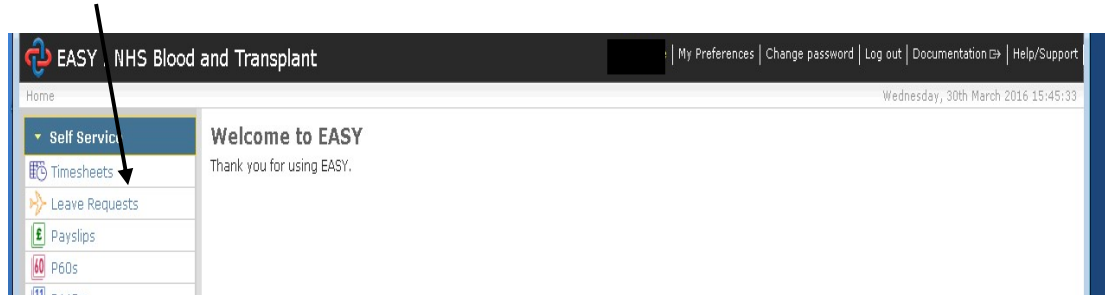




EASY Annual Leave Guide

1. Your annual leave record

Once you have logged into EASY: click on the **Self Service** banner and then **Leave Requests** to view your annual leave record and request annual leave.



Leave Request screen - You will be able to view your personal annual leave record under the **Overview** banner

Overview for Leave Period Starting 1st April 2016			
Joined NHS	26th November 1979	Assignment Start	24th September 2001
Base Entitlement	292.50 Hours	Leave Planned (not requested)	0.00 Hours
Bank Holidays	Included in entitlement	Leave Requested (not authorised)	0.00 Hours
Leave Bought Forward	0.22 Hours	Leave Authorised (not taken)	41.67 Hours
		Leave Already Taken	250.00 Hours
Total Entitlement	292.72 Hours	Leave Carried Forward	1.05 Hours
Remaining Leave	0.00 Hours	Overall total this year (including planned)	292.72 Hours

To see the calculation of your annual leave hours, click on the icon next to your base entitlement.

From	To	Percentage of Leave Year	Entitlement							FTE	Amount
			Description	Duration Type	Includes Public Holidays	Public Holiday Amount	Entitlement Amount (under 5 years)	Entitlement Amount (over 5 under 10 years)	Entitlement Amount (over 10 years)		
1st April 2016	31st March 2017	100.00%	Default Entitlement	Hours		45.00	202.50	217.50	247.50	1.00	292.50

If you think there is something wrong then speak to your manager who will check and ask for your record to be amended if necessary.

2. Requesting annual leave

Overview for Leave Period Starting 1st April 2016			
Joined NHS	26th November 1979	Assignment Start	24th September 2001
Base Entitlement	292.50 Hours	Leave Planned (not requested)	0.00 Hours
Bank Holidays	Included in entitlement	Leave Requested (not authorised)	0.00 Hours
Leave Bought Forward	0.22 Hours	Leave Authorised (not taken)	41.67 Hours
		Leave Already Taken	250.00 Hours
Total Entitlement	292.72 Hours	Leave Carried Forward	1.05 Hours
Remaining Leave	0.00 Hours	Overall total this year (including planned)	292.72 Hours

Unsubmitted Requests	Add/Edit
Submitted Requests	Unsubmit Withdraw

To enter a request for annual leave, click on the **Add/Edit** button under the **Unsubmitted Requests** banner. You will be taken to the **Add/Edit** screen.

its > Add/Edit Wednesday, 24th September 2014 16:57:08

Employee Name (56985632): Job Title Save Reset

▼ Leave Requests

From	To	Working Days	Hours	Comment
<input type="text"/> 📅	<input type="text"/> 📅	<input type="text"/>	<input type="text"/>	<input type="text"/> 📄

▶ Carry Leave Forwards

Leave request from – enter the first full date of annual leave in the ‘From’ section. You can do this by either typing the date or select from the calendar using the calendar icon at the side of the box. You should include any TOIL days, weekends or bank holidays that ‘make up’ or fall within your leave period.

its > Add/Edit Wednesday, 24th September 2014 16:57:46

Employee Name (56985632): Job Title Save Reset

▼ Leave Requests

From	To	Working Days	Hours	Comment
<input type="text"/> 📅	<input type="text"/> 📅	<input type="text"/>	<input type="text"/>	<input type="text"/> 📄

▶ Carry Leave Forwards

Leave request to – enter the last date of annual leave in the ‘To’ section. You can do this by either typing the date or select from the calendar using the calendar icon at the side of the box. You should include any TOIL days, weekends or bank holidays that ‘make up’ or fall within your leave period.

