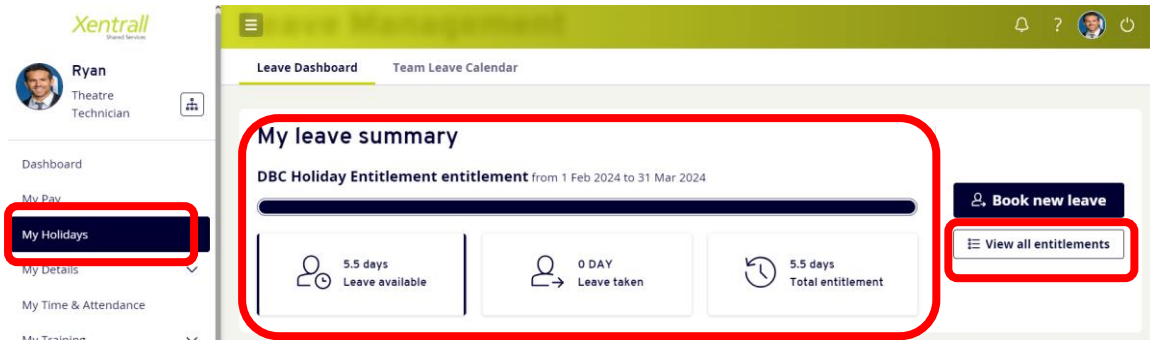


Holidays Entitlement in DAYS

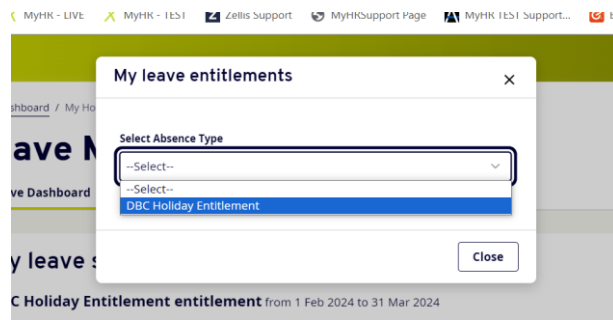
<u>View Holiday Entitlement</u>	Page 2
<u>Booking Holidays</u>	Page 3
<u>Check the progress of a Holiday request</u>	Page 6
<u>Edit an existing Holiday request</u>	Page 7
<u>Delete a Holiday request</u>	Page 8
<u>Viewing My Team Calendar</u>	Page 9
<u>Confirm work planned time example Scenarios</u>	Page 10

View Holiday Entitlement

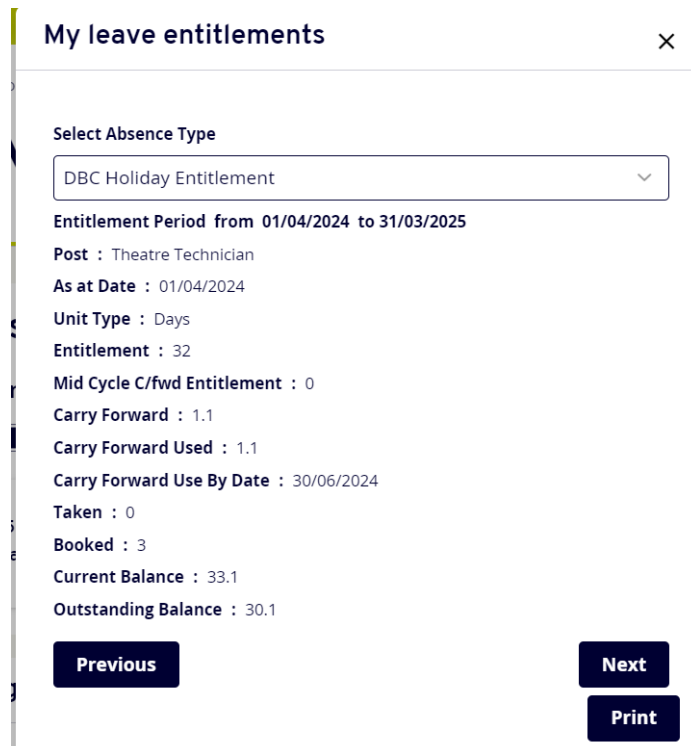
- Select “My Holidays” from the lefthand menu
- You will see an overview of your Entitlement on the main screen



- 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 “DBC Holiday Entitlement”

