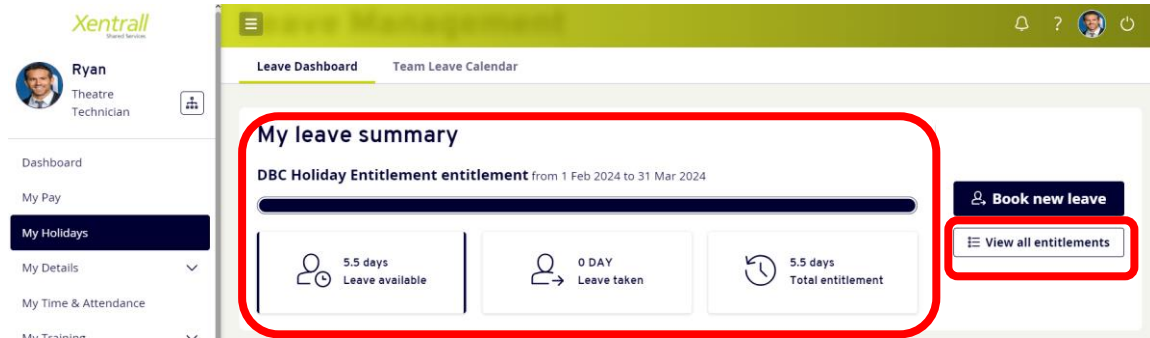


Holidays Entitlement in HOURS

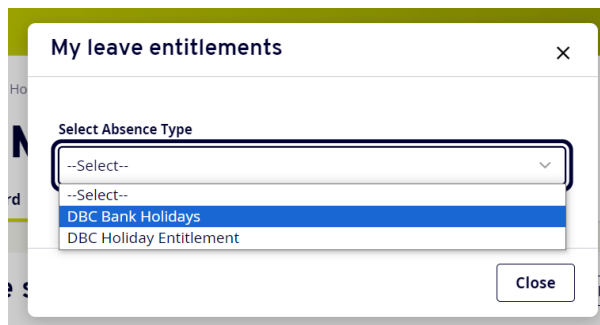
<u>View Holiday & Bank Holiday Entitlement</u>	Page 2
<u>Booking Holidays (inc Bank Holidays)</u>	Page 3
<u>Do I need to record Bank Holiday on MyHR?</u>	Page 6
<u>Check the progress of a Holiday request</u>	Page 7
<u>Edit an existing Holiday request</u>	Page 8
<u>Delete a Holiday request</u>	Page 9
<u>Viewing My Team Calendar</u>	Page 10
<u>Booking Annual Leave & Bank Holiday on the same day</u>	Page 11
<u>Confirm work planned time example Scenarios</u>	Page 13

View Holiday & Bank Holiday entitlement

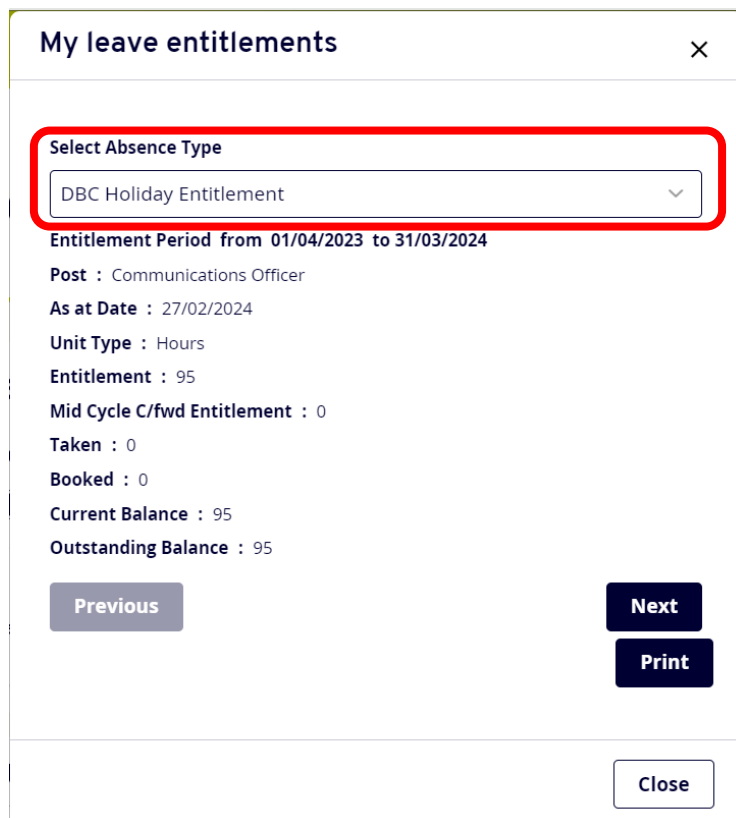
- Select “My Holidays” from the lefthand menu
- You will see an overview of your Entitlement on the main screen



