

# 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

Xentrall	Brave Management	A ? 🚱 O
Ryan Theatre	Leave Dashboard Team Leave Calendar	
Technician	My leave summary	
Dashboard	DBC Holiday Entitlement entitlement from 1 Feb 2024 to 31 Mar 2024	
My Pay		ዻ, Book new leave
My Holidays		E View all entitlements
My Details	CO Leave available → Leave taken Total entitlement	
My Training V		

- 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

ny leave entitiements	
Select Absence Type	
Select	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
Select	
Select DBC Bank Holidays	

- 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

Xentrall	8			¢? 🚱 (
Ryan	A / Dashboard / My Holidays			
Technician	Leave Manage	ement		
ashboard	Leave Dashboard Team Leave C	alendar		
1. Dec.				
ly Holidays	My leave summary			
,	DBC Holiday Entitlement entit	tlement from 1 Feb 2024 to 31 Mar 202	24	
				angle and a Book new leave
ly Time & Attendance				දි, Book new leave
y Time & Attendance y Training V	O 5.5 days	Q 0 DAY	5.5 days	요, Book new leave ☷ View all entitlements
ty Time & Attendance ty Training 🛛 🗸	5.5 days Co Leave available	O DAY → Leave taken	5.5 days Total entitlement	<b>은, Book new leave</b> ☷ View all entitlements
ty Time & Attendance ty Training ly Appraisals/PDRs Iy Qualifications	5.5 days © Leave available	Q 0 DAY C→ Leave taken	5.5 days Total entitlement	윤, Book new leave 표 View all entitlements

• When prompted, select the required leave type

Book new leave		×
Select the type of leave you we	ould like to book.	
DBC Bank Holidays	DBC Holiday Entitlement	

- Leave Management will open on the main screen
- Select "Book new Leave" (on the right hand side)
- An input screen will appear
  - o 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*)
  - o Total Time: this will calculate automatically based on the dates above

	Available 5.5 days					Taken	0 DA
	Туре	DBC Holiday Entitlement					^
V	Comments	*optional*					
		Dates	Full Day	1st Half	2nd Half	Days off	
					~	half day	
	From *	22/04/2024	0		0	0.5	
	To *	26/04/2024 📋	0	0	0		
		Days					
	Total Time	4.50 Confirm pla	anned work tin	ne			

 Click "Confirm planned work time", the input window will switch to a calendar view

	Book new	leave - I	рвс н	oliday Er	ntitleme	nt			×
	From To	09/07	7/2024 7/2024	Enter All Wee Recurring Pat	ks (	C Repeat	Weeks	Select	~
		MON	TUE	WED	THU	FRI	SAT	SUN	
K	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 H	oliday En	titlemen	t			×
From To	15/0- 16/0-	4/2024 4/2024	Enter All Week Recurring Patt	s O	Repeat 1	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
						C	ancel	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



- 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 Entitle	ement	×
Type DBC Ho	liday Entitlement	]	
Dates	Ful Day	I Part / Day	
From *	4/2024 📋 O	0	
To * 16/0.	4/2024	0	
Total Time 14	0 14.00	Confirm planned wor	k 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
  - o Authorised: the request has been reviewed and approved
  - Rejected: the request has been reviewed and rejected

Yentrall Ford brand Technical Officer	8				Q1?20
Dashboard				Clear search	Search
My Pay					
My Holidays	Results per page: 20 V				Showing 13 results
My Details 🗸 🗸					
My Time & Attendance	Description	Event	Status	Raised Date 🗸	
My Training 🗸 🗸	Absence (Add): MRS Samantha F Holiday Ent (22/04/2024 - 26/0	Purple, DBC Absence	Submitted	4 Mar 2024	
My Appraisals/PDRs					
My Qualifications	Absence Empl	oyee: Samantha Purple	Type: DBC	HOL	
My Delegations	Subm	nitted By: Samantha Purple	Start Date:	22/04/2024	
My Authorisations	Subm	nitted On: 4 Mar 2024	End Date:	26/04/2024	
My Documents	Authorisation Progress		Total Time:	: 30.00	
Form History		2			

- 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.

