

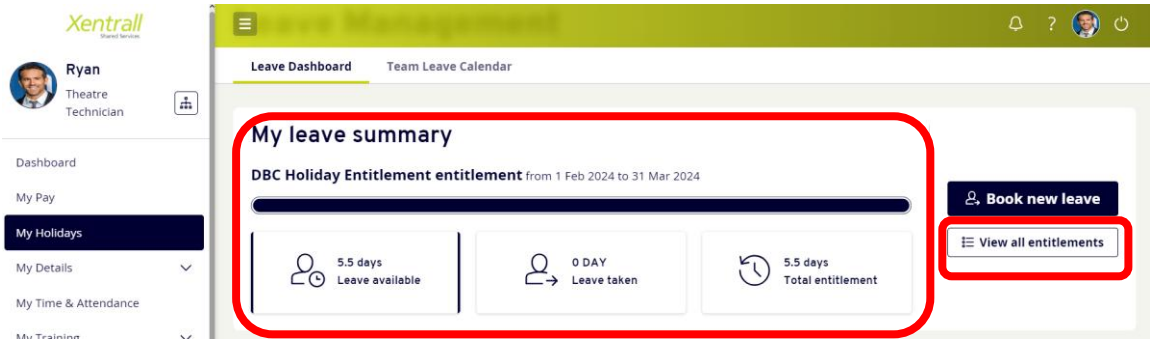
# Holidays

## Entitlement in HOURS

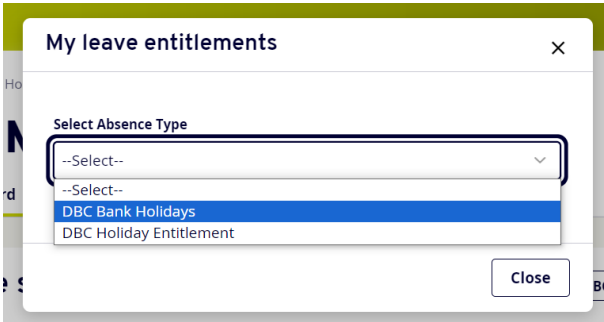
|                                                                                |         |
|--------------------------------------------------------------------------------|---------|
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View Holiday & Bank Holiday entitlement

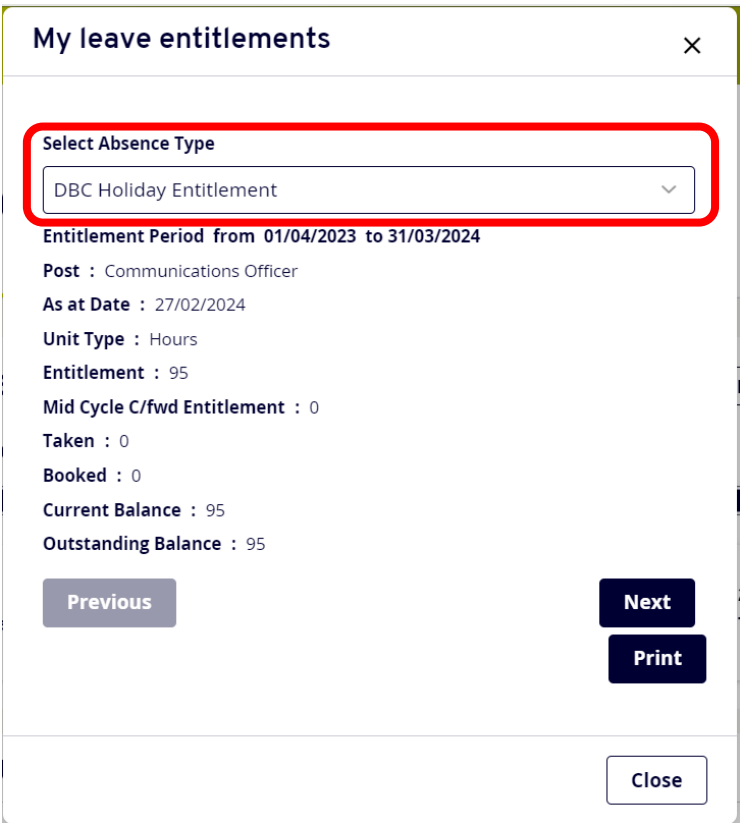
- Select “My Holidays” from the lefthand menu
- You will see an overview of your Entitlement on the main screen



