

THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

### Annual leave overview

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

- $\circ$  25 annual leave days
- $\circ$  8 bank holiday days
- 8 school closure days

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

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

Note: For full-time staff, annual leave is requested in full or half-days. Annual leave entitlement for parttime 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 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.

My leave summary				
Holidays entitlement from 1 Feb 2023 to 31 Dec 2023	38.5 days CO Leave available	O day → Leave taken	38.5 days Total entitlement	②, Book new leave           IIII           View all entitlements
My upcoming dates in the next	t 30 days			
		There is no upcoming leave in the next 30 days		
My recent requests				

#### **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.

Leave Manag	ement												
Leave Dashboard Team Leave	e Calendar												
Pending		📋 Public holiday				Rest day				Not editab	le		
< 3 - 16 July 2023	>												2 Weeks 🗸
	July												^
	3 Mon	4 5 Tue Wed	<b>6</b> Thu	<b>7</b> Fri	8 Sat	9 Sun	10 Mon	<b>11</b> Tue	12 Wed	13 Thu	14 Fri	15 Sat	<b>16</b> Sun
Me													
HR Analyst 32 hours													
My manager													
HR Manager, Information & Systems						Absent							
My peers													
HR Information and Systems Administrator													

## 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: <u>https://info.lse.ac.uk/staff/divisions/Human-Resources/Working-for-LSE/Annual-leave-guide</u>

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

Dashboard	Leave Dashboard Team Leave Calendar	
Personal Details Check		
My Pay Documents	My leave summary	
My Leave Management		은, Book new leave
Absence	Holidays entitlement         38.5 days         9 day         538.5 days	E View all entitlements
My Submissions	from 1 Feb 2023 to 31 Dec 2023 C Leave available C Leave taken C all control to all entitlement	1_ view an encidements
My Delegations		

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

Leave Managemer	nt :
Holidays	
27 Hours available	
179.5 Hours taken	
	Request $\vee$
	Book new leave

Both ways will lead to the Book new leave screen.

Book new leave	×
Select the type of leave you would like to book.         Holidays    Sickness	

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	• •	0
	Total Time 1.00		
			Submit/Update
Ĩ	< 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 1<sup>st</sup> Half or 2<sup>nd</sup> Half radio buttons for morning or afternoon leave respectively.

**Note**: Each holiday request must be for continuous leave. For example, you cannot take two 1<sup>st</sup> 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 Part Day Day	
From *	20/09/2023	0 0	
To *	20/09/2023		
Total Time	hours mins hrs dec	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	hours						
23/09/2023 [	0:00	8:00	8:00	8:00	8:00	0:00	0:00	32
						Ca	ncel S	ave

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	Previously Updated By
	Type Holidays Comments TEST
Submitted	Dates Full Day Part Day
Holidays	From 14/06/2023 O
14/06/2023 (8 hours)	hours mins hrs decimal
	Total Time 8         00         8.00         View planned work time
View	
	Withdraw

## 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.

MyView - Holiday Request Approved							
DH donotreply-hr@mail.lse.ac.uk T₀ ●							
Hello							
The request for the change on your Annual Leave starting 28/08/2023 has been processed by your line manager.							
Please log in to MyView to view the changes.							
Kind regards							
MyView (HR Information and Systems Team)							

**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.

My recent requests				
© Submitted	⊖ Withdrawn	⊗ Authorised	⊘ Authorised	⊘ Authorised
<b>Sickness</b> 08/06/2023 (1 day)	Holidays 14/06/2023 (8 hours)	Holidays 15/06/2023 (part day) From 1:30pm for 4 hours	Holidays 25/09/2023 - 28/09/2023 (32 hours)	Holidays 15/06/2023 (part day) From 1:30pm for 4 hours
View	View	View	View	View
				View all requests

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

Keyword Search	Date From		Date To	
Enter keywords to search	dd/mm/yyyy	Ë	dd/mm/yyyy	Ë
Event Filter Absence	~	Status Filter	d) (Submitted) (Withdrawn)	~
			Clear search Search	

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.

Absence (Add): 27/04/2023)	Holidays (26/04/2023 -	Absence	⊘ Authorised	4 Apr 2023	$\sim$
Absence (Add): 27/04/2023)	Holidays (26/04/2023 -	Absence	⊘ Authorised	4 Apr 2023	^
Absence	Employee:		Type: HOL	S	
	Form Number: 00136516 Submitted By: Submitted On: 4 Apr 2023		Action: Ad	Action: Add Start Date: 04/26/2023	
			Start Date		
			End Date:	End Date: 04/27/2023	
			Total Time	: 16.00	
Authorisation Progress		-@			