Description		Event	Status
Absence (Add): MRS Samantha Purple,	DBC Holiday Ent (22/04/2024 - 26/04/2024	) Absence	Submitted
Absence	Employee: Samantha Purple Form Number: 00319839 Submitted By: Samantha Purple Submitted On: 4 Mar 2024		
Authorisation Progress	·	0	

#### 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"

Xentrall Stated Service	Ĩ	8		Q ? 🧯
Ryan Theatre Technician	ħ		There is no upcoming leave in the next 30 days.	
Dashboard				
My Pay		My recent requests		
My Holidays				
My Details	~	⊘ Authorised		
My Time & Attendance		DBC Holiday Entitlement		
My Training	~	22/04/2024 - 24/04/2024 (3 days)		
My Appraisals/PDRs		View		
My Qualifications				
My Delegations				View all reque
My Authorisations				

• If the request you are looking for, shows as a large tile, you can click "View" to open the details

Xentrall Stared Services		Enertre les						ζ	2	2 🔘	
Ryan		The Time Management module enabl	es employees, an	id managers on be	half of emplo	yees, to view and	record absence and	attendance records			
Theatre Technician	۱.	Previously Updated By	Ryan Reynolds (7	7013820) on 14/02/	/2024						
Dashboard		Туре	DBC Holiday Ent	itlement							
My Pay		Comments									
My Holidays			Dates	Full Day	1st Half	2nd Half					
My Details	~	From	22/04/2024	0							
My Time & Attendance		То	24/04/2024	0							
My Training	~		Days								
My Appraisals/PDRs		Total Time	3 View p	lanned work time	2						
My Qualifications								_			
My Delegations									Edit	Delet	te
Mv Authorisations								-			

- o Click "Edit" in the bottom right corner
- o Edit as required
- o 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 <u>does not</u> show as a large tile, click the "View all requests" button in the bottom right hand corner

Xentrall Shared Services			4 ? 🚱 C
Ryan Theatre Technician	ţ.	There is no upcoming leave in the next 30 days.	
Dashboard			
My Pay		My recent requests	
My Holidays			
My Details	~	⊘ Authorised	
My Time & Attendance		DBC Holiday Entitlement	
My Training	~	22/04/2024 - 24/04/2024 (3 days)	
My Appraisals/PDRs		View	
My Qualifications			
My Delegations			View all requests
My Authorisations			

Xentrall Stated Services	Î	8			
<b>Ryan</b> Theatre	Ē	Keyword Search	Date From	Date To	
Technician		Enter keywords to search	dd/mm/yyyy	dd/mm/yyyy	
shboard		Event Filter		Status Filter	itted Wit
y Pay				(Automate) (open) (Adjetted) (data	
y Holidays				Clear sear	ch
y Details	~				
Time & Attendance		Results per page: 20 V			
/ Training	~				
y Appraisals/PDRs		Description	Event	Status Raiseo	l Date ~
y Qualifications		Absence (Add): MR Rvan Revnolds, DR	BC Holiday Altence	Authorized 14 Feb	2024
y Delegations	- 1	Entitl (22/04/2024 - 24/04/2024)	<u>renorday</u> Alectice	Authorised	LULT
Authorisations					

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

Xentrall Stared Services		Enertre les							٥	?	0	Ċ
Ryan		The Time Management module enable	es employees, and	l managers on bel	half of employ	vees, to view an	d record absence a	and attendance reco	ords.			
Theatre Technician	ħ	Previously Updated By	Ryan Reynolds (7	013820) on 14/02/	2024							
Dashboard		Туре	DBC Holiday Entit	lement								
My Pay		Comments										
My Holidays			Dates	Full Day	1st Half	2nd Half						
My Details	$\sim$	From	22/04/2024	0								
My Time & Attendance		То	24/04/2024	0								
My Training	~		Days									
My Appraisals/PDRs		Total Time	3 View pl	anned work time								
My Qualifications								-				
My Delegations									Edi	3	Delete	
MV Authorisations									_			_

- o Click "Edit" in the bottom right corner
- Edit as required
- Click "Submit"
- $\circ$   $\;$  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

Xentrall Stared Services		Eventre let		en (PO				Φ	?
Ryan		The Time Management module enabl	es employees, an	d managers on be	half of emplo	/ees, to view an	d record absence and	attendance records.	
Theatre Technician	ţ.	Previously Updated By	Ryan Reynolds (7	7013820) on 14/02	/2024				
Dashboard		Туре	DBC Holiday Ent	itlement					
My Pay		Comments							
My Holidays			Dates	Full Day	1st Half	2nd Half			
My Details	~	From	22/04/2024	0					
My Time & Attendance		То	24/04/2024	0					
My Training	~		Days						
My Appraisals/PDRs		Total Time	3 View p	lanned work time	2				
My Qualifications									
My Delegations								Edi	
Mv Authorisations									