- 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



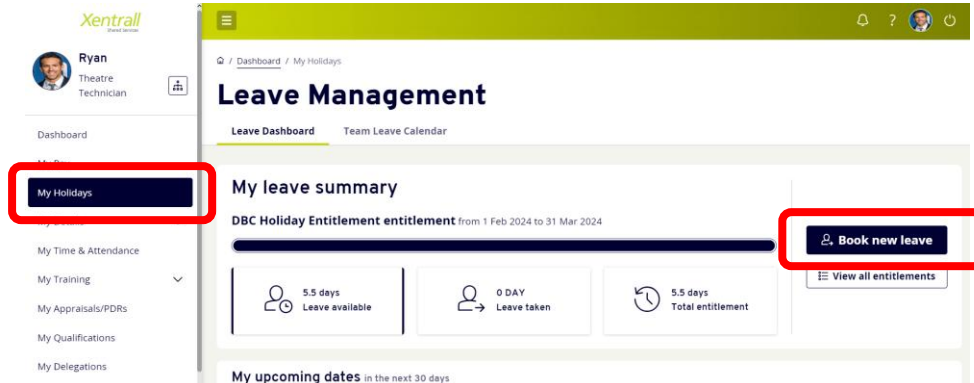
- The screen will load your entitlement details
  - You can use the “Select Absence Type” to toggle between Holidays and Bank holidays



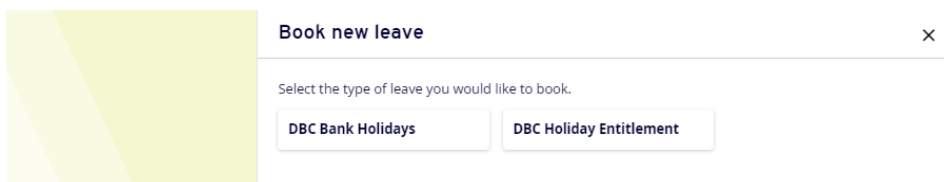
## Booking Holidays (and Bank Holidays)

**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.

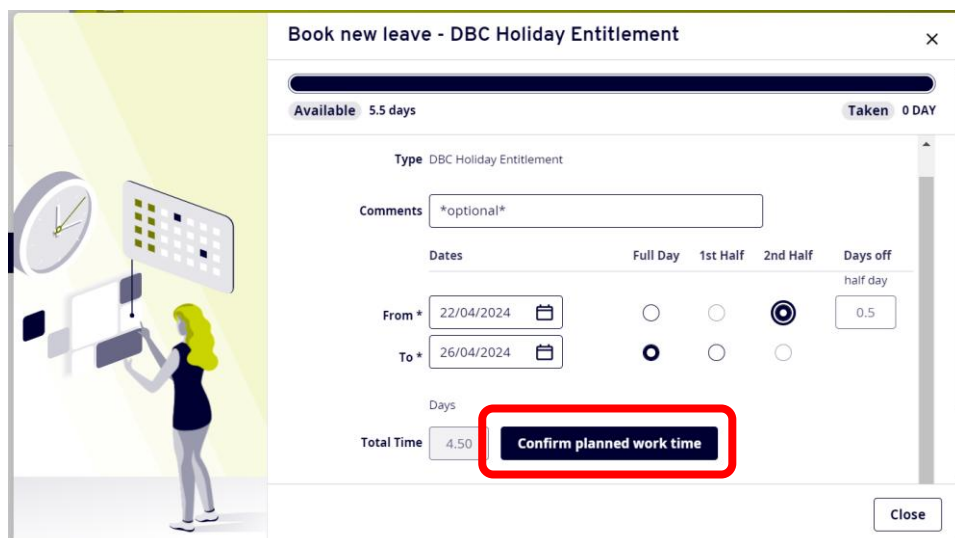
- Select “My Holidays” from the left hand menu



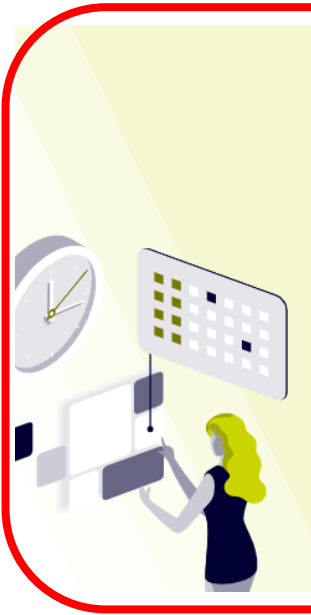
- When prompted, select the required leave type



