



How to... view your holiday/annual leave balance

Purpose:

This guide will show you how to **view holidays/annual leave entitlements, remaining balance for the year, how to amend and cancel leave** on the **Your HR** Employee Self-Service (ESS) system.

Logging in to Your HR:

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

- Select  My time from the left hand menu
- From the **'Overview'** tab click on **View balances**:

The screenshot shows the 'My time' interface. At the top, there is a dark blue header with the text 'My time'. Below this, there are two tabs: 'Overview' (highlighted with a red box) and 'Calendar'. Under the 'Overview' tab, the word 'Holiday' is displayed on the left, and 'View all holidays >' is on the right. Below 'Holiday', there is a date range '< 01 Apr 2022 - 31 Mar 2023 >'. To the left of the date range is a large blue circular gauge showing '236.8 Hours available'. To the right of the date range is a button labeled 'View balances' (highlighted with a red box). Below this, there is a notification: 'Your next booked holiday is Monday 29 August 2022'. At the bottom, there is a dark blue button labeled 'Book holiday' with a white calendar icon.

To View Holiday Balances

- The figures on the Holiday Balances screen takes account of all holiday bookings, including any that are awaiting authorisation.

< Back to Overview

Holiday balances

i The balance takes account of all recorded holidays including any awaiting authorisation.

HR Systems Officer

Scheme name Holiday in Hours	Holiday period 01 Apr 2021 - 31 Mar 2022
Entitlement 273.8 hours	Taken 273.8 hours
Scheduled 0 hours	Balance 0 hours

Scheme name Holiday in Hours	Holiday period 01 Apr 2022 - 31 Mar 2023
Entitlement 281.2 hours	Taken 22.2 hours
Scheduled 51.8 hours	Balance 207.2 hours

Scheme name Holiday in Hours	Holiday period 01 Apr 2023 - 31 Mar 2024
Entitlement 281.2 hours	Taken 0 hours
Scheduled 59.2 hours	Balance 222 hours

- **Holiday period** – this is the holiday year. This will either be April – March, or based on your start date (anniversary based leave).

Scheme name Holiday in Hours	Holiday period 01 Apr 2022 - 31 Mar 2023
Entitlement 281.2 hours	Taken 22.2 hours
Scheduled 51.8 hours	Balance 207.2 hours

- **Entitlement** – this is your entitlement for the year, which is your holiday entitlement, plus your bank holiday entitlement, which is based on your continuous service, terms and conditions, and the number of hours you are contracted to work each week. If you wish to carry over any of your remaining balance to the entitlement of the next holiday year, your line manager must agree this and then manually add this to your entitlement and **How to carry over annual leave** provides guidance on how to do this.

Scheme name Holiday in Hours	Holiday period 01 Apr 2022 - 31 Mar 2023
Entitlement 281.2 hours	Taken 22.2 hours
Scheduled 51.8 hours	Balance 207.2 hours

- **Taken** – this is the number of hours that have been booked off as annual leave, bank holidays or Christmas holiday (Company Day) that have already occurred. The number of hours that are deducted is based on the working pattern that is recorded in the system. Bank holidays and the Christmas holiday (Company Day) are automatically booked off each year, and the number of hours that is deducted for each day is based on the working pattern that is recorded in the system.

Scheme name	Holiday period
Holiday in Hours	01 Apr 2022 - 31 Mar 2023
Entitlement	Taken
281.2 hours	22.2 hours
Scheduled	Balance
51.8 hours	207.2 hours

- **Scheduled** – this is the number of hours that have been booked off as annual leave, bank holidays or Christmas holiday (Company Day) that are due to take place in the future. The number of hours that are deducted is based on the working pattern that is recorded in the system. Bank holidays and the Christmas holiday (Company Day) are automatically booked off each year, and the number of hours that is deducted for each day is based on the working pattern that is recorded in the system.

Scheme name	Holiday period
Holiday in Hours	01 Apr 2022 - 31 Mar 2023
Entitlement	Taken
281.2 hours	22.2 hours
Scheduled	Balance
51.8 hours	207.2 hours

- **Balance** – this is the number of hours you have left to book off as annual leave in that holiday year. This is the Entitlement, minus Taken and minus Scheduled. If you wish to carry over any of your remaining balance to the entitlement of the next holiday year, your line manager must agree this and then manually add this to your entitlement and **How to carry over annual leave** provides guidance on how to do this.

