

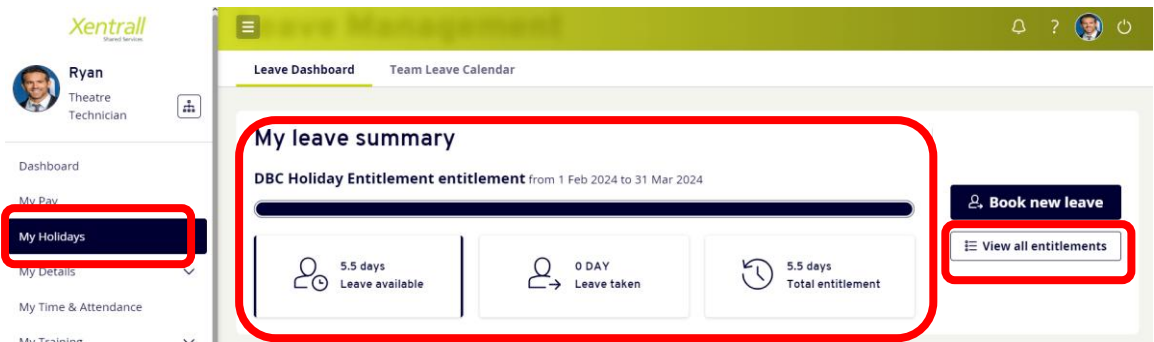
# Holidays

## Entitlement in DAYS

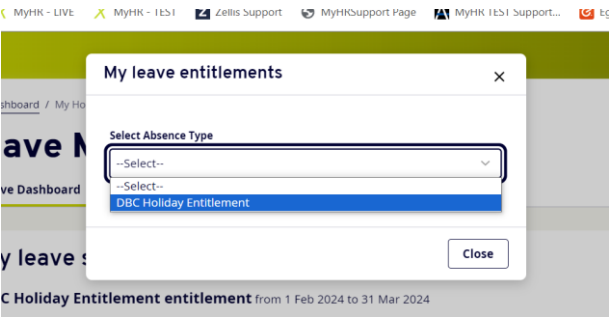
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View Holiday Entitlement

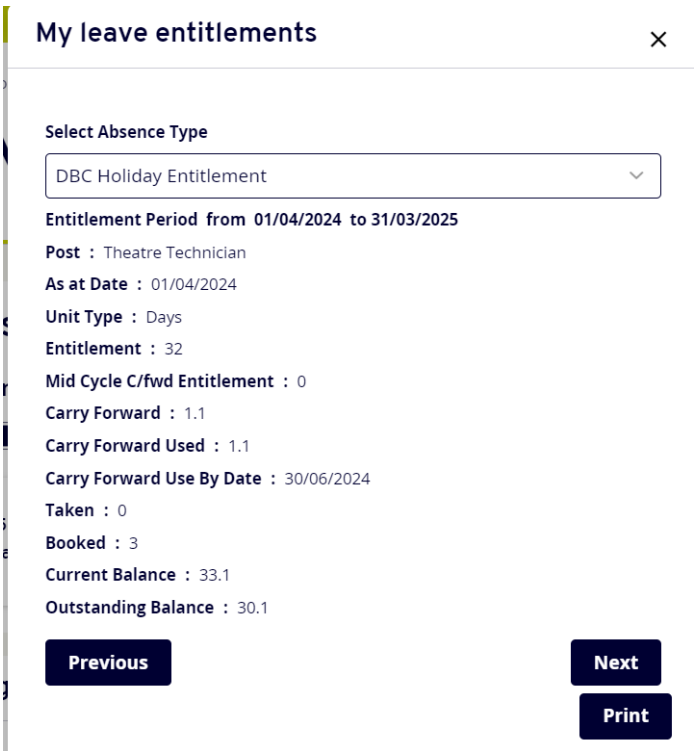
- Select “My Holidays” from the lefthand menu
- You will see an overview of your Entitlement on the main screen



- 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”

