

Annual leave overview

Annual leave entitlement for full-time employees is calculated as follows:

- 25 annual leave days
- 8 bank holiday days
- 8 school closure days

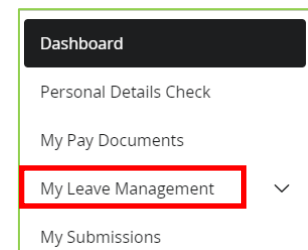
This equates to a total of 41 days annual leave for full-time staff, and pro rata for part-time staff.

Important: The annual leave entitlement is calculated based on a Leave year which runs from 1st January to 31st December.

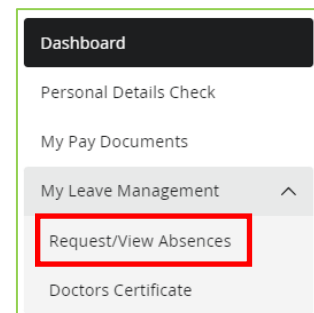
Note: For full-time staff, annual leave is requested in full or half-days. Annual leave entitlement for part-time or compressed hours staff is displayed on MyView in hours. For more information, see the next section of this quick card.

Step 1 – Accessing the Leave Management Module

Log in to MyView. On the left-hand side menu, click on **My Leave Management**.



The **Request/View Absences** dropdown will appear. Click on it.



The Leave Management screen will appear.

There are two headings available: *Leave Dashboard* and *Team Leave Calendar*.

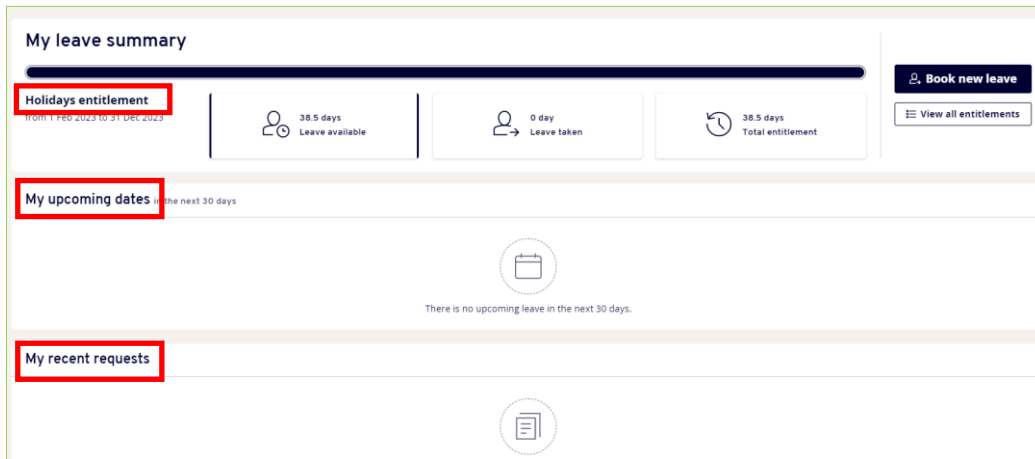
Leave Management

Leave Dashboard Team Leave Calendar

Leave Dashboard

Under the Leave Dashboard heading, you can see your annual leave summary in three sections:

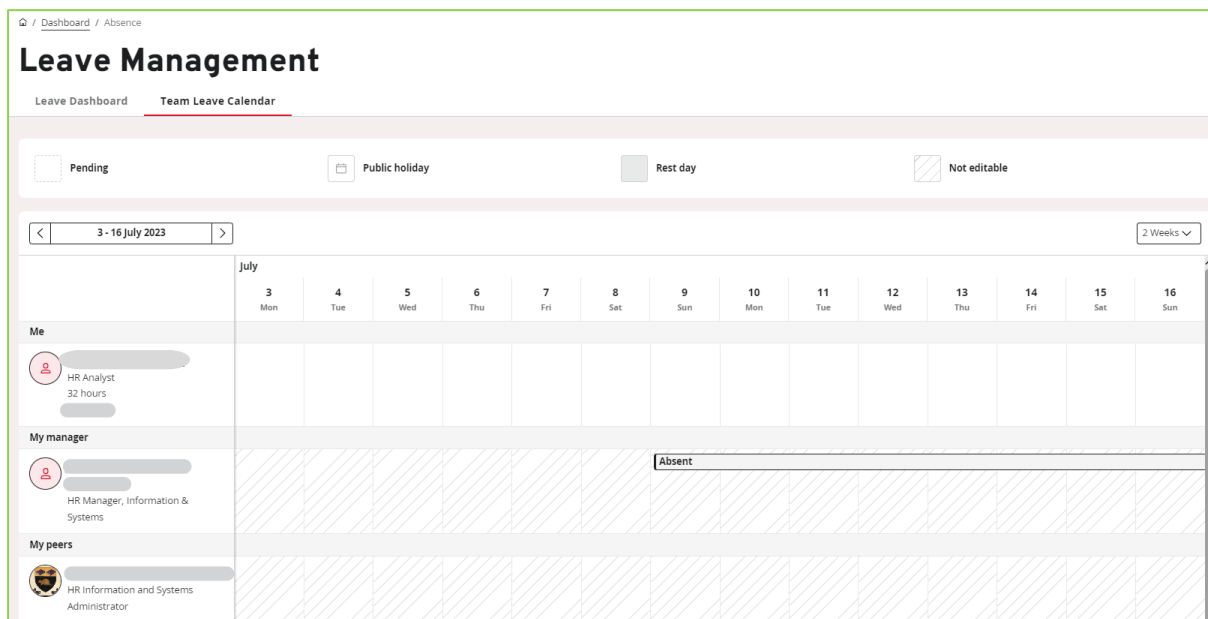
- **Holidays entitlement:** Shows the number of days/hours available and taken as well as your annual entitlement. You can also review current and historical entitlement and book new leave.
- **My upcoming dates:** Reminds you of any upcoming booked holidays or bank holidays.
- **My recent requests:** Notifies you of the status of any recent submissions. This will show which leave request is pending approval and which one has been approved or rejected.



Team Leave Calendar

Under the Team Leave Calendar heading, you will be able to see your team’s holidays, which is useful prior to submitting holiday request.

Please note that you will only be able to see your team’s holidays and not other leave such as sickness.



Step 2 – Booking annual leave

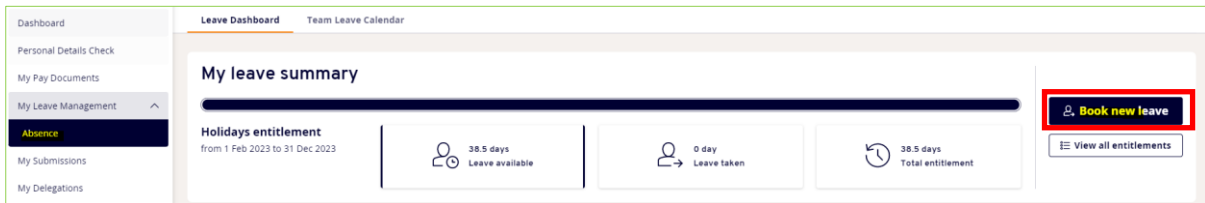
Important:

For full-time professional services staff employed at the beginning of the year, the 16 predetermined bank holiday and school closure days are automatically booked on MyView for you. You are therefore only required to submit annual leave requests through MyView for the remaining 25 days annual leave.

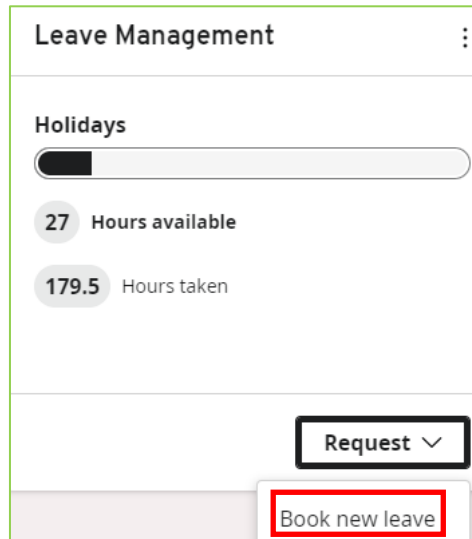
Part-time professional services staff, those who work a compressed full time work pattern, or any new staff who started during the leave year, must book their own bank holidays and closure days in MyView. This is in addition to your annual leave days.