Scheme name	Holiday period
Holiday in Hours	01 Apr 2022 - 31 Mar 2023
Entitlement	Taken
281.2 hours	22.2 hours
Scheduled	Balance
51.8 hours	207.2 hours

To View your Holiday Entitlement Summary & Remaining Entitlement for the Year

- Click on the relevant **Holiday period** e.g. the leave year for which you want to view the entitlement:

Scheme name	Holiday period
Holiday in Hours	01 Apr 2022 - 31 Mar 2023
Entitlement	Taken
325.6 hours	51.8 hours
Scheduled	Balance
37 hours	236.8 hours

The Holiday entitlement summary screen is displayed

Holiday entitlement summary

[Close X](#)

Position	Holiday period dates
HR Systems Analyst	01 Apr 2022 - 31 Mar 2023
Scheme name	Entitlement for period
Holiday in Hours	325.6 hours (Adjustment)

Start date	End date	Duration	Remaining entitlement
11 Apr 2022	11 Apr 2022	7.4	318.2
15 Apr 2022	15 Apr 2022	7.4	310.8
18 Apr 2022	18 Apr 2022	7.4	303.4
02 May 2022	02 May 2022	7.4	296
05 May 2022	05 May 2022	7.4	288.6
02 Jun 2022	02 Jun 2022	7.4	281.2
03 Jun 2022	03 Jun 2022	7.4	273.8
29 Aug 2022	29 Aug 2022	7.4	266.4

How to View the Number of Hours being Deducted for all Bookings

- Your holidays, bank holidays and extra day at Christmas (Company Holiday) can be viewed on the “View all holidays” link the “My time” option of Your HR:

The screenshot shows the 'My time' HR dashboard. At the top, there are tabs for 'Overview' and 'Calendar'. Below this, the 'Holiday' section is active, showing a date range from 01 Apr 2022 to 31 Mar 2023. A circular gauge indicates 207.2 hours available. A 'View all holidays' link is circled in red. Other buttons include 'View balances', 'Book holiday', 'Add sickness', and 'Add other absence'.

- You will then be presented with the following screen

The screenshot shows the 'Absence records' screen. It features a search filter with options for 'All', 'Holiday', 'Sickness', and 'Other'. The 'Holiday' option is selected. Below the filter, there are input fields for 'Start date' (06/04/2022) and 'End date'. A 'Search' button is present. The main content is a table of absence records with columns for Start date, End Date, Duration, Type, Position, Status, and Attachments.

Start date ↓	End Date	Duration	Type	Position	Status	Attachments
27 Dec 2023	27 Dec 2023	7.4	Company holiday	HR Systems Officer	Not applicable	
26 Dec 2023	26 Dec 2023	7.4	Bank holiday	HR Systems Officer	Not applicable	
25 Dec 2023	25 Dec 2023	7.4	Bank holiday	HR Systems Officer	Not applicable	
28 Aug 2023	28 Aug 2023	7.4	Bank holiday	HR Systems Officer	Not applicable	
29 May 2023	29 May 2023	7.4	Bank holiday	HR Systems Officer	Not applicable	
01 May 2023	01 May 2023	7.4	Bank holiday	HR Systems Officer	Not applicable	
10 Apr 2023	10 Apr 2023	7.4	Bank holiday	HR Systems Officer	Not applicable	
07 Apr 2023	07 Apr 2023	7.4	Bank holiday	HR Systems Officer	Not applicable	
02 Jan 2023	02 Jan 2023	7.4	Bank holiday	HR Systems Officer	Not applicable	

- The order as standard is showing the days in the future first, if you would like to see the most recent absences then either use the scroll bar to the right or double click the start date heading and it will re-order the list.

Start date ↓	End Date	Duration	Type	Position	Status	Attachments
27 Dec 2023	27 Dec 2023	7.4	Company holiday	HR Systems Officer	Not applicable	
26 Dec 2023	26 Dec 2023	7.4	Bank holiday	HR Systems Officer	Not applicable	
25 Dec 2023	25 Dec 2023	7.4	Bank holiday	HR Systems Officer	Not applicable	
28 Aug 2023	28 Aug 2023	7.4	Bank holiday	HR Systems Officer	Not applicable	
29 May 2023	29 May 2023	7.4	Bank holiday	HR Systems Officer	Not applicable	
01 May 2023	01 May 2023	7.4	Bank holiday	HR Systems Officer	Not applicable	
10 Apr 2023	10 Apr 2023	7.4	Bank holiday	HR Systems Officer	Not applicable	
07 Apr 2023	07 Apr 2023	7.4	Bank holiday	HR Systems Officer	Not applicable	
02 Jan 2023	02 Jan 2023	7.4	Bank holiday	HR Systems Officer	Not applicable	

