



MyView
Employee and Manager Self-Service

Annual Leave Online Frequently Asked Questions

Contents

Section 1: Entitlements and Calculations	3
How is my Annual Leave calculated?	3
I am fixed term, what happens with my entitlement?	3
Why is my leave calculated in hours?	3
My entitlement doesn't look right, who can I speak to?	3
Section 2: Bookings, Cancellations and Amendments	3
How do I book annual leave in MyView?	3
What happens with bank holidays and closure days?	3
I am a part-time member of staff, how will the system work for me?	3
How can I cancel my annual leave?	3
I need to make an amendment to my annual leave request, how do I do this?	3
Section 3: Changes in circumstances	4
What happens if I start or leave part way through the year?	4
What happens if my working hours change (increase or decrease)?	4
What happens if I go on Maternity leave?	4
What happens when I am on long term sick?	4
What happens if my working pattern changes?	4
What carry over am I allowed and how does it work?	4
How does my holiday get approved?	4
Section 4: Delegations	4
What is a delegation?	4
Who can I delegate to?	4
I want to delegate responsibility of authorising annual leave requests to another team member, how do I do it?	4
What happens if the Head of Department is your line manager?	5
Important Contacts	5

Section 1: Entitlements and Calculations

1. How is my Annual Leave calculated?

The annual leave entitlement at the School is made up of 25 days for holiday, 8 bank holidays and 8 closure days which equates to a total of 41 days per annum. Calculations are based on this figure and will be pro-rated according to an employee's individual working hours and terms and conditions of employment.

2. I am on a fixed term contract, what happens with my 41-day entitlement?

The system will refer to your projected end date and will provide the exact entitlement for the period of your employment. Should this date be extended, the figure will be recalculated to ensure you receive the correct amount.

3. Why is my leave calculated in hours?

If you are Part Time or have compacted Full Time working arrangements, your annual leave gets calculated into hours according to your FTE and based on your specific working pattern e.g. what days you work and how many hours you work on those days. Part Time employees or Full Time employees with a compacted arrangement may have shorter and/or longer working days against the standard 7 hours and so the deduction of leave needs to be appropriate.

4. My entitlement does not look right, who can I speak to?

In the first instance check with your HR administrator. Your allocated Administrator can be found [here](#)

Section 2: Bookings, Cancellations and Amendments

1. How do I book annual leave in MyView?

A series of methods are available. Please refer to the guidance manual [here](#)

2. What happens with bank holidays and closure days?

The School's holiday entitlement is made up to 25 days' annual leave, 8 bank holidays and 8 closure days (ie.41 days in total). As such, all staff have been allocated a 41-day entitlement and you will, therefore, need to book off all bank holidays and closure days. HR will issue all relevant dates at the start of the calendar year and these can also be found [here](#)

This will ensure that holiday entitlement is applied fairly to all staff regardless of their working pattern and will replace the use of the Schools annual leave calculator.

Managers and employees will therefore be able to have the figures at their fingertips should an employee leave the School, as the system calculates this automatically based on an employee's last day.

Furthermore, the system will be able to calculate the correct entitlement, depending on when the start date is in the year, pro-rata to 41 days.

3. I am a part-time member of staff, how will the system work for me?

You will use the system in exactly the same way as full-time staff (as explained above). You will only need to book the days off for bank holidays and closure days that fall within your normal working pattern therefore please ensure this is correct and up to date. Your leave will also be recorded in hours and not days.

4. How can I cancel my annual leave?

You will need to speak to your manager to cancel your annual leave who will be able to cancel this for you. This is to prevent leave being cancelled in error by employees.

5. I need to make an amendment to my annual leave request; how do I do this?

You can modify your annual leave requests. This will go through the same authorisation chain as the original request. To do so, please refer to the guidance manual [here](#)

Section 3: Changes in circumstances

1. What happens if I start or leave part way through the year?

The system is designed to calculate the 41-day entitlement based on an employee's start date and/or end date on a weekly basis.

2. What happens if my working hours change (increase or decrease)?

If your working hours increase or decrease a contract variation form will be submitted to HR to ensure that your record (and salary) are correct. Upon approval of this change request your annual leave entitlement will be recalculated accordingly. If your working terms change, for example, from Full Time to Part Time, the unit rate for which you will book your annual leave will change from days to hours.

3. What happens if I go on Maternity leave?

Whilst on maternity leave your entitlement will continue to accrue based on 41 days, pro-rated if Part Time. Any annual leave taken before maternity leave begins should be booked in the normal way. Your record will be amended before your return following any arrangements agreed with your line manager.

4. What happens when I am on long term sick?

Whilst on sick leave your entitlement will continue to accrue based on 41 days, pro-rated if Part Time.

5. What happens if my working pattern changes?

Working patterns are more relevant to Part Time or Full Time compacted employees and it is therefore important to keep your working pattern up to date to ensure the correct amount of leave is deducted. It will also mean you will not have to keep amending it when requesting leave. To request permanent changes to your working pattern please complete the eform within MyView called Request to amend working pattern. This will require authorisation from your line manager.

6. What carry over am I allowed and how does it work?

Up to five days' leave may be carried over from one year to the next (pro rata for part-time staff). Agreement to carry over more than this is usually given only when there are strong personal reasons or when school business has prevented staff from taking leave.

7. How does my holiday get approved?

Upon submission of your annual leave request your manager will receive notification via e-mail but the request will also be visible on their MyView dashboard. Your line manager will need to approve or reject your request; you will be notified via e-mail of the outcome.

Section 4: Delegations

1. What is a delegation?

A delegation within MyView allows you to delegate approvals or responsibilities to a member of your team either permanently or for a period. Examples of these can be annual leave requests.

2. Who can I delegate to?

At present, you can only delegate to those that are below you in the management hierarchy. This could be a Deputy, Office Manager, PA or any other member of staff that reports directly to them.

3. I want to delegate responsibility of authorising annual leave requests to another team member, how do I do it?

Please check the appropriate guidance material [here](#). Delegations need to be set up by the individual who is delegating, please remember access to MyView is via your LSE credentials and therefore these should never be shared.

4. What happens if the Head of Department is your line manager?

Where your line manager is a Head of Department they will receive notifications of when annual leave is requested, to approve or decline through the system. This system will allow your Head of Department to delegate the responsibility of approving and declining annual leave, to their Deputy, an Office Manager, PA or any other member of staff that reports directly to them.

Important Contacts

For queries related to logging in to MyView:

IT Service Desk

By phone: 020 7107 5000 | x5000

By email: it.servicedesk@lse.ac.uk

In person: IMT Walk in Centre, Library 1st Floor | Mon - Fri, 09.30 - 17.30

Online: Use the [IMT Customer Portal](#) to log and track your IT requests.

All other Queries:

HR Systems Team

By phone: 0207 955 7172/7108

By e-mail: Hr.myview@lse.ac.uk