- 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

From09/07/2024Enter All Weeks

To10/07/2024Recurring 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 |
| 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

From15/04/2024Enter All Weeks

To16/04/2024Recurring 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 |
| 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 \*

15/04/2024

To \*

16/04/2024

hours

mins

hrs decimal

Total Time

14

0

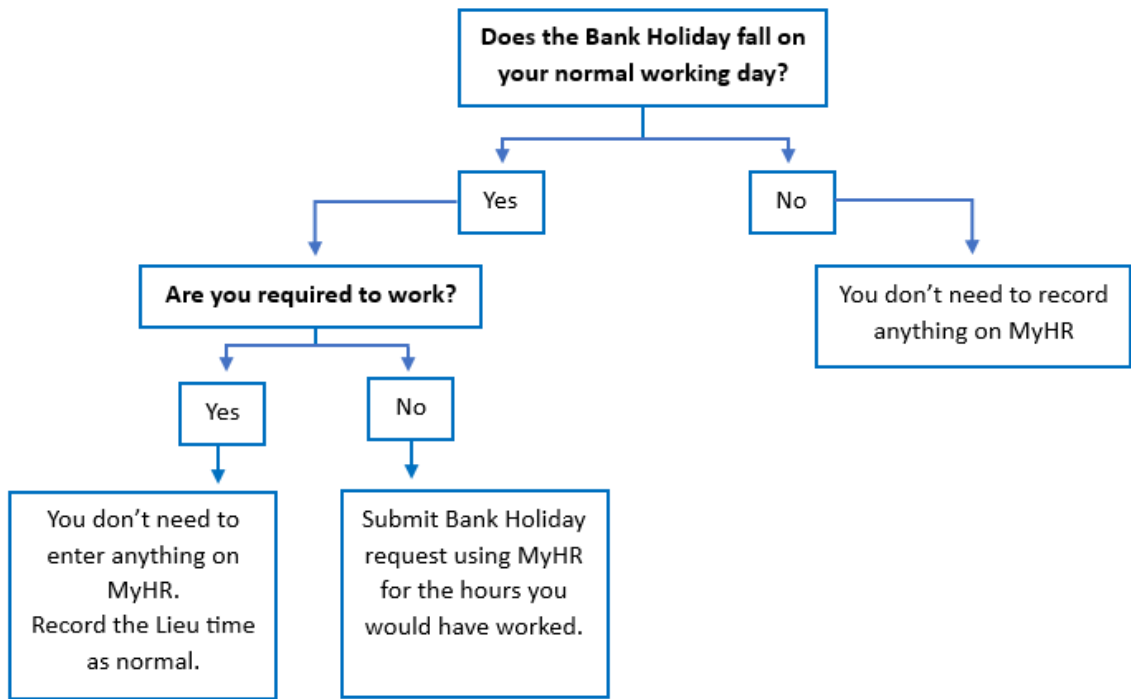
14.00

Confirm planned work time

Submit