- The “Duration” field details how many hours have been deducted for each annual leave and extra day at Christmas (Company Holiday) bookings. This is in decimal, not hours and minutes:

Start date ↓	End Date	Duration	Type	Position	Status	Attachments
27 Dec 2023	27 Dec 2023	7.4	Company holiday	HR Systems Officer	Not applicable	
26 Dec 2023	26 Dec 2023	7.4	Bank holiday	HR Systems Officer	Not applicable	
25 Dec 2023	25 Dec 2023	7.4	Bank holiday	HR Systems Officer	Not applicable	
28 Aug 2023	28 Aug 2023	7.4	Bank holiday	HR Systems Officer	Not applicable	
29 May 2023	29 May 2023	7.4	Bank holiday	HR Systems Officer	Not applicable	
01 May 2023	01 May 2023	7.4	Bank holiday	HR Systems Officer	Not applicable	
10 Apr 2023	10 Apr 2023	7.4	Bank holiday	HR Systems Officer	Not applicable	
07 Apr 2023	07 Apr 2023	7.4	Bank holiday	HR Systems Officer	Not applicable	
02 Jan 2023	02 Jan 2023	7.4	Bank holiday	HR Systems Officer	Not applicable	

- The list is currently set to holiday absences only, but if you would like to see more information you can show all absences, including sickness by amending the options at the top of the page and then clicking the “Search” button.

Absence records

Searching with neither Start date nor End date will return all absences.

All
 Holiday
 Sickness
 Other

Type: All | Status: Not refused

Start date (dd/mm/yyyy): 06/04/2022 | End date (dd/mm/yyyy):

Search

- If you would like to only see the bank holidays or company holidays, then you can select the relevant option from the drop down box and then clicking the “Search” button.

Absence records

Searching with neither Start date nor End date will return all absences.

All Holiday Sickness Other

Type: All Status: Not refused

Start date (dd/mm/yyyy): 06/04/2022 End date (dd/mm/yyyy):

Search

- If you would like to see the absences for a specific period you can amend the dates and then click the “Search” button. (You can look at previous years if you wish). If you remove both dates it will bring back all absences.

Absence records

Searching with neither Start date nor End date will return all absences.

All Holiday Sickness Other

Type: All Status: Not refused

Start date (dd/mm/yyyy): 06/04/2022 End date (dd/mm/yyyy):

Search

- You can also view your holiday, bank holiday and extra day at Christmas (Company Holiday) bookings by selecting “Calendar”:

My time

Overview Calendar

- You can change how the calendar looks, either Day, Week or Month view

My calendar Today < > 27 Dec - 2 Jan, 2021

All Retime Holiday More filters

Day Week Month

- This will show your annual leave bookings:

My calendar Today < > December 2021

All
 Flexitime
 Holiday
 More filters

Day Week Month

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29 07:24 HR Systems Officer Working day	30 07:24 HR Systems Officer Working day	1 07:24 HR Systems Officer Working day	2 07:24 HR Systems Officer Working day	3 07:24 HR Systems Officer Working day	4	5
6 07:24 HR Systems Officer Working day	7 07:24 HR Systems Officer Working day	8 07:24 HR Systems Officer Working day	9 07:24 HR Systems Officer Working day	10 07:24 HR Systems Officer Working day 12:45 HR Systems Officer Holiday	11	12
13 07:24 HR Systems Officer Working day	14 07:24 HR Systems Officer Working day	15 07:24 HR Systems Officer Working day 12:45 HR Systems Officer Holiday	16 HR Systems Officer Holiday	17 07:24 HR Systems Officer Working day	18	19
20 HR Systems Officer Holiday	21 HR Systems Officer Holiday	22 HR Systems Officer Holiday	23 HR Systems Officer Holiday	24 HR Systems Officer Holiday	25	26
27 HR Systems Officer Bank holiday	28 HR Systems Officer Bank holiday	29 HR Systems Officer Company holiday	30 HR Systems Officer Holiday	31 HR Systems Officer Holiday	1	2

