



## How to...book your Annual Leave/Holidays

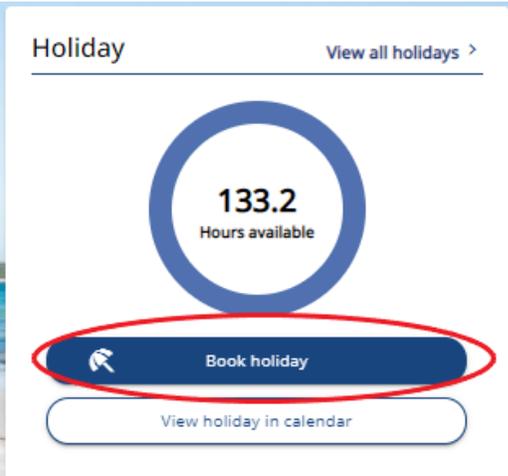
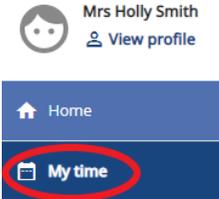
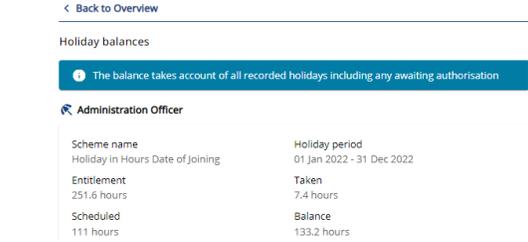
**Purpose:**

This guide will show you how to **book holidays** on the **Your HR** Employee Self-Service (ESS) system.

**Logging in to Your HR:**

To log into Your HR, please refer to the **ESS 1 How to...Log in to Your HR Guide**. After login you will be presented with the **ESS Homepage**.

There are two ways you can book a holiday:-

<p>1. <i>The quickest way:</i></p> <ul style="list-style-type: none"><li>Click on <b>Book a Holiday</b> from the dashboard</li></ul>  <p>The screenshot shows a dashboard section titled 'Holiday' with a link 'View all holidays &gt;'. A large blue circle displays '133.2 Hours available'. Below this, a blue button with a calendar icon and the text 'Book holiday' is circled in red. A white button below it says 'View holiday in calendar'.</p>	<p>2. <i>To check absences to date first:</i></p> <ul style="list-style-type: none"><li>Click on <b>My time from the left:</b></li></ul>  <p>The screenshot shows a user profile for 'Mrs Holly Smith' with a 'View profile' link. Below is a navigation menu with 'Home' and 'My time' (circled in red).</p> <ul style="list-style-type: none"><li>Next, click on View balances. This screen shows all your Holidays to date</li><li>This shows your entitlement, how much you have taken, how much is scheduled to be taken and the balance you have left (all in hours). Click on <b>Go back to Overview</b></li></ul>  <p>The screenshot shows the 'View balances' page with a 'Back to Overview' link. A blue banner states: 'The balance takes account of all recorded holidays including any awaiting authorisation'. Below is a table for 'Administration Officer':</p> <table border="1"><tr><td>Scheme name</td><td>Holiday in Hours</td><td>Date of Joining</td><td>Holiday period</td></tr><tr><td>Entitlement</td><td>251.6 hours</td><td></td><td>01 Jan 2022 - 31 Dec 2022</td></tr><tr><td>Scheduled</td><td>111 hours</td><td></td><td>Taken</td></tr><tr><td></td><td></td><td></td><td>7.4 hours</td></tr><tr><td></td><td></td><td></td><td>Balance</td></tr><tr><td></td><td></td><td></td><td>133.2 hours</td></tr></table>	Scheme name	Holiday in Hours	Date of Joining	Holiday period	Entitlement	251.6 hours		01 Jan 2022 - 31 Dec 2022	Scheduled	111 hours		Taken				7.4 hours				Balance				133.2 hours
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- Red dots next to the field title indicate mandatory fields that you must complete
- **Absence Type** defaults to **Personal Holiday**; do not change this
- Click on the drop down box for **Holiday Period** and choose an option – **Full day, Part day;** or **More than one day**
- Add the start and end dates; for **Part days**, choose the morning, afternoon or specific times. *(If you add morning or afternoon, it will automatically divide your daily hours in half based on your working pattern)*
- If you have more than one position, select which **position(s)** you are requesting leave from
- Add further information for your manager, if required, in the **Notes** box
- Click on **Save**
- The Authorisation status will show as '**Awaiting authorisation**'
- If you need to submit another request, click on **Book holiday** to enter the details and submit
- Click on the back to **Overview link** at the top of the screen to return to your ESS homepage.

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#### Notifications

- An email request to your manager will be automatically generated and you will receive an email once your request has been authorised or not authorised.
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**For further information or support please refer to [Your HR](#) on the Intranet or please log a request through the [HR Service Desk](#).**

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