- For a more detailed look at your Entitlement, click “View all entitlements” on the right hand side
- From the pop up window, use the drop down to select the required leave type



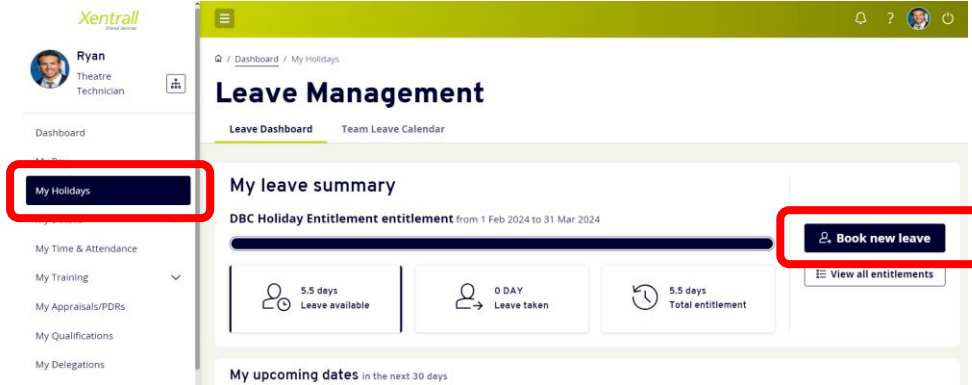
- The screen will load your entitlement details
 - You can use the “Select Absence Type” to toggle between Holidays and Bank holidays



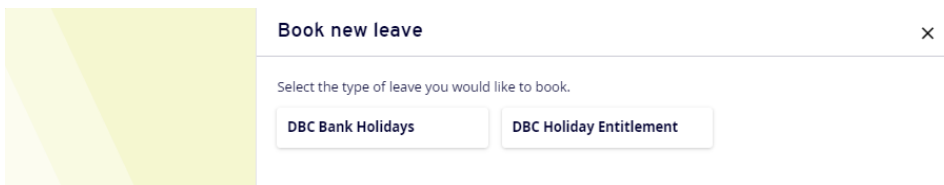
Booking Holidays (and Bank Holidays)

Note: If you have a regular shift pattern, on release of your Bank Holiday entitlement you will need to log onto MyHR and book in your Bank Holidays for the year to ensure you do not overtake your entitlement.

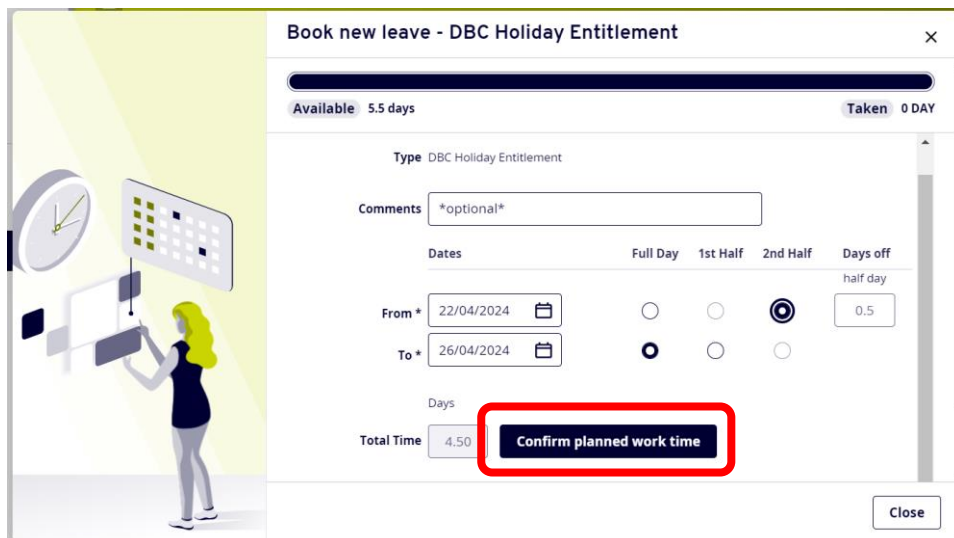
- Select “My Holidays” from the left hand menu



