

Annual Leave & Bank Holiday Entitlement in HOURS

This guidance is effective from 1 April 2026

From 1 April 2026, Annual Leave and Bank Holiday hours will be combined into a single entitlement for recording in MyHR.

For example:

If you currently receive 237 hours Annual Leave and 59.9 hours Bank Holiday, these will be combined into a single entitlement of 296.5 hours.

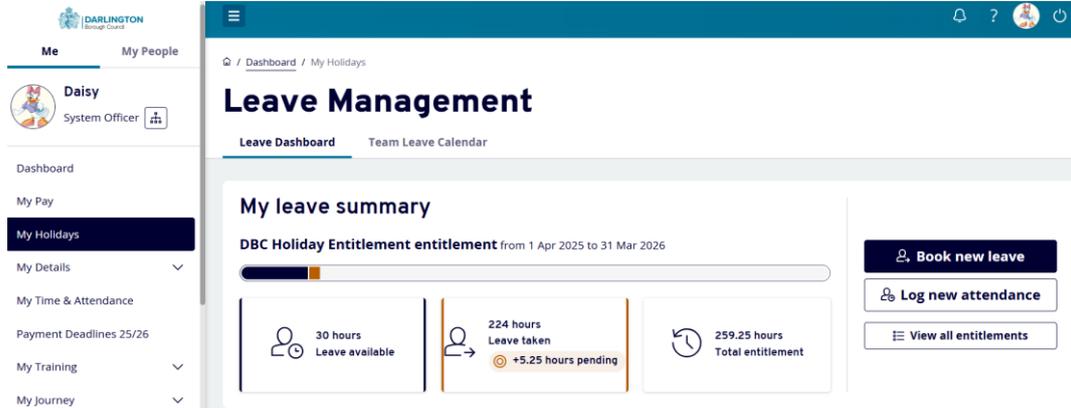
Leave entitlements will vary each year based on the number of Bank Holidays:

- April 2026 – March 2027: 10 Bank Holidays (74.5 hours pro rata)
- April 2027 – March 2028: 6 Bank Holidays (44.5 hours pro rata)

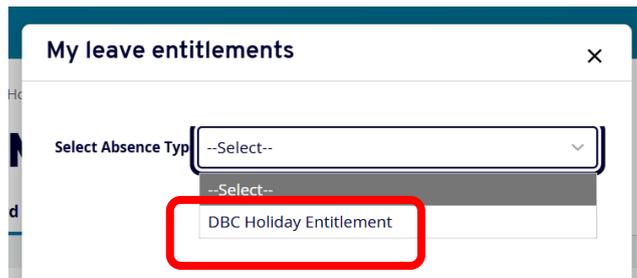
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View Annual Leave entitlement

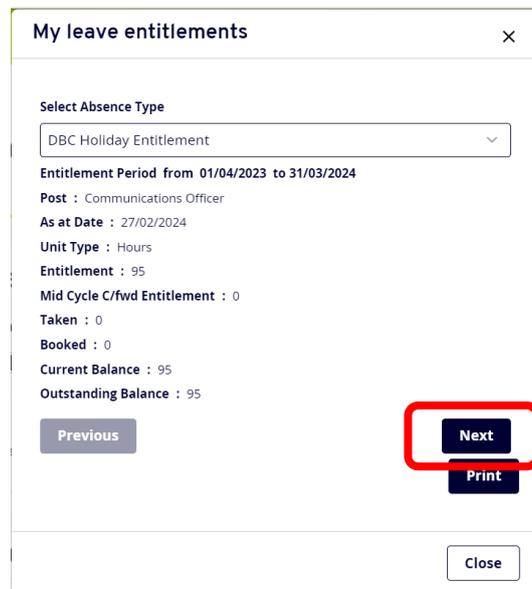
- Select “My Holidays” from the lefthand menu
- You will see an overview of your Entitlement on the main screen