It is possible for a request for annual leave to be made retrospectively, for example, when you need to take leave at short notice. You should agree this with your manager at the time and can then make the annual leave request in EASY up to 1 month after the date(s) have passed.

its > Add/Edit Wednesday, 24th September 2014 16:58:09

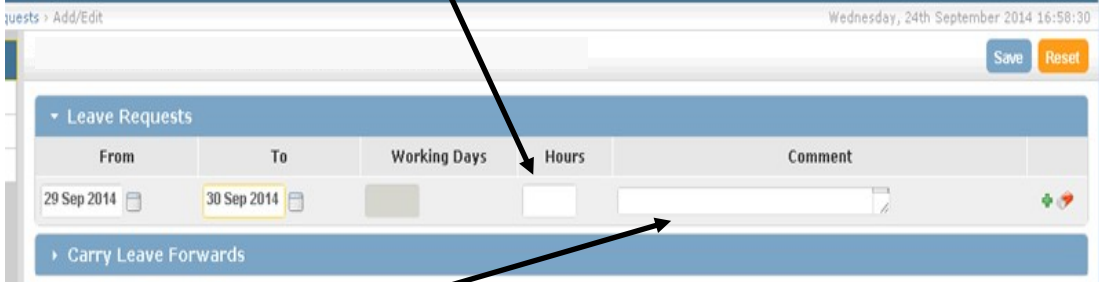
Employee Name (56985632): Job Title Save Reset

▼ Leave Requests

From	To	Working Days	Hours	Comment
<input type="text"/> 📅	<input type="text"/> 📅	<input type="text"/>	<input type="text"/>	<input type="text"/> 📄

▶ Carry Leave Forwards

Hours – enter the total number of hours' leave being requested.



Wednesday, 24th September 2014 16:58:30

Save Reset

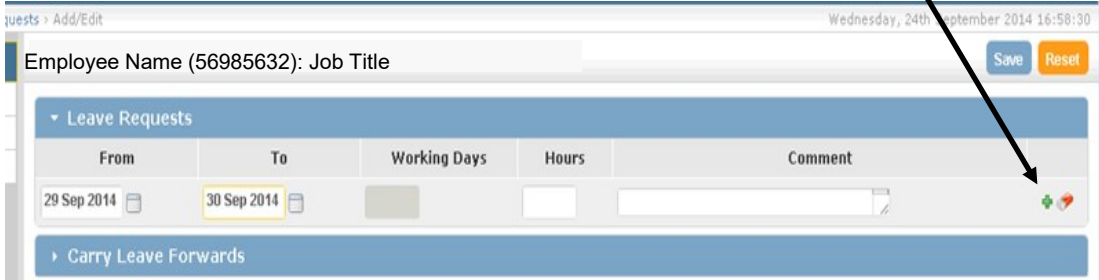
Leave Requests

From	To	Working Days	Hours	Comment
29 Sep 2014	30 Sep 2014			

Carry Leave Forwards

In the comments box - you should include details of any TOIL days, weekends or bank holidays that 'make up' or fall within the requested annual leave period.

To record several annual leave requests – click on the small **green plus** icon to generate further request lines.



Wednesday, 24th September 2014 16:58:30

Employee Name (56985632): Job Title

Save Reset

Leave Requests

From	To	Working Days	Hours	Comment
29 Sep 2014	30 Sep 2014			

Carry Leave Forwards

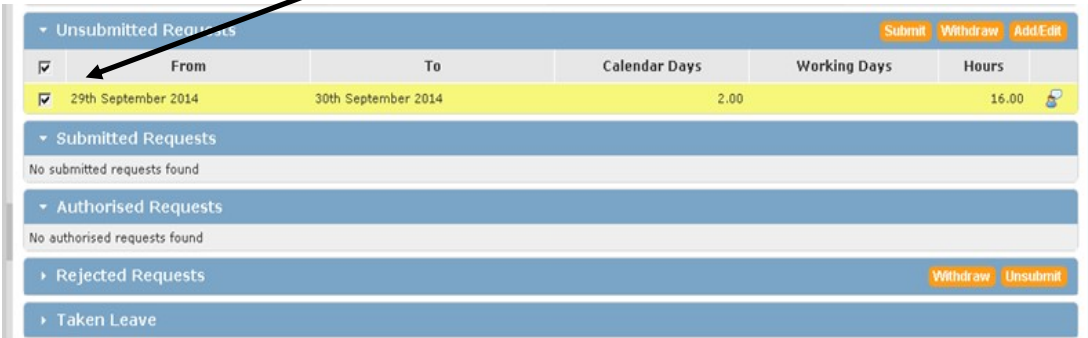
Once your request is complete click on the blue **Save** button.

You will receive a message, at the top of the screen, confirming that your leave requests have been saved.



Saved annual leave requests will appear under the **Unsubmitted Requests** banner in readiness for submission to your manager for approval.