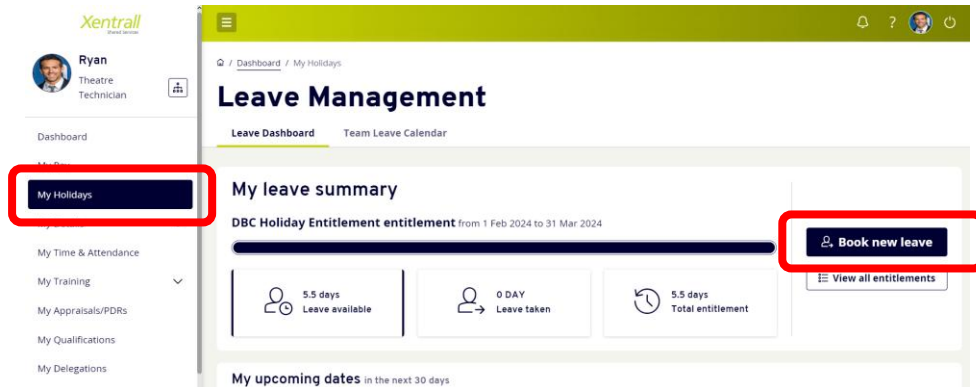


- The screen will load your entitlement details



## 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

	MON	TUE	WED	THU	FRI	SAT	SUN
Week Ending	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm
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


**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

	MON	TUE	WED	THU	FRI	SAT	SUN
Week Ending	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm
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

- 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
From * 22/04/2024	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	half day
To * 26/04/2024	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	0.5

Days

Total Time 4.50

Confirm planned work time

Submit

Close

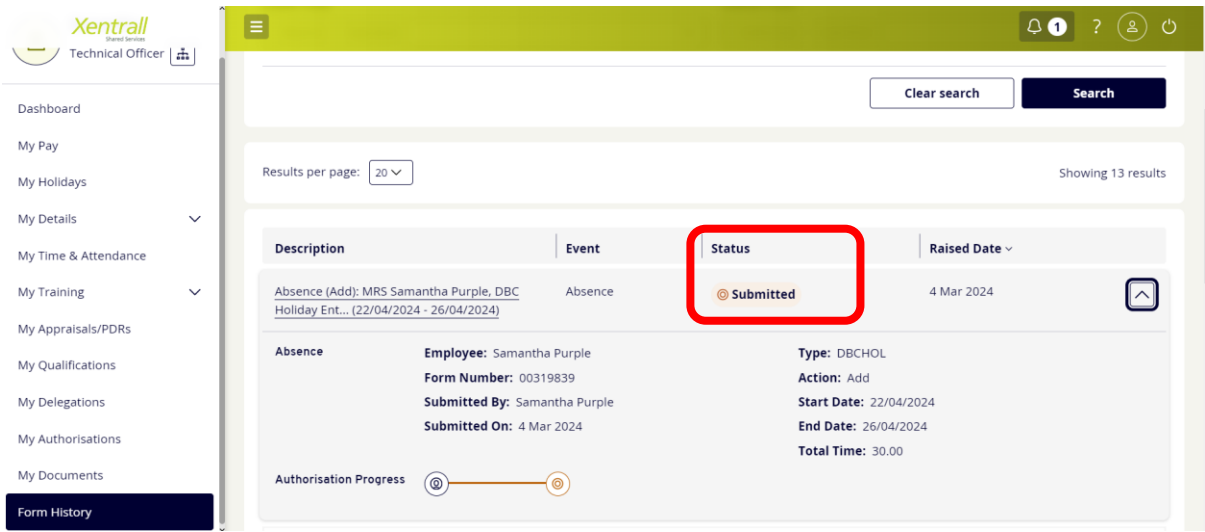
- Your holiday request will be sent to your Manager for authorisation

