

iTrent Employee Self Service – Other Leave



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OTHER LEAVE OVERVIEW/PROCESS

Other Leave in iTrent covers both paid and unpaid absences which are not annual leave, sickness, or family friendly initiatives such as maternity, paternity, adoption.

Other leave includes:

- Cllr Duties
- Election Duties
- Foster Care Appointments
- Adoption Scheme Appointments
- Authorised Absence (Special Leave Paid - Additional)
- Jury Service
- Maternity Support Leave
- Parental Bereavement Leave
- Public Duties
- Special Leave A Personal and Domestic (Emergency Support)
- Special Leave B - Other
- Special Leave - Coronavirus
- Study/Exam Leave
- Unpaid Support Authorised Absence
- Unpaid Teachers Authorised Absence
- Volunteer / Reserve Forces
- Employee Volunteering Leave
- Flexi

Employees can request other leave in adhoc hours, half days/shifts (AM/PM) and whole days/shifts. Managers are also able to do this on an employee's behalf.

When a request is submitted via Employee Self Service (ESS), an automated email triggers to the Reporting Manager (or designated Officer) to review the request and either authorise or reject. They will also check the employee has not exhausted their entitlement of that particular type of leave (detailed in HR policies).

An email will then trigger to the employee to confirm or reject the request.

UNPAID LEAVE

Unpaid leave (Career Break and adhoc days or hours of other unpaid leave) if requested will result in pay being automatically deducted - therefore care should be taken when requesting this type of absence.

It is important due to the calculations of unpaid leave that only Teaching Staff use the unpaid leave type 'Unpaid Teacher' and all other employees use the 'Unpaid Support' option, otherwise incorrect deductions will arise.

FAMILY FRIENDLY OTHER LEAVE

- Family Friendly leave recorded under Other Leave in iTrent includes:
 - Foster Carer Placement
 - Maternity Support
 - Career Break
- To request the F/F Leave above requires the completion of the F/F Application Form in ESS Employment Section
- Refer to the Guide for Family Friendly Leave for guidance

HOW TO – REQUEST ‘OTHER’ LEAVE

Within the Home page or the My time section select ‘add other absence’:

The image shows two screenshots of the iTrent system interface. The left screenshot shows the 'Other absence' section with a '+ Add other absence' button and a 'View other absence in calendar' button. A callout points to the '+ Add other absence' button with the text: 'Select Add other absence to record a new Other Leave request'. The right screenshot shows the 'Other absence details' form with fields for 'Absence type (required)', 'Absence reason', and 'Absence period (required)', along with a 'Notes' field. A callout points to the 'Absence type (required)' field with the text: 'Select the Absence Type and reason'. Another callout points to the 'Absence period (required)' field with the text: 'Select the Absence Period'. A third callout points to the '+ Add other absence' button at the bottom of the form with the text: '+ Add other absence opens a blank request form it does not SAVE'. The form also includes 'Save', 'Cancel', and '+ Add other absence' buttons at the bottom.

REQUEST OTHER LEAVE - MORE THAN ONE DAY

Enter the start and end date of the absence and the system will deduct from the entitlement. The number of hours deducted are in line with those recorded in your standard work pattern in itrent.

The screenshot shows the 'Other absence details' form with the following fields and callouts:

- Back to Dashboard** (link)
- Other absence details** (header)
- *Absence type (required)**: Dropdown menu with 'MHR_Special Leave_Emergency Support' selected.
- Absence reason**: Dropdown menu with 'Other - illness of person who stands in loco parentis' selected.
- Hide absence reason
- *Absence period (required)**: Dropdown menu with 'More than one day' selected.
- *Start date (dd/mm/yyyy) (required)**: Date input field with a calendar icon.
- *Full or part day (required)**: Dropdown menu with 'Full day' selected. Callout: 'If you plan to work part of the first day select PM or specify time'.
- *End date (dd/mm/yyyy) (required)**: Date input field with a calendar icon.
- *Full or part day (required)**: Dropdown menu with 'Full day' selected. Callout: 'If you plan to work part of the last day select AM or specify time'.
- Notes**: Text area for notes.
- Callout: 'Enter notes to support the request and SAVE'.
- Buttons: 'Save', 'Cancel', '+ Add other absence'.
- Callout: '+ Add other absence to open a blank request form'.

When specifying the time this is for information only and is not used to calculate the hours taken. Please ensure you enter in hours and minutes the hours to be taken off HH:MM

The screenshot shows the 'Morning or Afternoon' time specification form with the following fields and callouts:

- *Morning or Afternoon (required)**: Dropdown menu with 'Specify time' selected.
- Start time (hh:mm)**: Input field with a vertical bar cursor.
- Hours absent**: Input field.
- End time (hh:mm)**: Input field.
- Callout: 'Enter Hours and Minutes to take off in HH:MM format'.