- 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

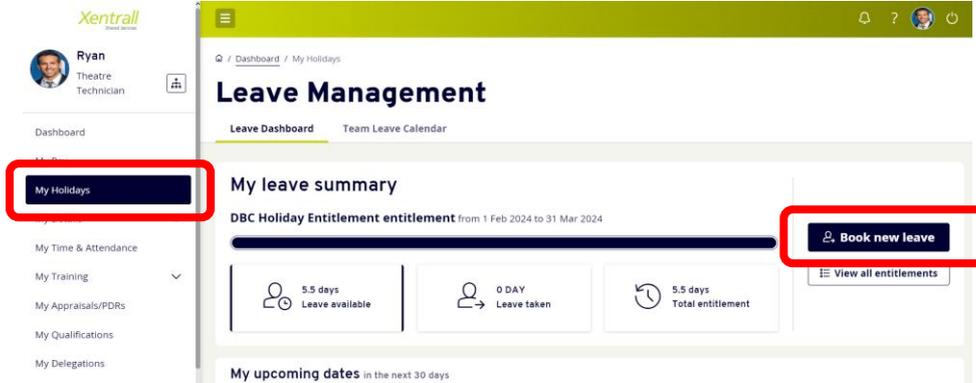


- Click Next, to view future entitlements
 - **Reminder:** entitlements are subject to change, depending on your Contract of Employment and the number of Bank holidays in the entitlement year.

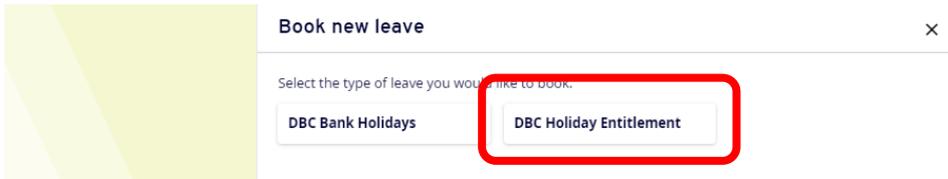
Booking Leave

Note: If you have a regular shift pattern, on release of your Holiday entitlement you will need to log onto MyHR and book in your Bank Holidays for the year to ensure accurate leave recording

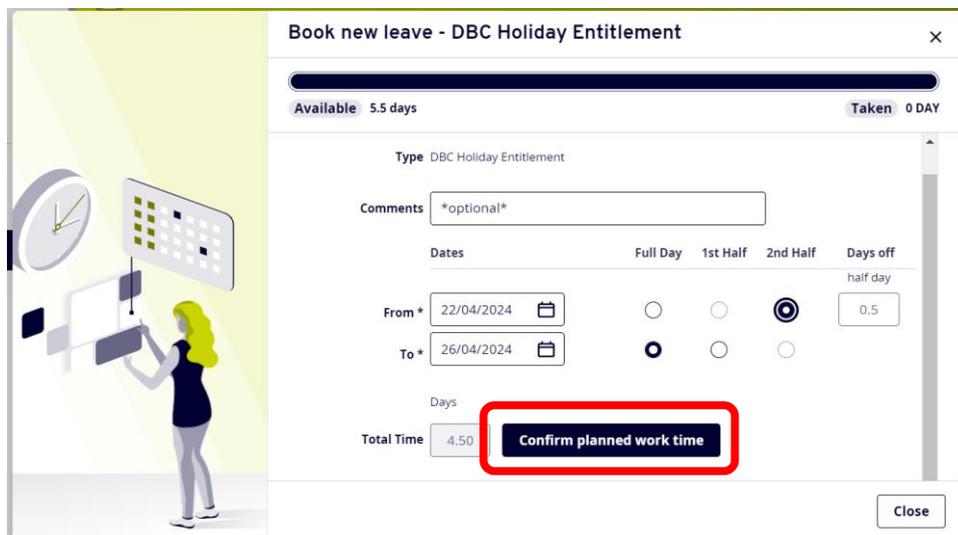
- Select “My Holidays” from the left-hand menu