For more guidance, please see the Annual Leave guidance pages. These can be accessed at: <https://info.lse.ac.uk/staff/divisions/Human-Resources/Working-for-LSE/Annual-leave-guide>

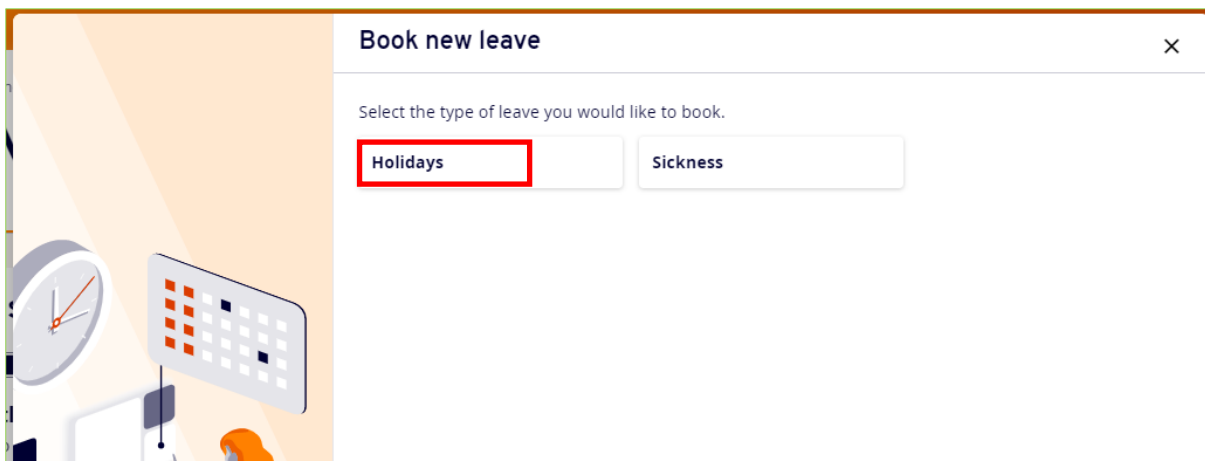
From the **My leave summary** section of the Leave Management module, click on **Book new leave**.



Alternatively, from your Dashboard, you can click **Request** in the Leave Management widget. Then click on **Book new leave**.



Both ways will lead to the Book new leave screen.



Select **Holidays**.

On the Book new leave – Holidays screen, complete your annual leave request.

Book new leave - Holidays

38.5 Days available 0 Day taken

Comments: Holidays

Dates: Full Day 1st Half 2nd Half

From: 01/06/2023

To: 01/06/2023

Days: Total Time 1.00

Submit/Update

< Back Close

Comments: Enter an appropriate comment for the holiday days you are requesting. In the example above, Holidays is entered.

From: click the **Calendar** icon. Use the Calendar tool to select the date you want to request your holiday from.

To: click the **Calendar** icon. Use the Calendar tool to select the date you want to request your holiday until.

Full-Day/Half Day: Full-time staff can choose between taking a full day or half day holiday. If taking a half day, you must select either the 1st Half or 2nd Half radio buttons for morning or afternoon leave respectively.

Note: Each holiday request must be for continuous leave. For example, you cannot take two 1st half days off in a row. Otherwise, you must submit two separate absence requests.

Click on **Submit/Update**. A success message is displayed informing you that the absence request has been submitted. Information will appear on your Manager's dashboard to review. They will also receive an email notification.

For part-time staff, there is an additional step where you need to click on **Confirm planned work time**.

Comments

Dates: Full Day Part Day

From: 20/09/2023

To: 20/09/2023

hours mins hrs decimal: Total Time 8 0 8.00

Confirm planned work time

Submit/Update

Double check that your work pattern is correct and click on **Save**.

	SUN	MON	TUE	WED	THU	FRI	SAT	
Week Ending	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hours
23/09/2023	0:00	8:00	8:00	8:00	8:00	0:00	0:00	32

Then click on **Submit/Update** to submit your request.

Step 3 – Amending/cancelling annual leave requests before approval

Under the Leave Dashboard, go to *My recent requests* and click on **View** for the holiday you wish to cancel.

Click on **Withdraw** to cancel the holiday request.

My recent requests

Submitted

Holidays

14/06/2023 (8 hours)