REQUEST OTHER LEAVE - ONE DAY

Other absence details:

* Absence type (required): MHR_Public Duties

Absence reason: Other - School Governor

Hide absence reason

* Absence period (required): Full day

* Start date (dd/mm/yyyy) (required):

Notes:

Save Cancel + Add other absence

REQUEST OTHER LEAVE - PART DAY

Enter as Half Day AM/PM or specify the exact hours and minutes to deduct from the entitlement or to reduce the pay if the request is for unpaid leave. AM or PM will deduct half the standard work pattern hours for the day. The Hours absent field for part day absences affects the deduction / calc of unpaid leave.

Other absence details:

* Absence type (required): MHR_Public Duties

Absence reason: Other - School Governor

Hide absence reason

* Absence period (required): Part day

* Start date (dd/mm/yyyy) (required):

* Morning or Afternoon (required): Specify time

Notes:

Save Cancel + Add other absence

Other absence details:

* Absence type (required): MHR_Support Special Leave_Other

Absence reason: Other - Funeral of Close Relative

Hide absence reason

* Absence period (required): Part day

* Start date (dd/mm/yyyy) (required):

* Morning or Afternoon (required): Morning

Notes:

Save Cancel + Add other absence

HOW TO – AMEND OR DELETE OTHER LEAVE

Employee's are unable to amend or delete other leave where the start date is in the past. The employee will need to ask their manager to correct these. Employees wanting to amend requests for Family Friendly leave (which are applied for using questionnaires) should submit a New Application form to change the detail or a Cancel Family Friendly Leave questionnaire for the request to be deleted.

An employee can edit future 'Other' Leave requests excluding those above:

Select View all other absence, amend the status to ALL and Search to display all Other Leave.

Requests authorised and those awaiting authorisation display as default:

- Awaiting authorisation, the request has not been approved by the manager
- Authorised: the request has been approved by the manager
- Not authorised: the request has been rejected by the manager, speak to the manager to check reasons and suitable alternative dates
- Not applicable: the request is approved and entered by HR or the manager

The screenshot shows the 'Other absence' management interface. At the top, there are two buttons: '+ Add other absence' and 'View other absence in calendar'. A callout points to the 'View other absence in calendar' button with the text 'Select View all other absence'. Below this is the 'Absence records' section, which includes a search bar with the text 'Searching with neither Start date nor End date will return all absences.' and a 'Search' button. There are also filters for 'Type' (set to 'All') and 'Status' (set to 'All'). A callout points to these filters with the text 'Select Type and Status All to display all requests'. Below the filters are date range inputs for 'Start date (dd/mm/yyyy)' and 'End date (dd/mm/yyyy)'. A callout points to these inputs with the text 'Enter date range and Search'. The main part of the screenshot is a table of absence records with columns for 'Start date', 'End Date', 'Duration', 'Type', 'Position', 'Status', and 'Attachments'. A callout points to the 'Status' column with the text 'Status of request'. Another callout points to the 'Start date' column with the text 'Select the future dated absence to amend'. The table contains several rows of data, including one for 'MHE_Special Leave_Emergency Support' with a status of 'Not authorised'.

Start date	End Date	Duration	Type	Position	Status	Attachments
01 May 2022	01 May 2022		MHE_Election Duties	Actor	Awaiting authorisation	
21 Feb 2022	21 Feb 2022	AM	MHE_Support Special Leave_Other	Actor	Authorised	
18 Feb 2022	21 Feb 2022		MHE_Special Leave_Emergency Support	Actor	Not authorised	
08 Jun 2022				Actor	Not applicable	

If a request is amended it will be issued to the line manager to approve. When the task is actioned by the manager the employee will be notified of the decision by email. If an absence is deleted the manager and employee are notified of the deleted dates/times.

Overtyping the details as required and Save changes

To cancel the request select delete and confirm OK

HOW TO VIEW ABSENCE CALENDAR

To view the full absence dates held in iTrent for family friendly leave, annual leave, other leave and sickness the employee should view the Absence Calendar.

Select My time

Select Calendar

Other Leave displays select for details

Scroll back or forward day/week/month with



Select Period

Work pattern hours worked per day displays

ROLES AND RESPONSIBILITIES

PROCESS	WHO
Request for Other Leave	Employee
Amend Other Leave in future	Employee
Amend historical other leave	Manager
Changes to family friendly Other Leave Application	Employee completes Cancel/New application form
Family Friendly Other Leave entered and updated (inc Career Break, Foster Carer Placement and Maternity Support Leave)	hrtransactionalservices@bury.gov.uk
Absence Pay queries	payroll@bury.gov.uk
Other leave requests approved by	Manager
Historical Other leave requests edited by	Manager
Permanent change to work pattern	hrtransactionalservices@bury.gov.uk
Pattern override for specific absence	Manager
Monitor number of hours claimed of absence type – Other Leave Entitlement	Manager
Run absence history search	Manager
Run Other Absence Entitlement Reports for managers	TrentHR@bury.gov.uk
Other Leave types and entitlement tables set up	TrentHR@bury.gov.uk
Other Absence Schemes and Unpaid Leave Elements set up against employee positions	TrentHR@bury.gov.uk