**Bank Holidays**

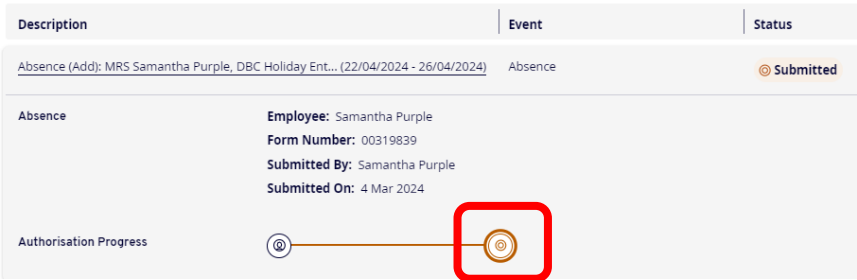
- Where your holiday request includes a Bank holiday, use the “Confirm planned work time” to enter 0.00 on the Bank holiday to ensure this day is not deducted from your entitlement
  - See [Example 2](#)

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

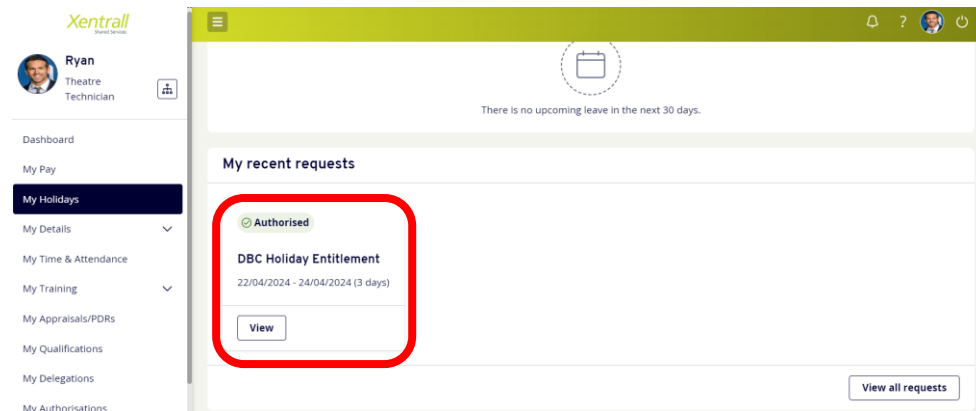


- To check who is responsible for the progress of the request, click on the “Authorisation Progress” bar
- The name of the authorising manager will be displayed.