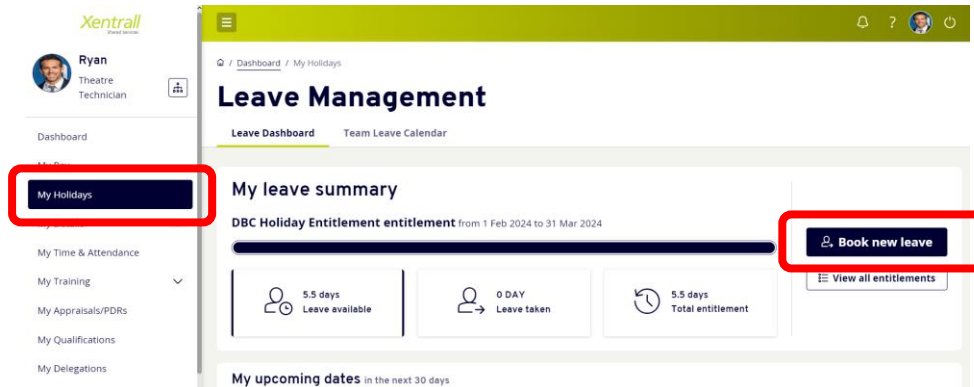


- The screen will load your entitlement details

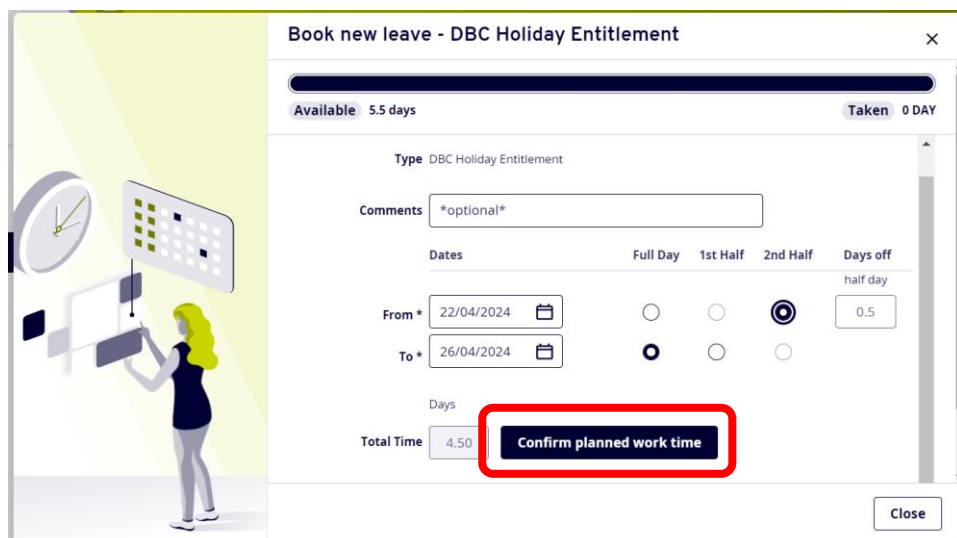


Booking Holidays

- Select “My Holidays” from the left hand menu



- 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

Available 5.5 days Taken 0 DAY

To 26/04/2024 Recurring Pattern Repeat Weeks --Select--

	MON	TUE	WED	THU	FRI	SAT	SUN	hc
Week Ending	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hc
21/04/2024	07:24	07:24	07:24	07:24	07:24	0:00	0:00	
28/04/2024	07:24	07:24	07:24	07:24	07:24	0:00	0:00	

Cancel Save Close

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 37 hours per week, Monday – Friday, simply scroll to the bottom of the input window and click Save
- If you work over a 7 day 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 request holiday for Thursday, Friday & Saturday. My working days this week should be Tuesday, Wednesday, Thursday, Friday & Saturday. I would complete the calendar as follows

Book new leave - DBC Holiday Entitlement

Available 5.5 days Taken 0 DAY

To 26/04/2024 Recurring Pattern Repeat Weeks --Select--

	MON	TUE	WED	THU	FRI	SAT	SUN	hc
Week Ending	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hc
21/04/2024	00:00	07:24	07:24	07:24	07:24	07:24	00:00	
28/04/2024	07:24	07:24	07:24	07:24	07:24	0:00	0:00	

Cancel Save Close

- When the planned work time calendar is complete, scroll to the bottom of the input window and click “Save”
- You will be returned to the previous input screen
- Double check your dates
- Scroll to the bottom of the input window and click “Submit”