- When prompted, select the required leave type



- Leave Management will open on the main screen
- Select “Book new Leave” (on the right hand side)
- An input screen will appear
 - **Comments** : this is optional, you do not need to state a reason for the leave
 - **Dates**: enter the start and end date of your holiday request (*In the example below, I have selected the afternoon of 22 April to 26 April*)
 - **Total Time**: this will calculate automatically based on the dates above



- Click “Confirm planned work time”, the input window will switch to a calendar view

Book new leave - DBC Holiday Entitlement

From: 09/07/2024 Enter All Weeks

To: 10/07/2024 Recurring Pattern Repeat Weeks

	MON	TUE	WED	THU	FRI	SAT	SUN	
Week Ending	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hours
07/07/2024	6:00	6:00	6:00	6:00	6:00	0:00	0:00	30
14/07/2024	6:00	6:00	6:00	6:00	6:00	0:00	0:00	30

Cancel Save

Note: We do not hold Work Shift Patterns in the Payroll system. Therefore, you need to confirm what days you would normally work to ensure the correct amount of time is deducted from your entitlement.

The Calendar will always default to show your contracted hours divided equally over Monday – Friday

- If you work Monday - Friday, simply scroll to the bottom of the input window and click Save
- If you work part week, enter the number of hours you would have worked each day. You only need to do this for the days you have requested leave, you do not need to complete the full 2 weeks calendar.
 - For Example: I work 21 hours per week, Mon, Tues & Wed. I request Leave for 2 days. The calendar has assumed my hours per day so I need to override the hours for the days I request holiday

Book new leave - DBC Holiday Entitlement

From: 15/04/2024 Enter All Weeks

To: 16/04/2024 Recurring Pattern Repeat Weeks

	MON	TUE	WED	THU	FRI	SAT	SUN	
Week Ending	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hours
14/04/2024	04:12	04:12	4:12	4:12	4:12	0:00	0:00	21
21/04/2024	07:00	07:00	4:12	4:12	4:12	0:00	0:00	26

Cancel Save

- When the planned work time calendar is complete, scroll to the bottom of the input window and click “Save”

- You will be presented with an alert, to continue, scroll down and click “save” again

Book new leave - DBC Holiday Entitlement

Alerts

Average hours entered is different from contract hours of 21. Are you sure you wish to continue?

- On return to the booking screen, you will see the Total Time has adjusted accordingly
- Scroll to the bottom of the input window and click “Submit”