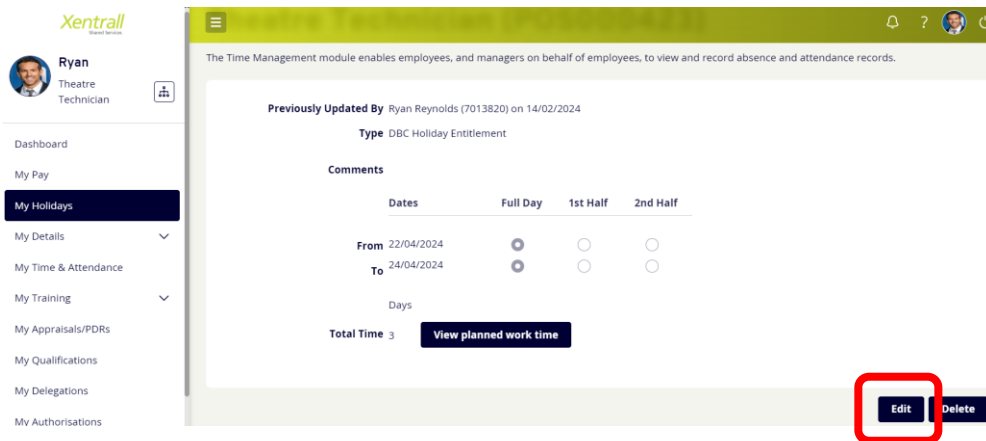


## Edit an existing Holiday request

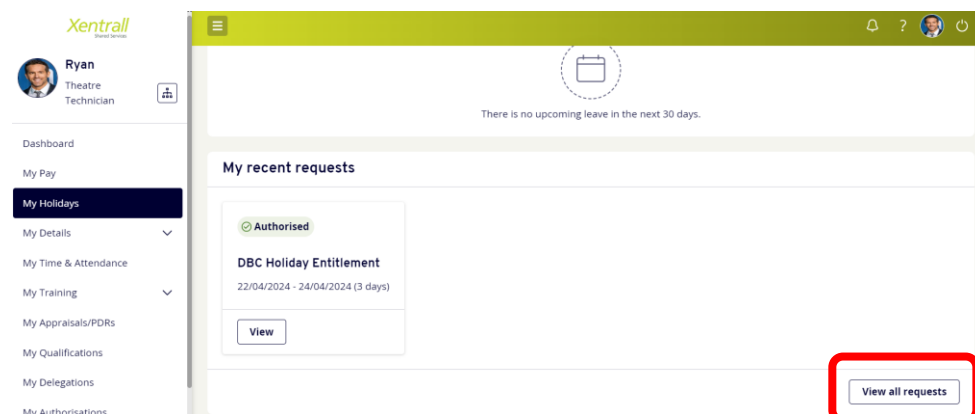
- Select “My Holidays” from the left hand menu
- Scroll to the bottom of the page, until you find “My Recent Requests”

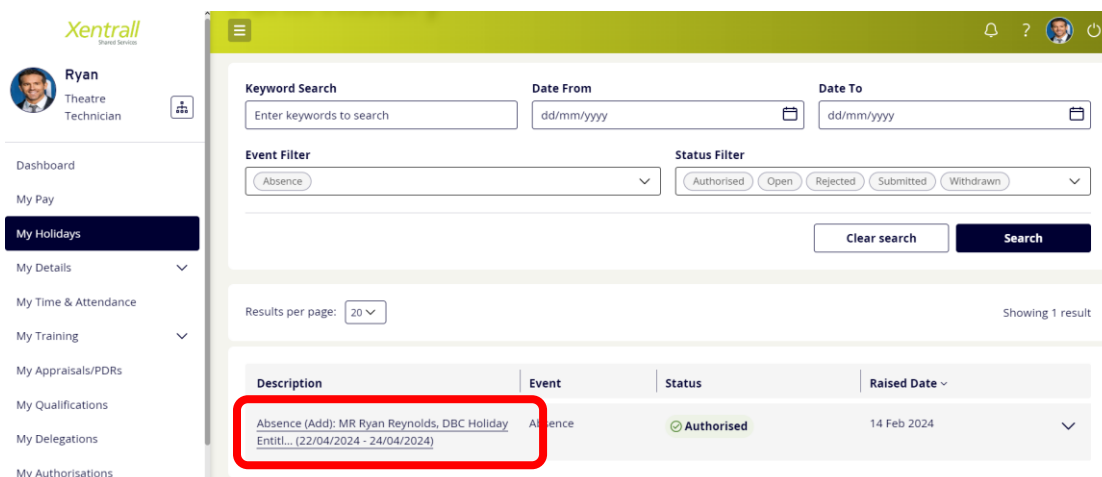


- If the request you are looking for, shows as a large tile, you can click “View” to open the details