Book new leave - DBC Holiday Entitlement

Available 5.5 days Taken 0 DAY

Comments *optional*

Dates	Full Day	1st Half	2nd Half	Days off half day
From * 22/04/2024	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0.5
To * 26/04/2024	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Days

Total Time 4.50 **Confirm planned work time**

Submit Close

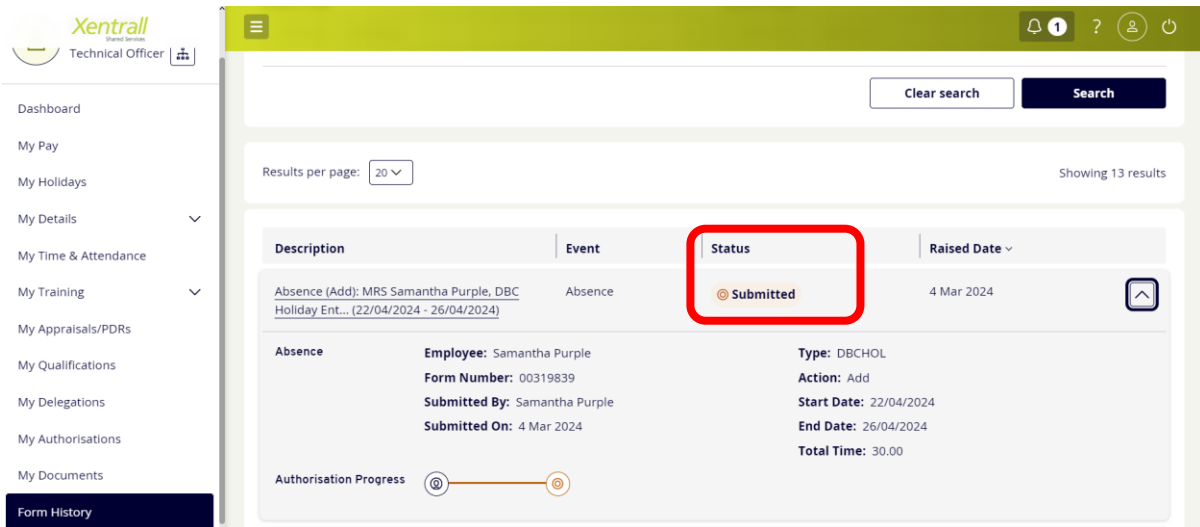
- Your holiday request will be sent to your Manager for authorisation

Bank Holidays

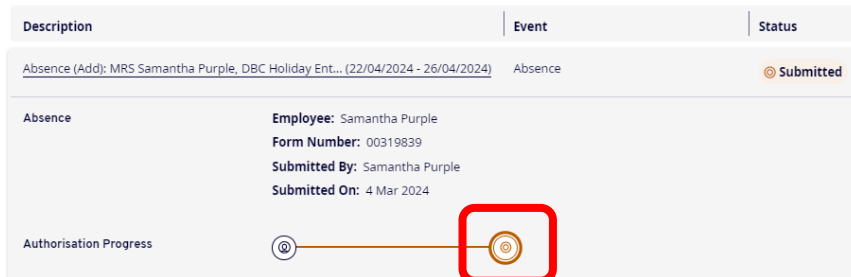
- Where your holiday request includes a Bank holiday, use the “Confirm planned work time” to enter 0.00 on the Bank holiday to ensure this day is not deducted from your entitlement
 - See [Example 2](#)

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

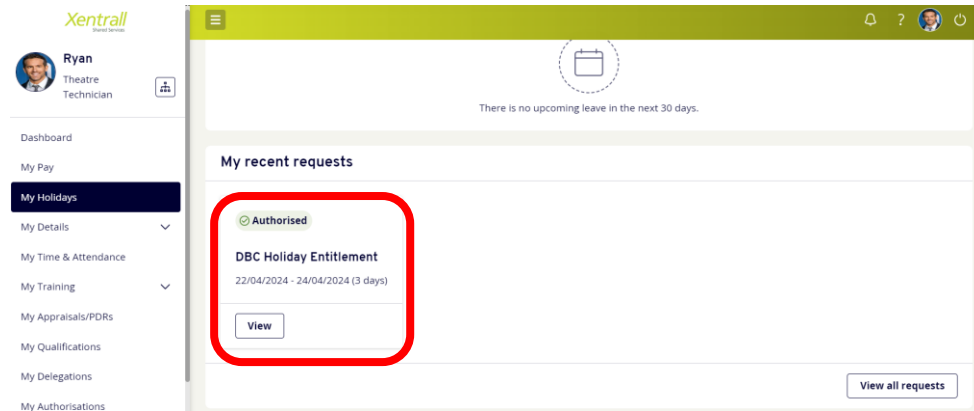


- To check who is responsible for the progress of the request, click on the “Authorisation Progress” bar
- The name of the authorising manager will be displayed.