Book new leave - DBC Holiday Entitlement

Type DBC Holiday Entitlement

Comments

Dates Full Day Part Day

From *

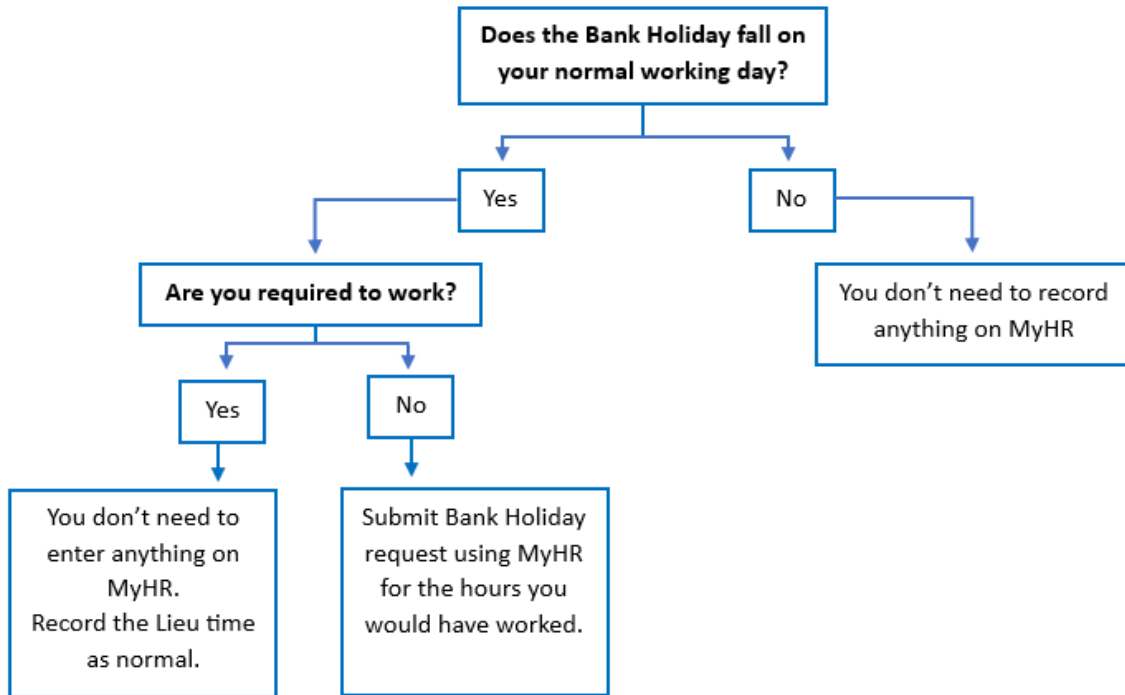
To *

hours mins hrs decimal

Total Time 14.00

- Your holiday request will be sent to your Manager for authorisation

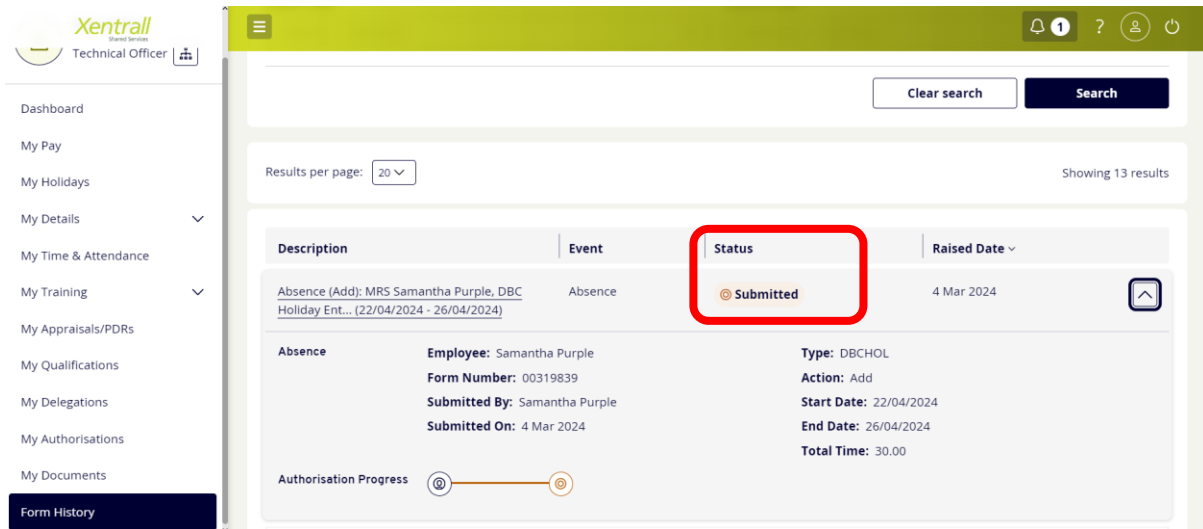
Do I need to record Bank Holiday on MyHR?



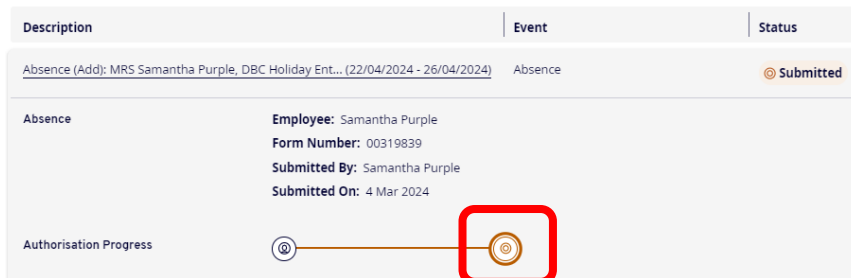
Note: The above is a general guide, if you are unsure of if/how to record a bank holiday please discuss with your manager in the first instance.