- When prompted, select the required leave type
 - Always select DBC Holiday Entitlement. The bank holiday button will be inactive



- 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	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	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 [Close]

Type DBC Holiday Entitlement

Comments [Text Input]

Dates Full Day Part Day

From * 15/04/2024 [Calendar]

To * 16/04/2024 [Calendar]

hours mins hrs decimal

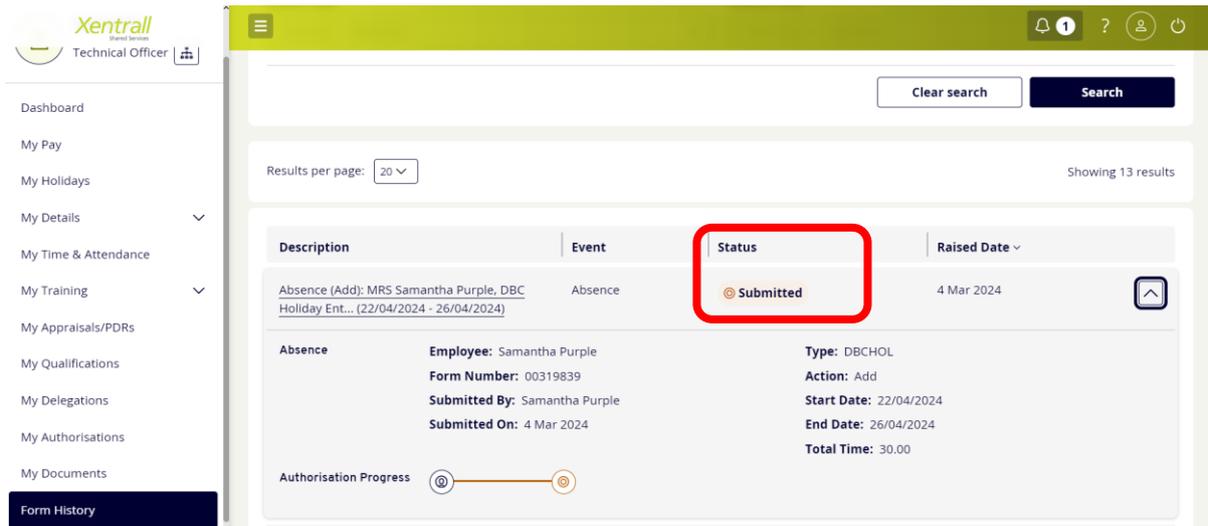
Total Time 14 0 14.00 **Confirm planned work time**

Submit

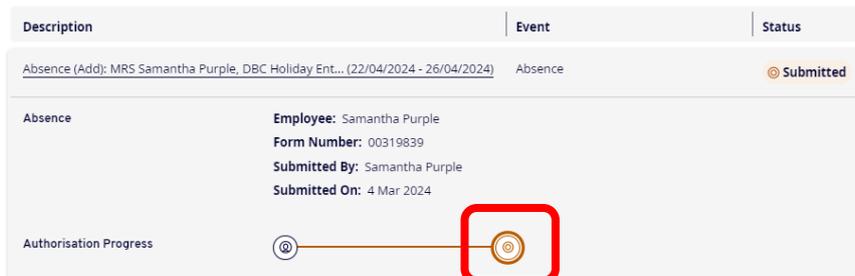
- Your holiday request will be sent to your Manager for authorisation