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

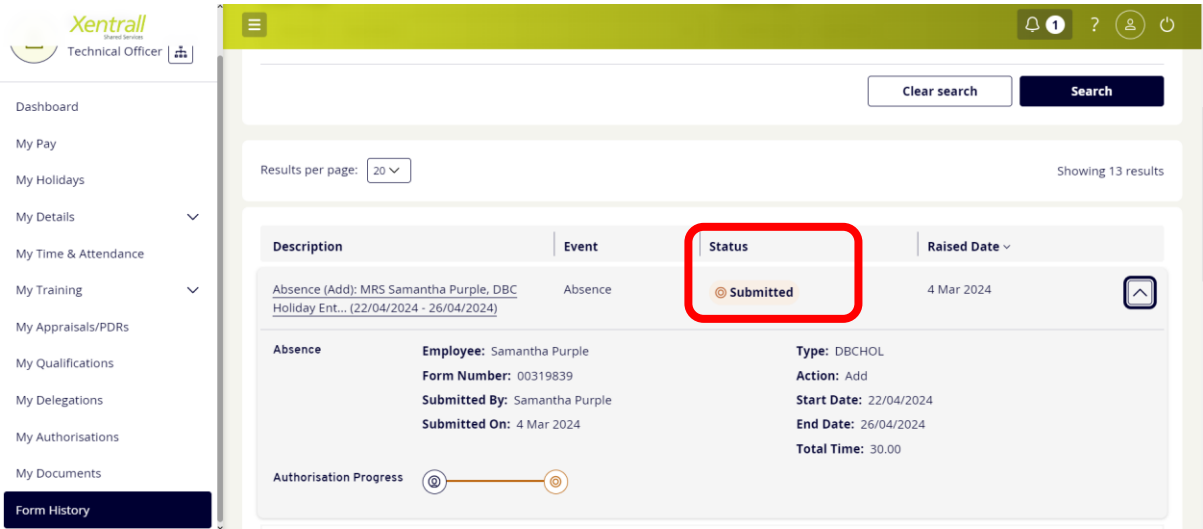
Do I need to record Bank Holiday on MyHR?



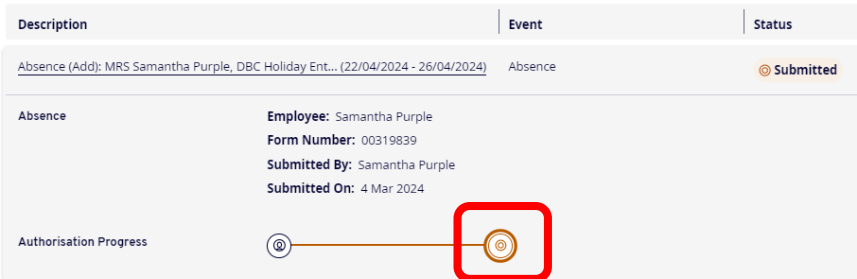
**Note:** The above is a general guide, if you are unsure of if/how to record a bank holiday please discuss with your manager in the first instance.

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

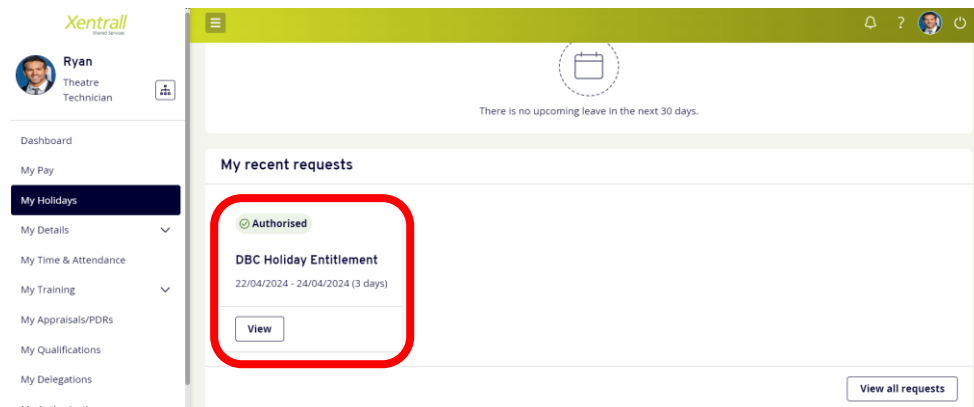


- To check who is responsible for the progress of the request, click on the “Authorisation Progress” bar
- The name of the authorising manager will be displayed.