Previously Updated By

Type: Holidays

Comments: TEST

Dates: Full Day Part Day

From: 14/06/2023

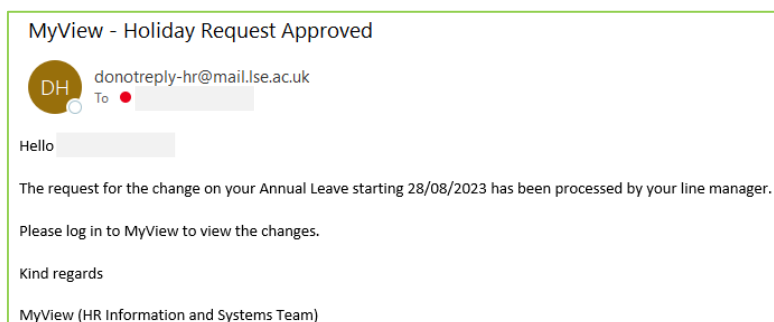
To: 14/06/2023

hours mins hrs decimal

Total Time: 8 00 8.00

Step 4 – Approval or rejection of annual leave

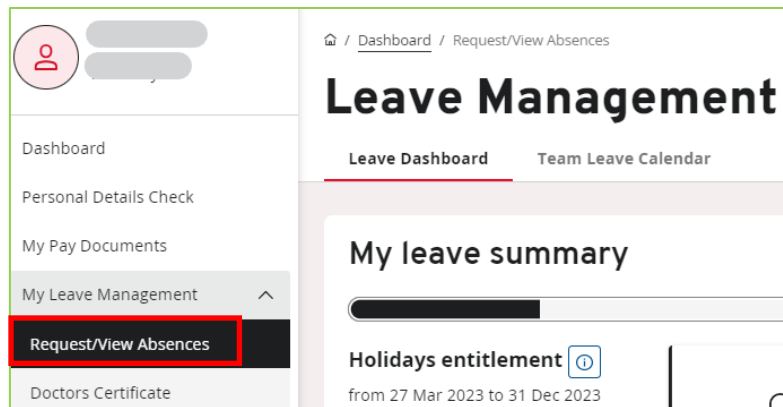
Annual leave requests are reviewed by your line manager or delegated authority. You are notified by email when your annual leave request has been approved or rejected.



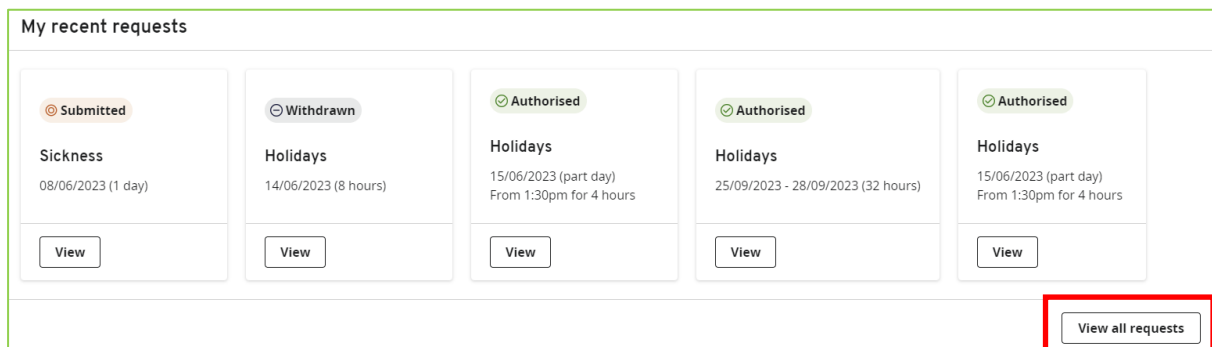
Note: for guidance on how to approve/reject annual leave requests, see the *Approving annual leave using MyView quick card*.

Step 5 – Viewing annual leave

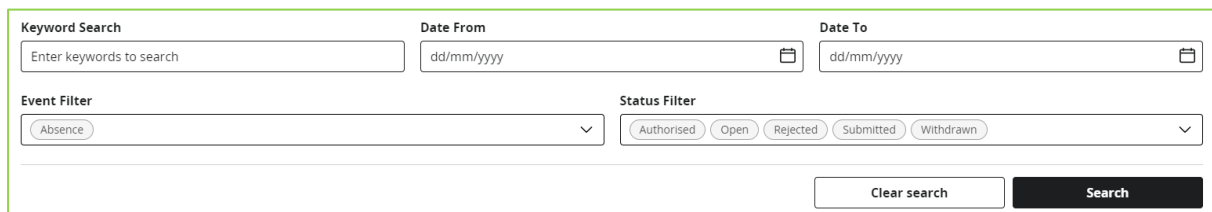
To view your booked annual leave, click on **Absence** under My Leave Management and remain on the Leave Dashboard.



Scroll down to My recent requests and click on **View all requests**.



The Form History screen will open. You can filter your search by date or status:



Or you can scroll down to see all the absences you have submitted and details about their status. Click on the arrow next to the absence to see more details.