Check the progress of a Holiday request

- Select “Form History” from the lefthand menu
- You will see a series of entries based on your record activity (*Absence entries, PDR’s, Holidays etc*)
- Expand the required row, using the arrow on the righthand side to view more detail
- The example below shows the Holiday request is “Submitted”
- Status descriptions could be:
 - **Open**: the request has not been submit and sent for approval
 - **Submitted**: the request is pending approval
 - **Authorised**: the request has been reviewed and approved
 - **Rejected**: the request has been reviewed and rejected

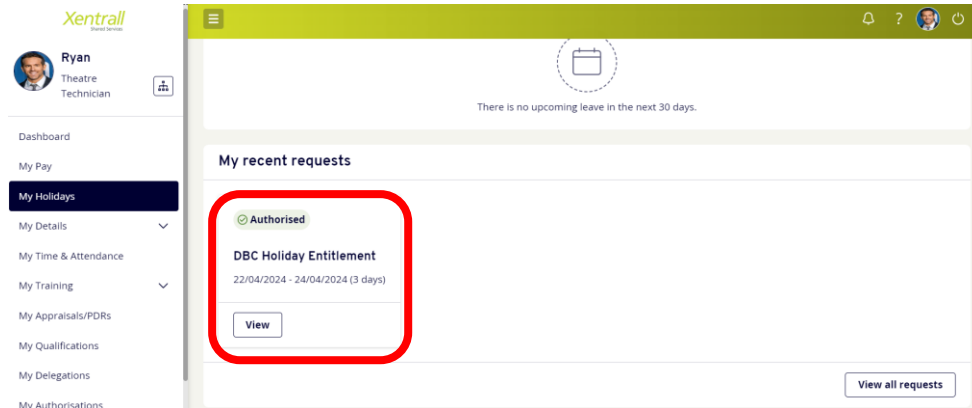


- To check who is responsible for the progress of the request, click on the “Authorisation Progress” bar
- The name of the authorising manager will be displayed.

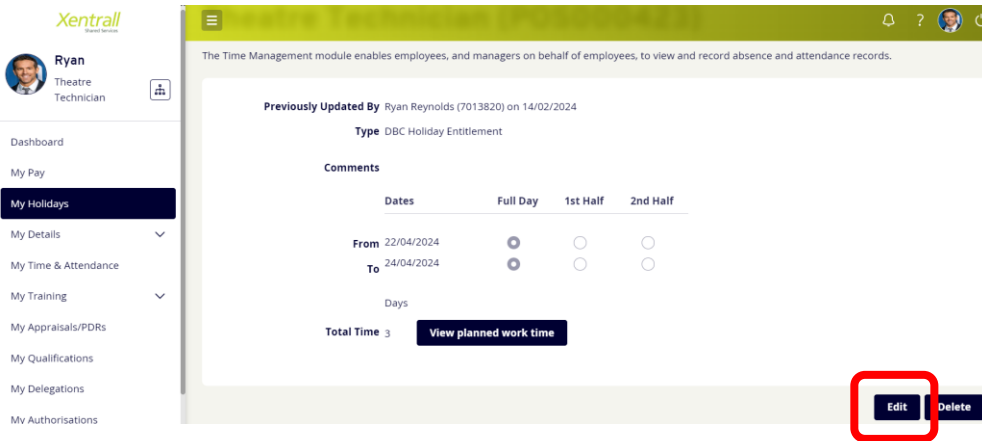


Edit an existing Holiday request

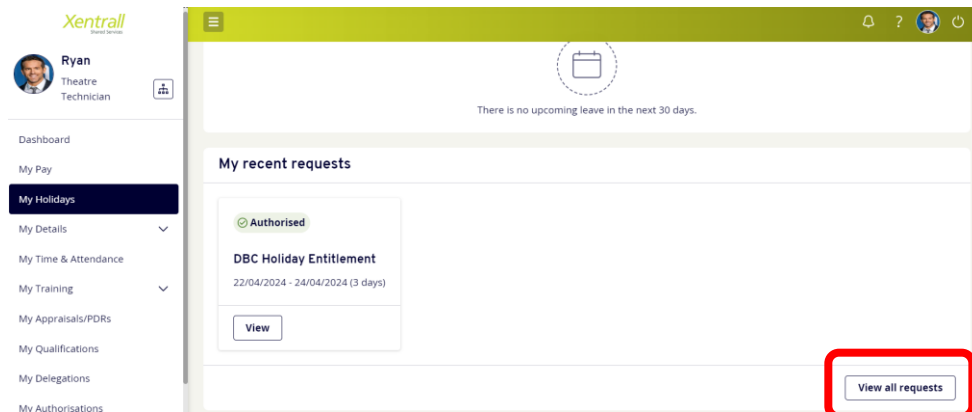
- Select “My Holidays” from the left hand menu
- Scroll to the bottom of the page, until you find “My Recent Requests”