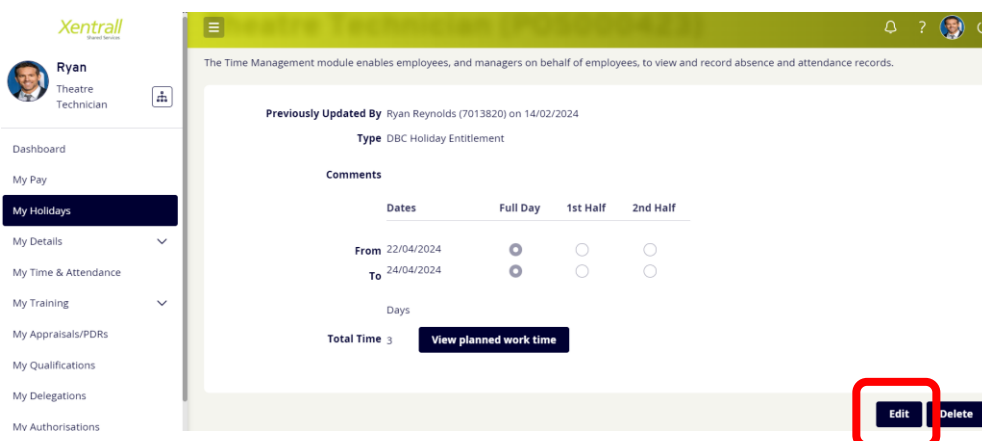


## Edit an existing Holiday request

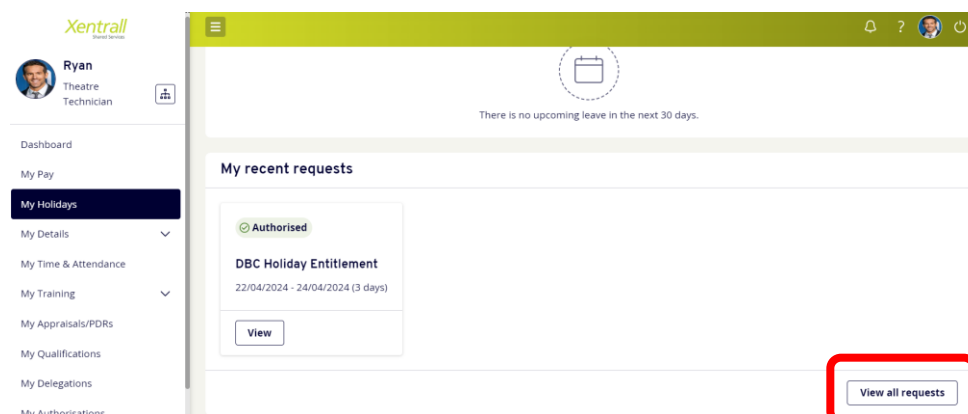
- Select “My Holidays” from the left hand menu
- Scroll to the bottom of the page, until you find “My Recent Requests”

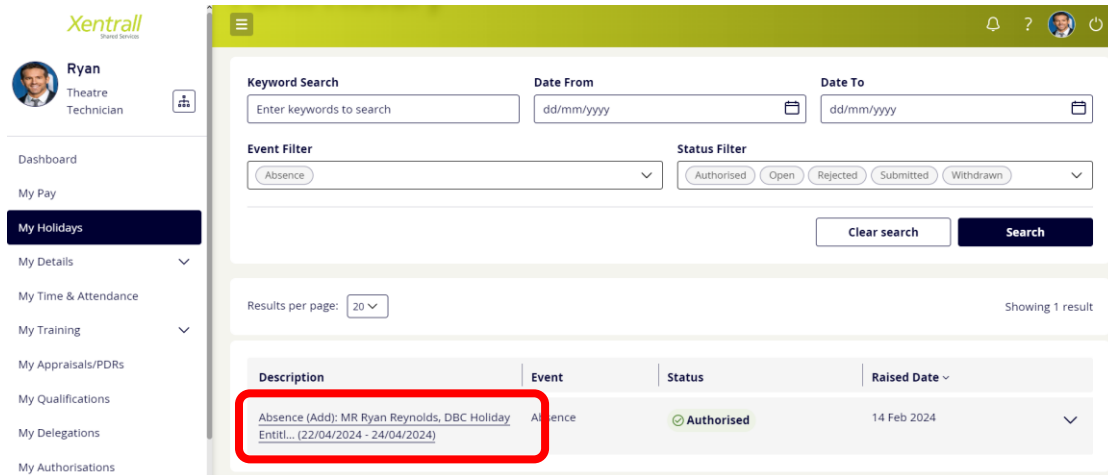


- If the request you are looking for, shows as a large tile, you can click “View” to open the details