# 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 Sweed Services	Ξ								
Sarah	ଇ / Dashboard / My Holidays								
Officer	Leave Managem	nent							
Dashboard	Leave Dashboard Team Leave Calend	lar							
My Pay									
My Holidays	Pending		Publ	ic holiday			R	est day	
My Details 🗸 🗸									
My Time & Attendance	1 - 14 April 2024								
My Training 🗸 🗸		April							
My Appraisals/PDRs		1 Mon	2 Tue	3 Wed	4 Thu	5 Fri	<b>6</b> Sat	7 Sun	8 Mon
My Qualifications	Me								
My Delegations	Sarah Blue Communications Officer								
My Authorisations	22.2 hours (7012751)								
My Documents	My manager								
Form History	Hayley Yellow Senior Communications Officer								
	My peers								
	Communications Officer								Absent
	Kathryn Red Communications Officer								
	Communications Officer	Absent							

## 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 Holid	ays				×
	Available 42 hours				Taken	0 hour
	Type Bank Holidays				7	Î
y in	Comments	Full Day	Part Day	Time	Hours off	
	From *	1 0	0	e.g. 15:30 for past three	4 30 4.50	al )
	To* 01/01/2025	j	-			ť
	Total Time 4 30 4.5	i decimal	Cont	firm planned w	vork time	
11	< 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

Available 37.5 hours Taken 0 hou
From         01/01/2025         Enter All Weeks         O           To         01/01/2025         Recurring Pattern         O         Repeat Weeks        Select         \triangle Sele
MON         TUE         WED         THU         FRI         SAT         SUN           Week         hh:mm
29/12/2024       05:00       05:00       05:00       05:00       05:00       00:00       25
05/01/2025 05:00 05:00 07:00 05:00 05:00 00:00 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 Holida Available 189 hours	ay Entil	lement		Taken 44 hours
Type DBC Holiday Entitleme Comments Dates From * 01/01/2025	Full Day	Part Day Tii e.g. 15 bu past 13	me Hou <sup>30</sup> for <sup>17</sup> bb m three <sup>30</sup> 2 3	rs off hrs ucciniai 0 2.50
hours mins hr Total Time 2 30 2.	rs decimal 50	Confirm pl	lanned work time	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	Taken	0 hour							
	From	01/01/2025	Enter All Weeks	0						
	То	01/01/2025	Recurring Pattern	0	Repeat V	Veeks	Select	$\sim$		
		MON TU	WED	тни	FRI	SAT	SUN			
	Week Ending	hh:mm hh:m	m hh:mm h	h:mm	hh:mm	hh:mm	hh:mm	hour		
	29/12/2024	05:00 05:0	0 05:00	05:00	05:00	00:00	0:00	25		
	05/01/2025	05:00 05:0	0 07:00	05:00	05:00	00:00	0:00	27		
							ancel	31/8		
1	< 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 Ba	ink Holid	lays				×
	From To	25/1 26/1	2/2024 2/2024	Enter All Week Recurring Patt	tern	) Repeat V	Veeks (	Select	~
		MON	TUE	WED	тни	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
							C	ancel	Save

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

#### Book new leave - DBC Bank Holidays



• 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	
	Dates         Day         Day           From *         25/12/2024         Image: Compare the second	
	hours mins hrs decimal Total Time 9 40 9.67 Confirm planned work time Sub	mit
Ũ	< 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 To	01/07/2024 12/07/2024		Enter All Weeks		) Repeat WeeksSelect			~			
	Week	MON	TUE	WED	THU	FRI	SAT	SUN	ba			
	Ending	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	ר			
	14/07/2024	07:00	07:00	07:00	00:00	00:00	0:00	0:00	J			
							Can	cel Sa	ive 🗸			

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

# Book new leave - DBC Holiday Entitlement



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

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# 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						×			
From	23/1	2/2024	Enter All Week	(5 0	,				
То	24/1	2/2024	Recurring Patt	ern C	) Repeat	Weeks	Select	$\sim$	
	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	
						C	ancel	Save	
Book new	leave -	DBC Ba	nk Holid	ays				×	
From	25/1	2/2024	Enter All Week	s <b>O</b>					
То	25/1	2/2024	Recurring Patt	ern ()	Repeat \	Veeks	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	

- 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 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 monitory 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