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

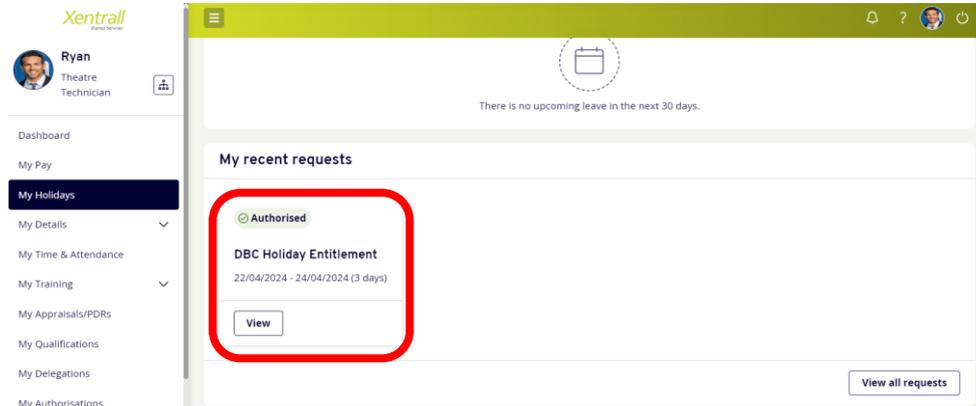


- To check who is responsible for the progress of the request, click on the “Authorisation Progress” bar
- The name of the authorising manager will be displayed.