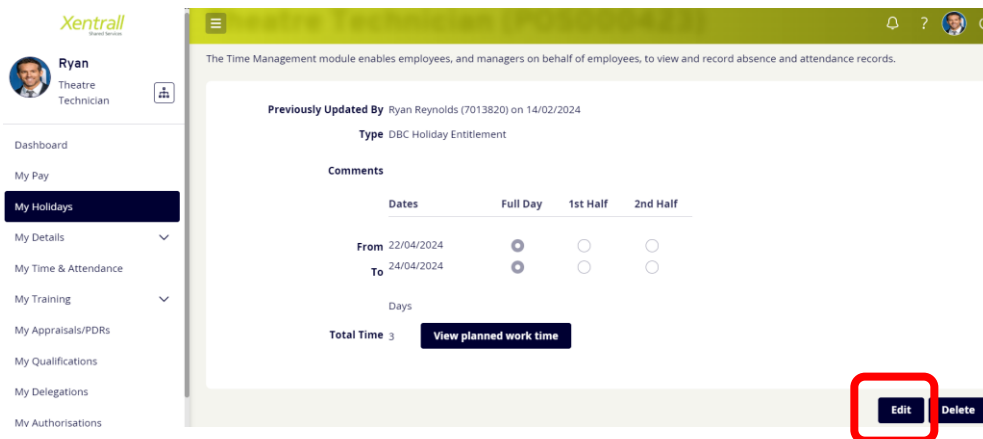


- Click “Edit” in the bottom right corner
  - Edit as required
  - Click “Submit”
  - The amended request will be sent to your manager for authorisation
- Your most recent Leave/Absence instances will be listed as a large tile in the “My recent requests” section
- If the request you are looking for does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





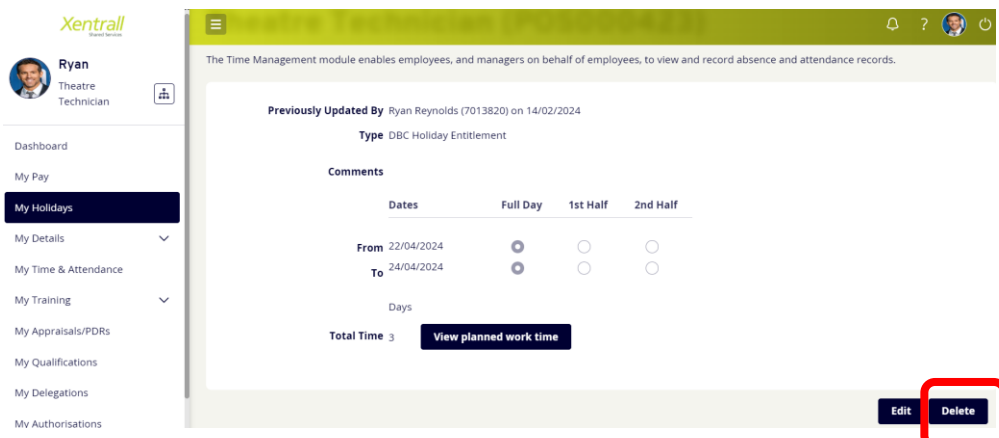
- Your full request history will be listed
- Locate the required request
- Click on the “Description” link



- 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

Xentrall

Special Services

Sarah

Communications Officer

Dashboard

My Pay

**My Holidays**

My Details

My Time & Attendance

My Training

My Appraisals/PDRs

My Qualifications

My Delegations

My Authorisations

My Documents

Form History

Dashboard / My Holidays

**Leave Management**

Leave Dashboard **Team Leave Calendar**

Pending

Public holiday

Rest day

< 1 - 14 April 2024 >

April

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

Kathryn Red

Communications Officer

Karen Purple

Communications Officer

Absent

Absent

10

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

From \* 01/01/2025 01/01/2025

To \* 01/01/2025 01/01/2025

e.g. 15:30 for past three hrs decimal

09:00 4 30 4.50

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   |      |
|-------------|-------|-------|-------|-------|-------|-------|-------|------|
| Week Ending | hh:mm | hh:mm | hh:mm | hh:mm | hh:mm | hh:mm | hh:mm | hour |
| 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 *<br>01/01/2025            | <input type="radio"/> | <input checked="" type="radio"/> | <div><div>e.g. 15:30 for half</div><div>past three</div><div>13:302302.50</div></div> |           |
| To *<br>01/01/2025              |                       |                                  |                                                                                       |           |
| <div>hoursminshrs decimal</div> |                       |                                  |                                                                                       |           |
| Total Time                      |                       |                                  |                                                                                       | 2302.50   |

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

From01/01/2025Enter All Weeks

To01/01/2025Recurring 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 |
| 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