Next submit your annual leave requests for approval. Highlight the annual leave you are submitting by putting a tick in the small box(s) and click submit button.



Unsubmitted Requests

Submit Withdraw Add/Edit

<input type="checkbox"/>	From	To	Calendar Days	Working Days	Hours
<input checked="" type="checkbox"/>	29th September 2014	30th September 2014		2.00	16.00

Submitted Requests

No submitted requests found

Authorised Requests

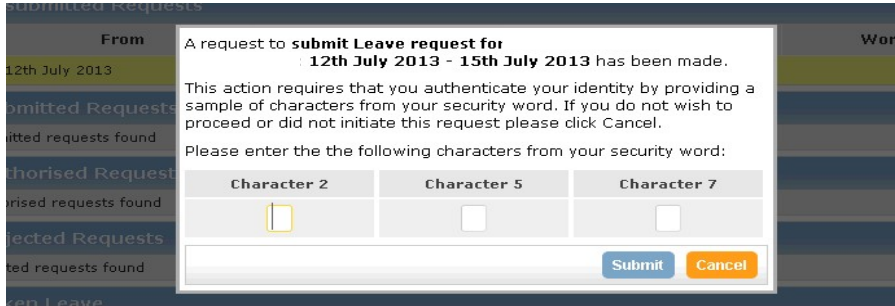
No authorised requests found

Rejected Requests

Withdraw Unsubmit

Taken Leave

Enter the 3 characters from your security word to submit your request for authorisation.



Submitted annual leave requests will now appear under the **Submitted Requests** banner ready to be authorised or rejected by your manager.

Unsubmitted Requests Add/Edit					
	From	To	Calendar Days	Working Days	Hours
Submitted Requests Unsubmit Withdraw					
<input type="checkbox"/>					
<input type="checkbox"/>	29th September 2014	30th September 2014		2.00	16.00

3. Authorised annual leave

Once authorised by your manager the annual leave will appear under the **Authorised Requests** banner.

Submitted Requests					
No submitted requests found					
Authorised Requests					
	From	To	Calendar Days	Working Days	Hours
<input type="checkbox"/>					
<input type="checkbox"/>	23rd May 2017	30th May 2017		8.00	37.50

4. Taken annual leave

Once the last day of the leave period has passed the annual leave will show under the **Taken Leave** banner. At this point it transfers to ESR to generate any payments due.

Taken Leave			
	From	To	Hours
	9th September 2014	12th September 2014	32.00
	28th July 2014	8th August 2014	64.00
	11th June 2014	11th June 2014	8.00
	1st July 2014	1st July 2014	8.00
	6th May 2014	9th May 2014	32.00

5. Withdrawing an annual leave request

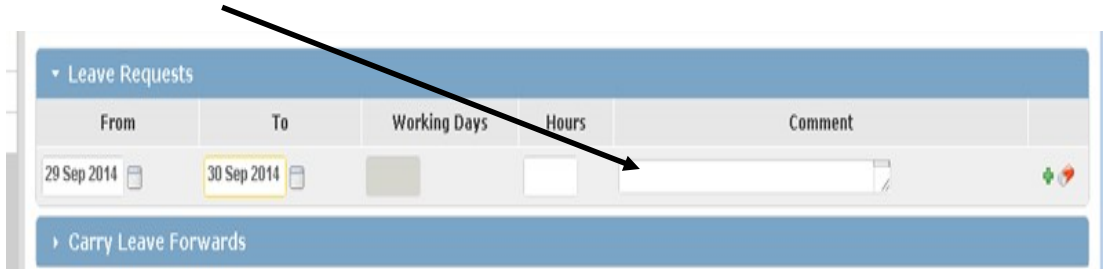
Annual leave which has been submitted (but which is not authorised) can be withdrawn at any time.

For authorised annual leave requests, you should speak to your approver and ask if you can cancel your leave, your approver must then reject your leave.

6. Amending an annual leave request

If you want to amend a leave request, e.g. to reduce a request for 22.5 hours to 15 hours, you should withdraw your original request and re-submit a new request for the revised hours/period.

It is not possible to amend a request as the original request is approved in full and any new request also must be approved in full. When amending, a leave request you should speak to your approver and you could also add a comment to advise/confirm that this replaces a previously approved request.



From	To	Working Days	Hours	Comment
29 Sep 2014	30 Sep 2014			

Carry Leave Forwards

7. Rejected annual leave requests

Your manager may reject your annual leave request and so if rejected leave will appear under the **Rejected Requests** banner.



	From	To	Calendar Days	Working Days	Hours
<input type="checkbox"/>	29th September 2014	30th September 2014	2.00		16.00

Withdraw Unsubmit

Taken Leave

Click on the **exclamation icon** to view the rejection reason.