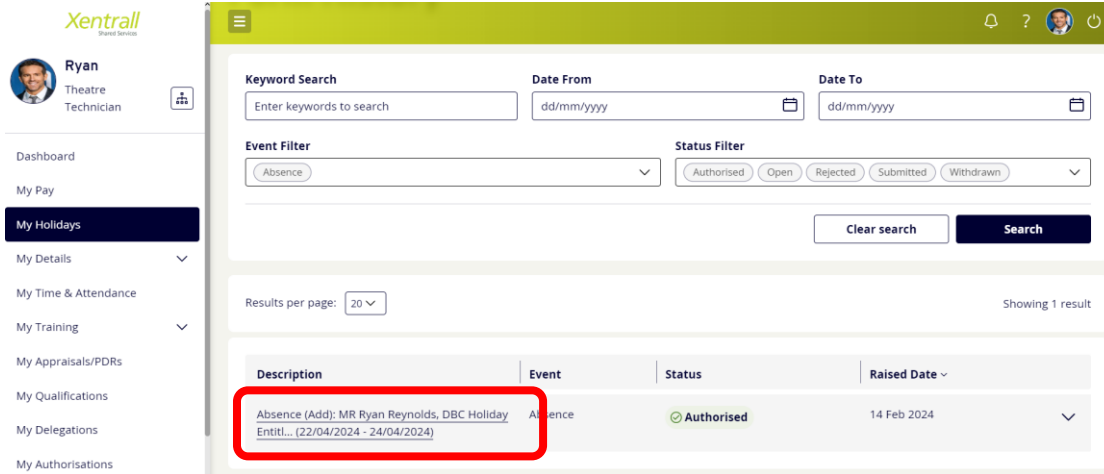


- If the request you are looking for, shows as a large tile, you can click “View” to open the details

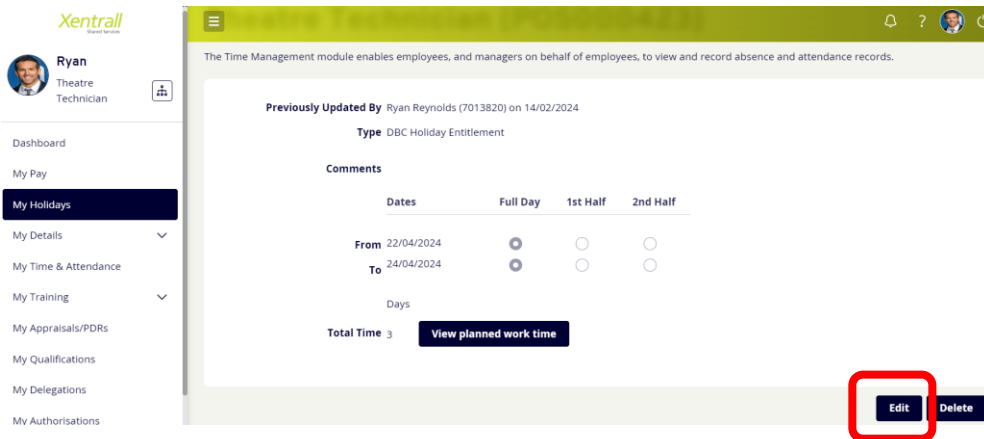


- Click “Edit” in the bottom right corner
 - Edit as required
 - Click “Submit”
 - The amended request will be sent to your manager for authorisation
- Your most recent Leave/Absence instances will be listed as a large tile in the “My recent requests” section
 - If the request you are looking for does not show as a large tile, click the “View all requests” button in the bottom right hand corner