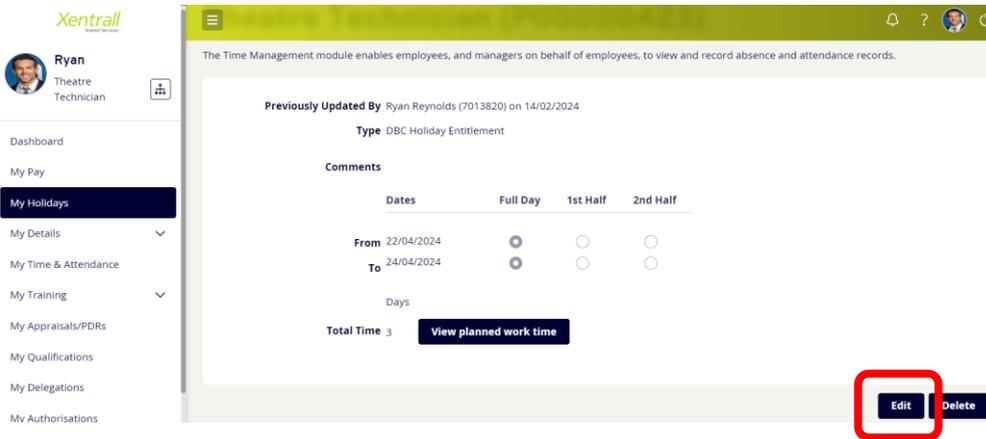


Edit an existing Holiday request

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

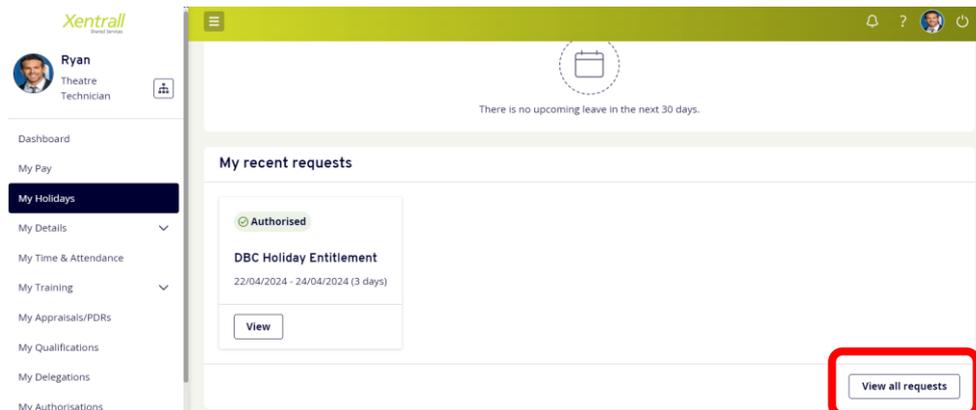


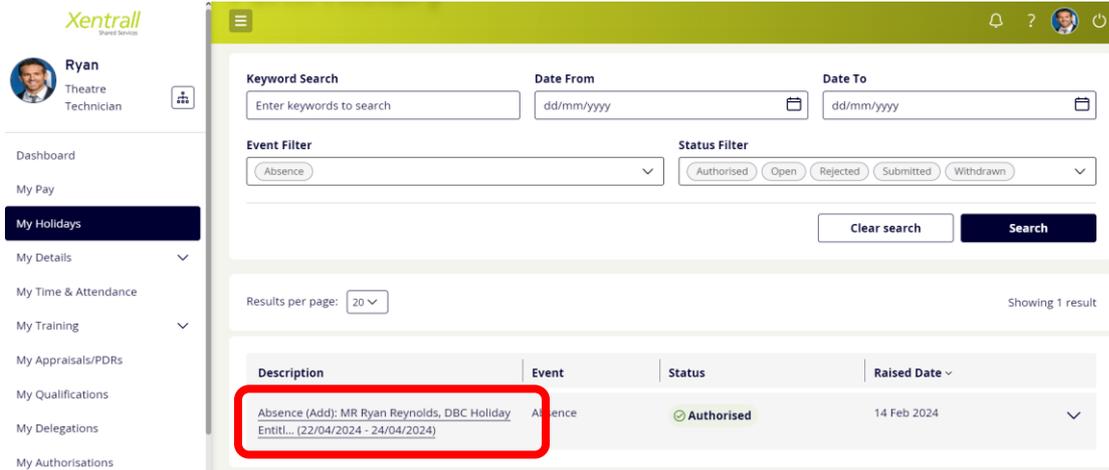
- If the request you are looking for, shows as a large tile, you can click “View” to open the details



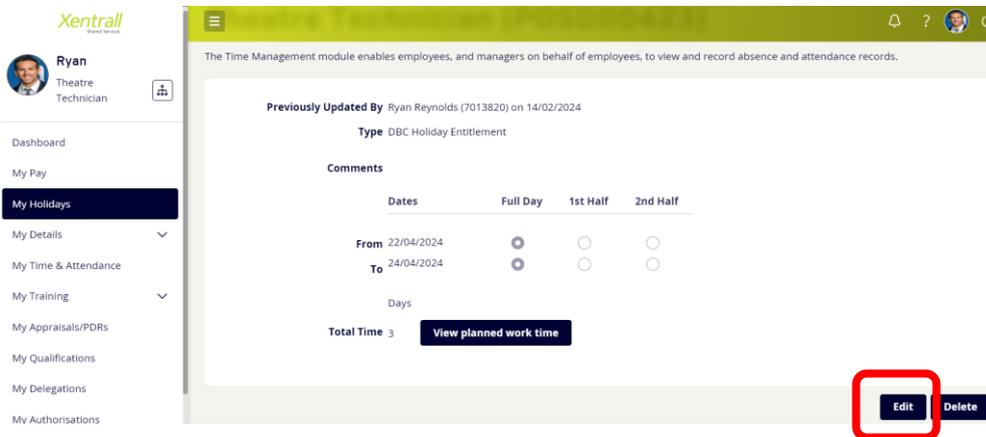
- Click “Edit” in the bottom right corner
- Edit as required
- Click “Submit”
- The amended request will be sent to your manager for authorisation

- 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





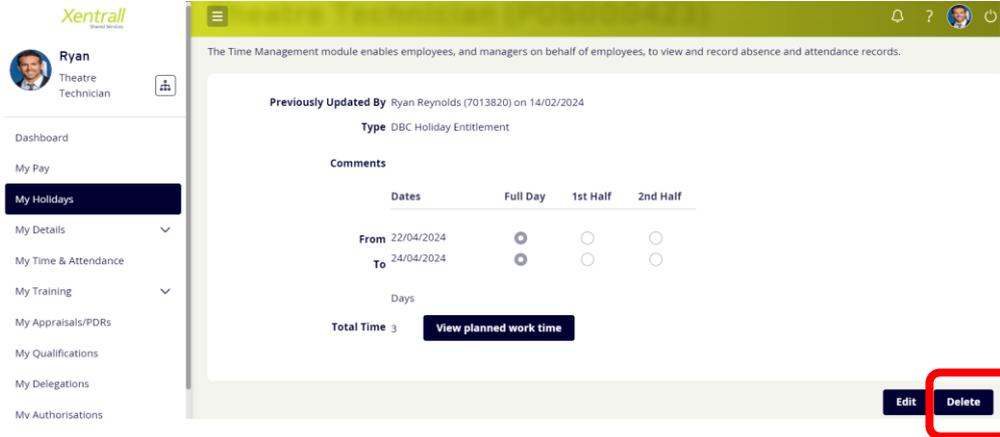
- Your full request history will be listed
- Locate the required request
- Click on the "Description" link