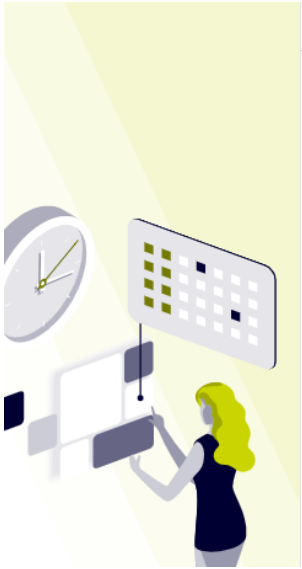
Close

- 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

From

25/12/2024

To

26/12/2024

Enter All Weeks

☒

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  | 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

Type DBC Bank Holidays

Comments

Dates

Full Day

Part Day

From \*

25/12/2024

☒

☐

To \*

26/12/2024

☒

☐

hours

mins

hrs decimal

Total Time

9

40

9.67

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



Book new leave - DBC Holiday Entitlement

From

01/07/2024

Enter All Weeks

☒

To

12/07/2024

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 | hou |
| 30/06/2024  | 4:12  | 4:12  | 4:12  | 4:12  | 4:12  | 0:00  | 0:00  | 2   |
| 07/07/2024  | 07:00 | 07:00 | 07:00 | 00:00 | 00:00 | 0:00  | 0:00  |     |
| 14/07/2024  | 07:00 | 07:00 | 07:00 | 00:00 | 00:00 | 0:00  | 0:00  |     |

Cancel

Save

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

Book new leave - DBC Holiday Entitlement

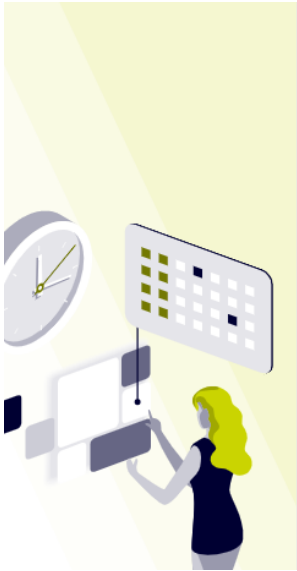
✖ Alerts

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
- 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



Book new leave - DBC Holiday Entitlement

From23/12/2024Enter All Weeks

To24/12/2024Recurring Pattern

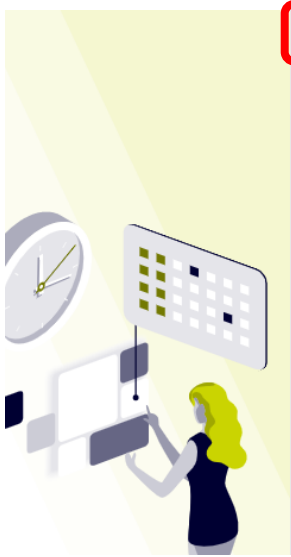
Repeat Weeks

--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  | 4:12  | 4:12  | 4:12  | 4:12  | 4:12  | 0:00  | 0:00  | 21    |
| 29/12/2024  | 07:00 | 07:00 | 4:12  | 4:12  | 4:12  | 0:00  | 0:00  | 26    |

Cancel

Save



Book new leave - DBC Bank Holidays

From25/12/2024Enter All Weeks

To25/12/2024Recurring 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  | 4:12  | 4:12  | 4:12  | 4:12  | 4:12  | 0:00  | 0:00  | 21    |
| 29/12/2024  | 7:00  | 7:00  | 07:00 | 4:12  | 4:12  | 0:00  | 0:00  | 29    |

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
- Click submit to complete

## FAQ's

### Holiday Carry forward

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

At the end of the entitlement year, any 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."*

### Bank Holidays

Bank Holiday entitlement can not be carried over. Any unused Bank Holiday entitlement at the end of the year, will be lost.

Employees may arrange to use any spare bank holiday entitlement in the same way as annual leave.

### Bank Holidays and Sickness

Bank Holiday's that occur during sick leave are not accrued; therefore, the hours will be deducted from your entitlement and no alternative time off will be given.

The amount deducted will be equivalent to a fifth of your contracted hours per week.

If you have used all your bank holiday entitlement, the time owed will be taken from your annual leave.

The full leave policy is available to view on the Intranet