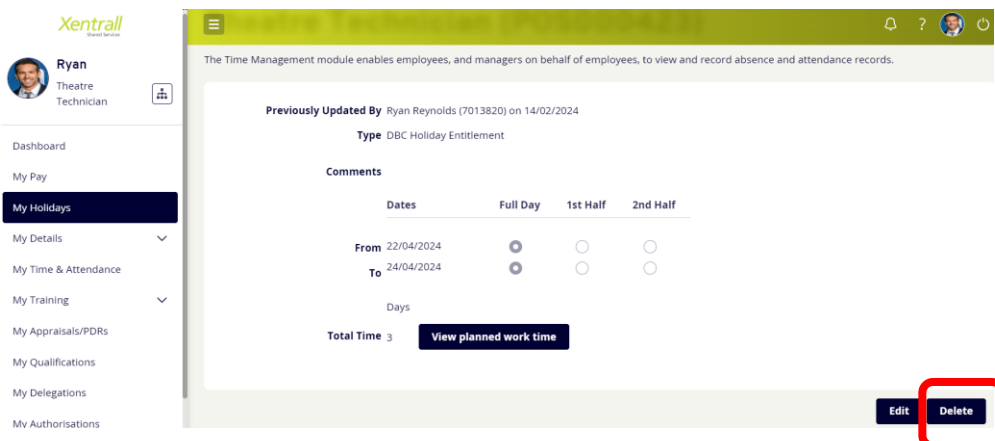
- Your full request history will be listed
- Locate the required request
- Click on the “Description” link



- Click “Edit” in the bottom right corner
- Edit as required
- Click “Submit”
- The amended request will be sent to your manager for authorisation

Delete an existing Holiday request

- Follow the instructions above, instead of selecting “Edit”, select “Delete”
- Click “submit” in the bottom right hand corner to confirm the deletion
- The deletion will be sent to your manager for authorisation



Viewing My Team Calendar

- Select “My Holidays” from the left hand menu
- Select “Team Leave Calendar”
- From this view you will see your own leave, your manager and your peers
 - *Your Manager and Peers leave will be anonymised and you will not have access to view any additional information*
- You can navigate through the year using the calendar button at the top left

The screenshot displays the Xentrall Leave Management interface. On the left is a sidebar with navigation options: Dashboard, My Pay, My Holidays (selected), My Details, My Time & Attendance, My Training, My Appraisals/PDRs, My Qualifications, My Delegations, My Authorisations, My Documents, and Form History. The main content area is titled 'Leave Management' and 'Team Leave Calendar'. It features a navigation bar with 'Pending', 'Public holiday', and 'Rest day' options. A date selector shows '1 - 14 April 2024'. Below this is a calendar grid for the month of April, with days 1 through 8 visible. The calendar shows leave for Sarah Blue (Communications Officer) and Karen Purple (Communications Officer) as 'Absent'. Other team members listed are Hayley Yellow (Senior Communications Officer), Michelle Orange (Communications Officer), and Kathryn Red (Communications Officer). The calendar grid is partially obscured by a diagonal hatching pattern.

Booking Annual Leave & Bank Holiday on the same day

There may be times when you need to use your Holiday Entitlement to top up your Bank Holiday Entitlement, or vice versa. You cannot transfer hours from one pot of leave to the other, instead use the following steps

- Select Book New Leave
- Select Bank Holiday
- Add the From Date
- Move the marker to Part Day

Book new leave - Bank Holidays

Available 42 hours Taken 0 hour

Type Bank Holidays

Comments

Dates Full Day Part Day Time Hours off

e.g. 15:30 for

From * 01/01/2025 Full Day Part Day 09:00 4 30 4.50

To * 01/01/2025

hours mins hrs decimal

Total Time 4 30 4.50

Confirm planned work time

< Back Close

- Add your normal start time e.g. 9am
- Then add the required number of hours leave
- Click Confirm planned work time
- Enter your normal, **full day**, working hours

Book new leave - Bank Holidays

Available 37.5 hours Taken 0 hour

From 01/01/2025 Enter All Weeks

To 01/01/2025 Recurring Pattern Repeat Weeks --Select--

	MON	TUE	WED	THU	FRI	SAT	SUN	hour
Week Ending	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	
29/12/2024	05:00	05:00	05:00	05:00	05:00	00:00	0:00	25
05/01/2025	05:00	05:00	07:00	05:00	05:00	00:00	0:00	27

Cancel Save

< Back Close

- Save and Submit
- Return to Book New Leave
- Select DBC holiday Entitlement

- Add the From Date
- Move the marker to Part Day

Book new leave - DBC Holiday Entitlement

Available 189 hours Taken 44 hours

Type DBC Holiday Entitlement

Comments

Dates	Full Day	Part Day	Time	Hours off
From * 01/01/2025	<input type="radio"/>	<input checked="" type="radio"/>	13:30	2 30 2.50
To * 01/01/2025				

