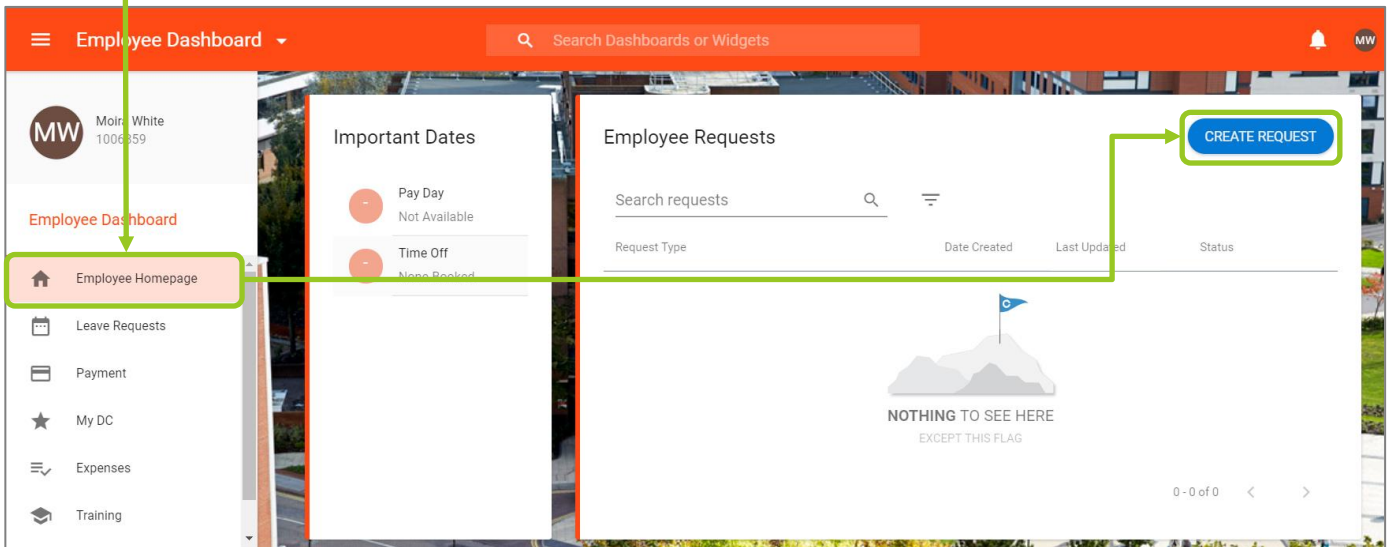


Employee Guide – Annual Leave Purchase Request

Employees can now use the Staff Portal to request up to 36.5 hours (5 days) each year (pro rata for part time employees), the cost of which will be deducted from their salary. Full details are available on the HR section of the Intranet. This function in the Staff Portal will only be available at certain times of the year.

1. From the Employee Homepage on your Employee Dashboard, go to the Employee Requests section and click on Create New.



2. Select the request type as Annual Leave Purchase

3. Complete the additional details. **Do not** attach a document.

NB: If you are a part time employee you need to request your annual leave in hours.

The screenshot shows the 'Create Request' form. The 'Request Details' section has a 'Request Type' dropdown menu set to 'Annual Leave Purchase'. The 'Additional Details' section contains several fields: 'Annual Leave Year*' (1st April - 31st March), 'Contract Type*' (Full-time), 'Balance Type*' (Days (Full Time Staff)), 'Days/Hours Requested*' (3), 'Dates To Be Taken*' (September 2020 (dates TBC)), and 'Reason for Purchase*' (House move). At the bottom right, there are two buttons: 'SAVE' (with a red 'X' over it) and 'SUBMIT' (highlighted with a green box and an arrow). A red 'X' is also over the 'ATTACH DOCUMENTS' button in the top right corner.

4. Click Submit

Your request has now gone to your line manager for their approval. If your manager approves this request then this will also need to be approved by HR. Once your request has been fully approved you will receive an email to confirm this, and the monthly deduction from your salary.