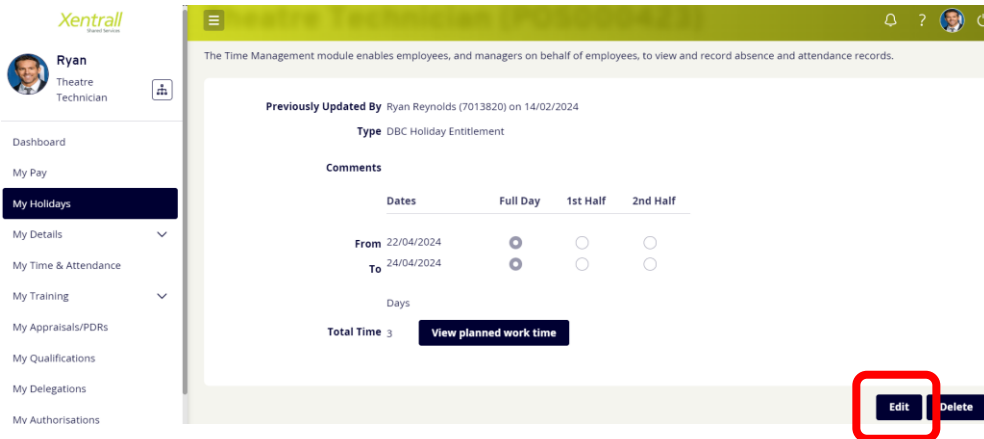


Edit an existing Holiday request

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

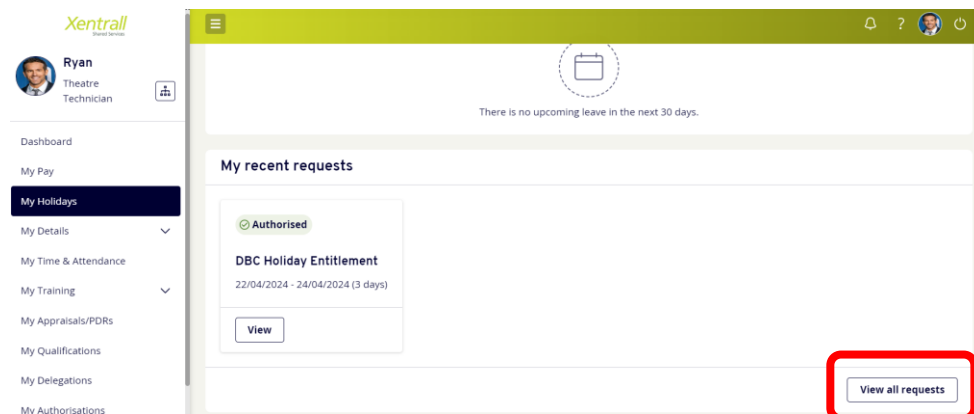


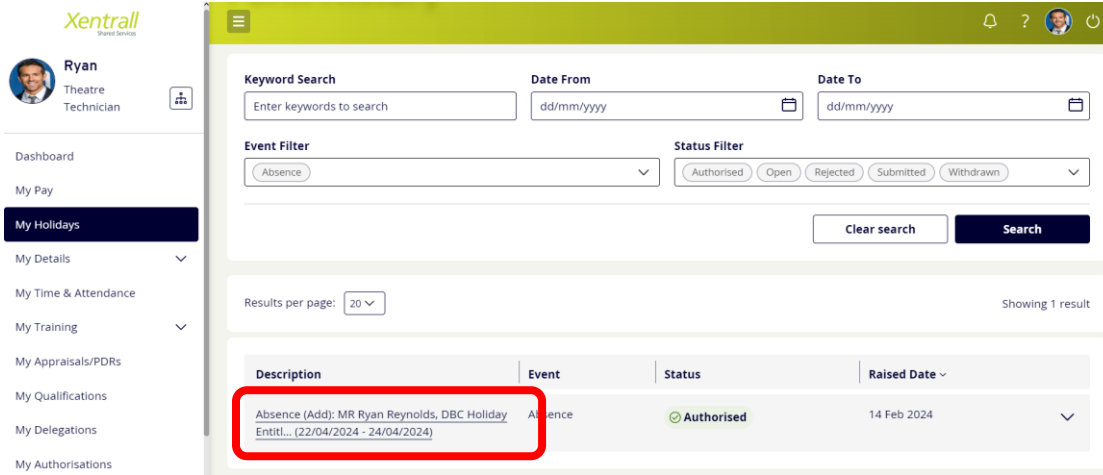
- If the request you are looking for, shows as a large tile, you can click “View” to open the details