- 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. The left sidebar shows the 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 includes a 'Team Leave Calendar' tab. Below the tab are filters for Pending, Public holiday, and Rest day. A date range selector shows '1 - 14 April 2024'. The calendar grid for April shows the following leave status for each team member:

	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 planned work time example

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

	MON	TUE	WED	THU	FRI	SAT	SUN	hou
Week Ending	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	

- 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

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.

“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.”

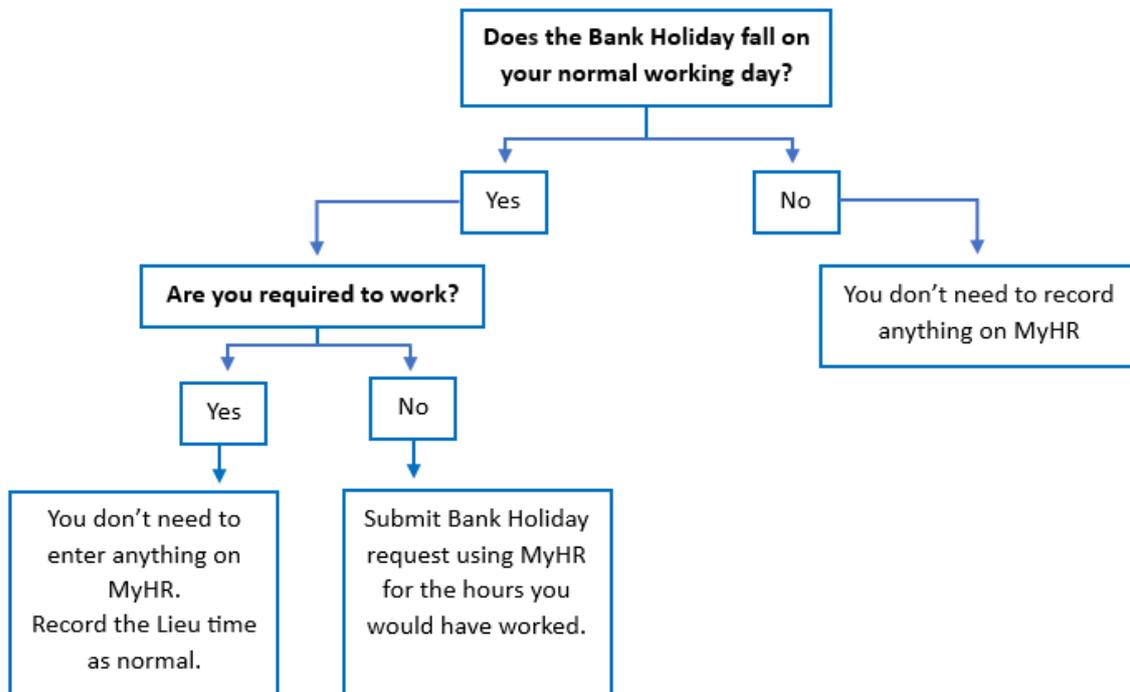
*At the discretion of the manager, a maximum of 5 days annual leave (37 hours) (or pro-rata if you work part time) can be **carried over** to the following leave year.”*

Bank Holidays 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.

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.

The full leave policy is available to view on the Intranet