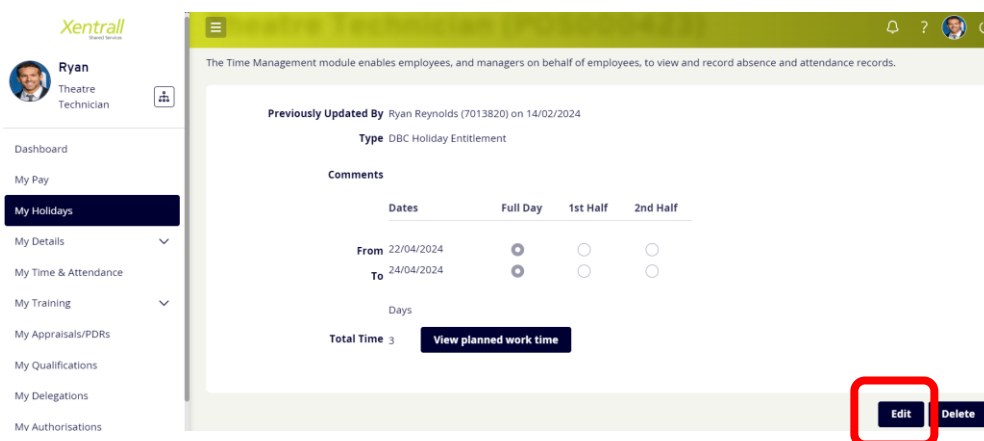


- Click “Edit” in the bottom right corner
  - Edit as required
  - Click “Submit”
  - The amended request will be sent to your manager for authorisation
- Your most recent Leave/Absence instances will be listed as a large tile in the “My recent requests” section
- If the request you are looking for does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





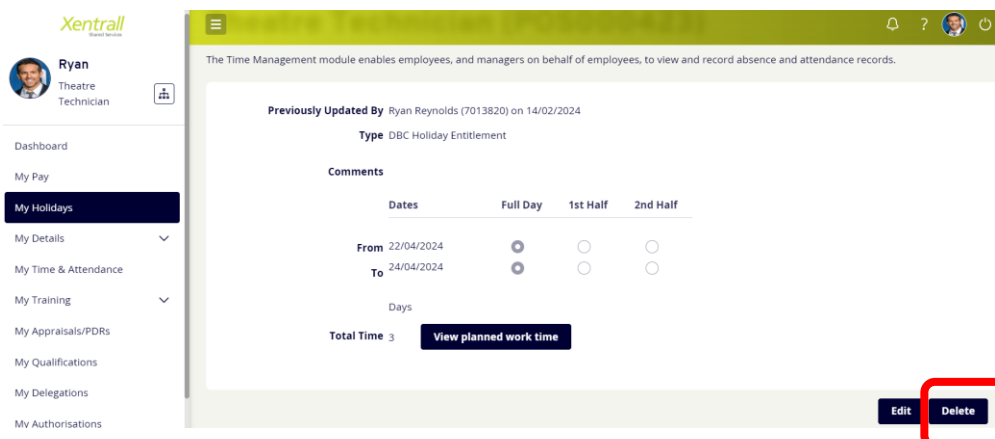
- Your full request history will be listed
- Locate the required request
- Click on the “Description” link



- 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







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

From13/05/2024Enter All Weeks

To17/05/2024Recurring PatternRepeat 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

From23/12/2024Enter All Weeks

To03/01/2025Recurring PatternRepeat 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

Book new leave - DBC Holiday Entitlement

Alerts

Average hours entered is different from contract hours of 37. Are you sure you wish to continue?

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



Book new leave - DBC Holiday Entitlement

Type DBC Holiday Entitlement

Comments

Dates

Full Day

1st Half

2nd Half

From \*

23/12/2024

To \*

03/01/2025

Total Time

7.00

Confirm planned work time

Submit

- Click “Submit” to complete

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FAQ's

Holiday Carry forward

MyHR will automatically carry forward Annual Leave. It is the responsibility of the employee to monitory their Leave balance and discuss any carry forward with their manager.

Unused leave in excess of the allowed carry over, will be lost.

From the DBC Annual Leave policy:

*“The wellbeing of our employees is very important to us and as such we encourage all to spread their leave entitlement through the year. However, we appreciate sometimes this can be difficult subject to operational cover and exceptional circumstances.*

*At the discretion of the manager, a maximum of 5 days annual leave (37 hours) (or pro-rata if you work part time) can be **carried over** to the following leave year.”*

You can view the full Leave policy on the Intranet.

Confirm Planned Work Time shows 8 hours per day

This is a display issue and will not affect your Holiday Entitlement.

You do not need to amend the figures. You can book leave as normal, if you are presented with a warning message (example below), you can ignore this and continue.