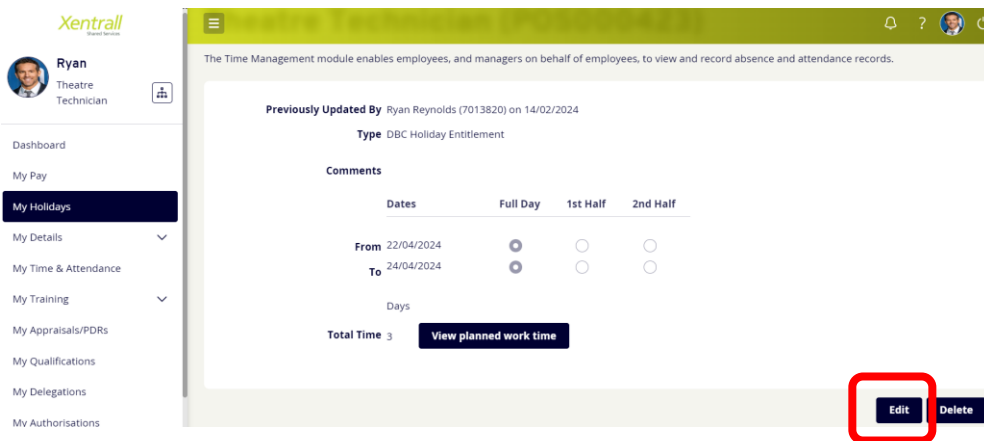
- Click “Edit” in the bottom right corner
- Edit as required
- Click “Submit”
- The amended request will be sent to your manager for authorisation

- 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





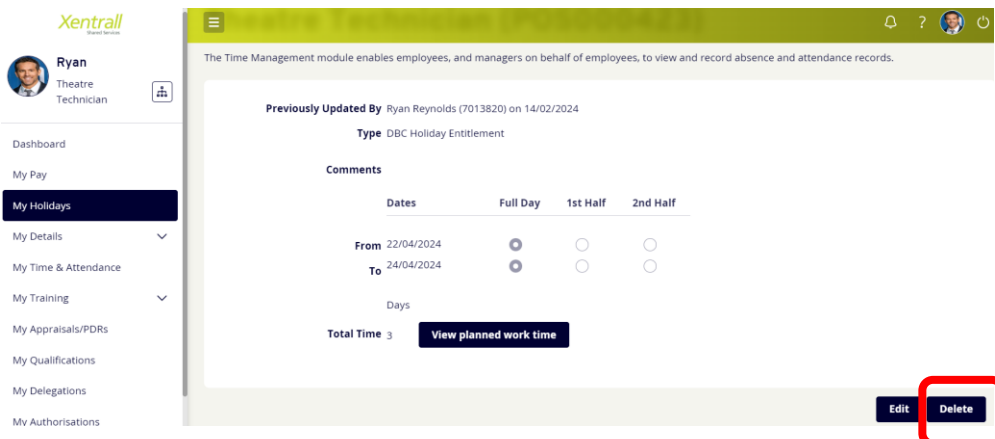
- Your full request history will be listed
- Locate the required request
- Click on the “Description” link



- 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 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 a user profile for Sarah, Communications Officer, and a menu with options like 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 has a sub-tab 'Team Leave Calendar' selected. Below the title are filters for Pending, Public holiday, and Rest day. A date range selector shows '1 - 14 April 2024'. The calendar grid for April shows leave for Sarah Blue (Me), Hayley Yellow (My manager), Michelle Orange (My peers), and Karen Purple (My peers). The 'Absent' status is highlighted for Michelle Orange and Karen Purple.