Total Time 2 30 2.50

Confirm planned work time

Back Close

- Add a start time, make sure this does not clash with the Bank Holiday entry
 - If Bank holiday is entered at 9am for 4.5 hours, Holiday Entitlement start time will need to be 13:30.
- Then add the required number of hours leave
- Click Confirm planned work time
- Enter your normal, **full day**, working hours

Book new leave - Bank Holidays

Available 37.5 hours Taken 0 hour

From 01/01/2025 Enter All Weeks

To 01/01/2025 Recurring Pattern Repeat Weeks --Select--

Week Ending	MON	TUE	WED	THU	FRI	SAT	SUN	hours
29/12/2024	05:00	05:00	05:00	05:00	05:00	00:00	0:00	25
05/01/2025	05:00	05:00	07:00	05:00	05:00	00:00	0:00	27

Cancel Save

Back Close

- Save and Submit

Confirm planned work time Scenarios

Example 1

- Booking Bank Holiday
- In this example, Bank holiday only has been booked for Christmas Day & Boxing Day

Book new leave - DBC Bank Holidays [X]

From: 25/12/2024 Enter All Weeks

To: 26/12/2024 Recurring Pattern Repeat Weeks --Select-- [v]

	MON	TUE	WED	THU	FRI	SAT	SUN	
Week Ending	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hours
22/12/2024	6:00	6:00	6:00	6:00	6:00	0:00	0:00	30
29/12/2024	6:00	06:00	04:50	04:50	6:00	0:00	0:00	27

[Cancel] [Save]

- Click "Save"
- You will be presented with an alert, to continue, scroll down and click "save" again

Book new leave - DBC Bank Holidays

Alerts

Average hours entered is different from contract hours of 30. Are you sure you wish to continue?

- On return to the booking screen, you will see the Total Time has adjusted accordingly

Book new leave - DBC Bank Holidays [X]

Type: DBC Bank Holidays

Comments: [Text Box]

Dates: Full Day [radio checked] Part Day [radio]

From*: 25/12/2024 [calendar icon]

To*: 26/12/2024 [calendar icon]

Total Time: 9 hours, 40 mins, 9.67 hrs decimal

[Confirm planned work time]

[Submit]

[Back] [Close]

- Click submit to complete

Example 2

- In this example, the employee works 21 hours per week, Monday – Wednesday and has booked 2 weeks leave from 1 July – 12 July

Week Ending	MON	TUE	WED	THU	FRI	SAT	SUN	hours
30/06/2024	4:12	4:12	4:12	4:12	4:12	0:00	0:00	21.00
07/07/2024	07:00	07:00	07:00	00:00	00:00	0:00	0:00	21.00
14/07/2024	07:00	07:00	07:00	00:00	00:00	0:00	0:00	21.00

- Click “Save”
- You will be presented with an alert, to continue, scroll down and click “save” again

Alerts
Average hours entered is different from contract hours of 21. Are you sure you wish to continue?

- On return to the booking screen, you will see the Total Time has adjusted accordingly
- Click submit to complete

Example 3

- In this example, the employee works 21 hours per week, Monday – Wednesday and has booked leave for Christmas
 - Christmas Day falls on Wednesday which is a working day, therefore the employee will need to log both Holiday Entitlement and Bank Holiday Entitlement

	MON	TUE	WED	THU	FRI	SAT	SUN	hours
Week Ending 22/12/2024	4:12	4:12	4:12	4:12	4:12	0:00	0:00	21
Week Ending 29/12/2024	07:00	07:00	4:12	4:12	4:12	0:00	0:00	26

	MON	TUE	WED	THU	FRI	SAT	SUN	hours
Week Ending 22/12/2024	4:12	4:12	4:12	4:12	4:12	0:00	0:00	21
Week Ending 29/12/2024	7:00	7:00	07:00	4:12	4:12	0:00	0:00	29

- Click “Save”
- You will be presented with an alert, to continue, scroll down and click “save” again

Book new leave - DBC Bank Holidays

Alerts
Average hours entered is different from contract hours of 30. Are you sure you wish to continue?

- On return to the booking screen, you will see the Total Time has adjusted accordingly
- Click submit to complete