The rejected leave request should be either withdrawn (to remove completely) or unsubmitted (to amend and re-submit).

To do this highlight the annual leave by putting a tick in the small box and then click **Withdraw** to remove or **Unsubmit** button to move the leave request back to the **Unsubmitted Requests** banner to enable amendment or withdrawal.

8. Carrying forward annual leave to subsequent leave years

To **carry forward** annual leave to next leave year click on the **Add/Edit** button under the **Unsubmitted Requests** banner.

Click on the **Carry Leave Forward** banner to expand.

From	To	Working Days	Hours	Comment
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
▾ Carry Leave Forwards				
Take From	Days	Hours	Comment	
<input type="text"/> 01 Apr 2016 01 Apr 2017	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Take From – select the required leave year from the drop-down box, take care that the correct leave year has been selected.

For example; leave year commencing April 2016 (is 2016/17) and April 2017 (is 2017/18).

Hours / Comments – enter the required number of hours you are asking to carry forward in the **Hours** box and enter any comments in the **Comment** box, particularly if the carry forward is exceptional.

Save and submit your request for carry forward in the same way as a leave request. Once your request has been authorised the carried forward leave will be seen under the **Overview** banner as **Leave Carried Forward**.

Leave Planned (not requested)	0.00 Hours
Leave Requested (not authorised)	0.00 Hours
Leave Authorised (not taken)	41.67 Hours
Leave Already Taken	250.00 Hours
Leave Carried Forward	1.05 Hours
Overall total this year (including planned)	292.72 Hours

When you select the following leave year the leave brought forward will be shown under the **Overview** banner as **Leave Brought Forward**. It will also be added into your **Total Entitlement**.

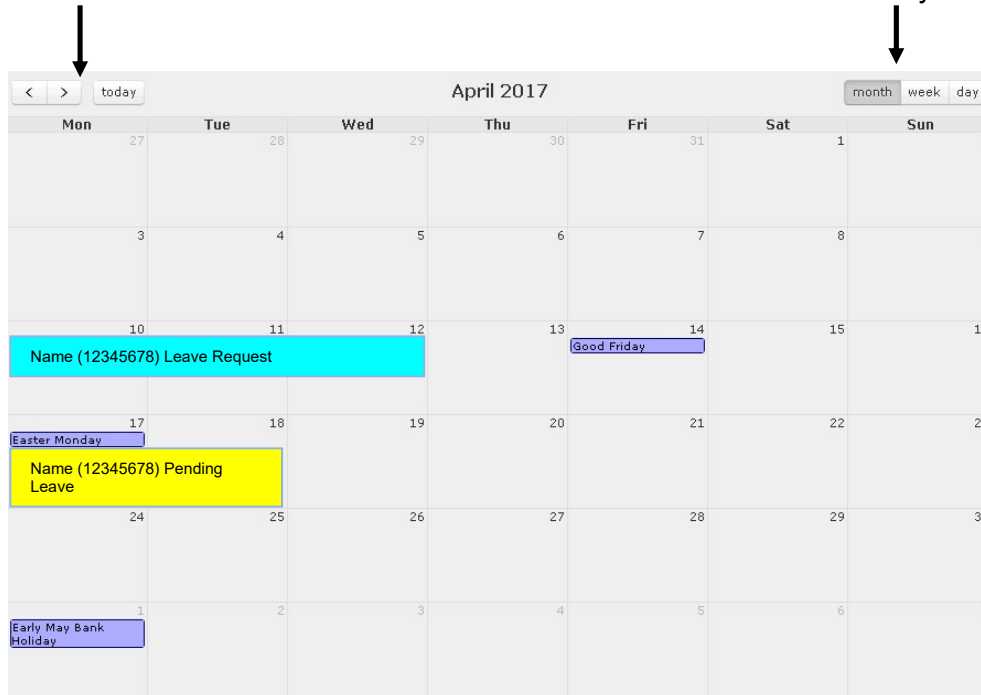
Base Entitlement	315.00 Hours
Bank Holidays	Included in entitlement
Leave Bought Forward	1.05 Hours
Total Entitlement	316.05 Hours
Remaining Leave	7.73 Hours



9. Using Calendar view

Individuals can use the < > arrows to scroll back and forward through their own calendar.

Select Month/Week/Day to view.



Your calendar also shows when bank holidays fall. You can view all taken, approved, submitted and saved (but not submitted) leave.

- **Annual Leave** is annual leave taken
- **Pending Leave** is approved annual leave
- **Leave Request** is submitted **and unsubmitted** annual leave requests

Managers and approvers viewing their department's calendar(s) will see all taken, approved and submitted leave. Requests are not visible to managers/approvers until submitted by the individual.

10. Logging Out

Once you have finished in the system always log out or your session will still be live - click on **Log out**.