	1 Mon	2 Tue	3 Wed	4 Thu	5 Fri	6 Sat	7 Sun	8 Mon
Me Sarah Blue Communications Officer 22.2 hours (7012751)								
My manager Hayley Yellow Senior Communications Officer								
My peers Michelle Orange Communications Officer								Absent
Kathryn Red Communications Officer								
Karen Purple Communications Officer								Absent

Confirm Work Planned Scenarios

Example 1

- In this example, leave has been requested from 13/05/2024 – 17/05/2024
- The calendar has auto populated with a standard Monday – Friday work plan
- Simply click “save” to continue



Book new leave - DBC Holiday Entitlement ×

From 13/05/2024 Enter All Weeks


To 17/05/2024 Recurring Pattern Repeat Weeks --Select-- ▼

	MON	TUE	WED	THU	FRI	SAT	SUN	
Week Ending	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hours
12/05/2024	07:24	07:24	07:24	07:24	07:24	0:00	0:00	37
19/05/2024	07:24	07:24	07:24	07:24	07:24	0:00	0:00	37

Cancel **Save**

Example 2

- In this example, leave has been requested over Christmas, 23/12/2024 – 04/01/2025
- To ensure your holiday entitlement does not deduct for Christmas Day, Boxing Day and New Years Day, you would enter 0.00 on those days



Book new leave - DBC Holiday Entitlement ×

From 23/12/2024 Enter All Weeks

To 03/01/2025 Recurring Pattern Repeat Weeks --Select-- ▼

	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	07:24	07:24	07:24	07:24	07:24	0:00	0:00	3
29/12/2024	07:24	07:24	00:00	00:00	07:24	0:00	0:00	2
05/01/2025	07:24	07:24	00:00	07:24	07:24	0:00	0:00	2

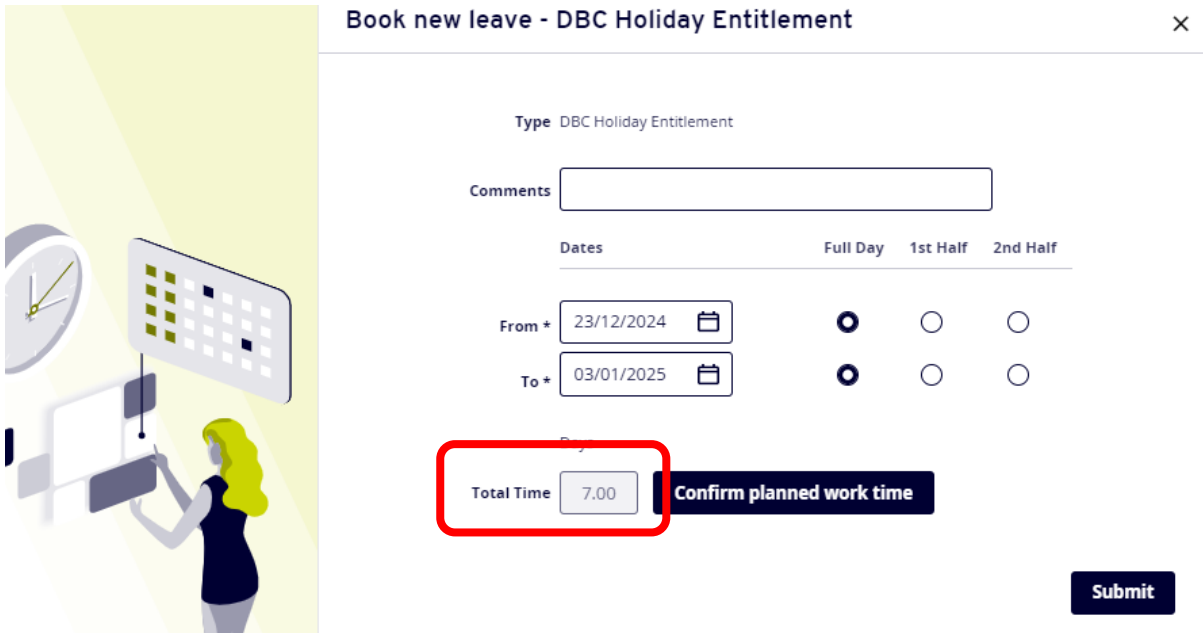
Cancel **Save**

Close

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



- On return to the booking screen, you will see the Total Time has adjusted from 10 days to 7



- Click "Submit" to complete