- This will show your bank holiday bookings:

My calendar Today < > December 2021

All
 Flexitime
 Holiday
 More filters

Day Week Month

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29 07:24 HR Systems Officer Working day	30 07:24 HR Systems Officer Working day	1 07:24 HR Systems Officer Working day	2 07:24 HR Systems Officer Working day	3 07:24 HR Systems Officer Working day	4	5
6 07:24 HR Systems Officer Working day	7 07:24 HR Systems Officer Working day	8 07:24 HR Systems Officer Working day	9 07:24 HR Systems Officer Working day	10 07:24 HR Systems Officer Working day 12:45 HR Systems Officer Holiday	11	12
13 07:24 HR Systems Officer Working day	14 07:24 HR Systems Officer Working day	15 07:24 HR Systems Officer Working day 12:45 HR Systems Officer Holiday	16 HR Systems Officer Holiday	17 07:24 HR Systems Officer Working day	18	19
20 HR Systems Officer Holiday	21 HR Systems Officer Holiday	22 HR Systems Officer Holiday	23 HR Systems Officer Holiday	24 HR Systems Officer Holiday	25	26
27 HR Systems Officer Bank holiday	28 HR Systems Officer Bank holiday	29 HR Systems Officer Company holiday	30 HR Systems Officer Holiday	31 HR Systems Officer Holiday	1	2

- This will show the extra day at Christmas (Company Holiday):

My calendar Today < > December 2021

All
 Flexitime
 Holiday
 More filters

Day Week Month

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29 07:24 HR Systems Officer Working day	30 07:24 HR Systems Officer Working day	1 07:24 HR Systems Officer Working day	2 07:24 HR Systems Officer Working day	3 07:24 HR Systems Officer Working day	4	5
6 07:24 HR Systems Officer Working day	7 07:24 HR Systems Officer Working day	8 07:24 HR Systems Officer Working day	9 07:24 HR Systems Officer Working day	10 07:24 HR Systems Officer Working day 12:45 HR Systems Officer Holiday	11	12
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20 HR Systems Officer Holiday	21 HR Systems Officer Holiday	22 HR Systems Officer Holiday	23 HR Systems Officer Holiday	24 HR Systems Officer Holiday	25	26
27 HR Systems Officer Bank holiday	28 HR Systems Officer Bank holiday	29 HR Systems Officer Company holiday	30 HR Systems Officer Holiday	31 HR Systems Officer Holiday	1	2

You can also see your working pattern that is recorded in Your HR. This is in hours and minutes.

My calendar Today < > December 2021

All
 Flexitime
 Holiday

Day Week Month

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29 07:24 HR Systems Officer Working day	30 07:24 HR Systems Officer Working day	1 07:24 HR Systems Officer Working day	2 07:24 HR Systems Officer Working day	3 07:24 HR Systems Officer Working day	4	5
6 07:24 HR Systems Officer Working day	7 07:24 HR Systems Officer Working day	8 07:24 HR Systems Officer Working day	9 07:24 HR Systems Officer Working day	10 07:24 HR Systems Officer Working day 12:45 HR Systems Officer Holiday	11	12
13 07:24 HR Systems Officer Working day	14 07:24 HR Systems Officer Working day	15 07:24 HR Systems Officer Working day 12:45 HR Systems Officer Holiday	16 HR Systems Officer Holiday	17 07:24 HR Systems Officer Working day	18	19
20 HR Systems Officer Holiday	21 HR Systems Officer Holiday	22 HR Systems Officer Holiday	23 HR Systems Officer Holiday	24 HR Systems Officer Holiday	25	26
27 HR Systems Officer Bank holiday	28 HR Systems Officer Bank holiday	29 HR Systems Officer Company holiday	30 HR Systems Officer Holiday	31 HR Systems Officer Holiday	1	2

To Amend a Holiday

- You, as the employee can only amend annual leave if the dates are in the future, if they have already happened, then you need to contact your manager, who can adjust the dates for you or delete the absence.
- You need to go to the “View all holidays” link from the Overview
- You then select the relevant absence that you want to amend.

< Back to Absence records

Holiday details

To request leave, please click on SAVE after you have entered the details. The option 'Book holiday' should only be used to make another holiday request.

* Absence type (required)

Personal holiday

* Holiday period (required)

Full day

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

01/08/2022

* Position (required)

HR Systems Officer (07/08/2013, Application Support, 529200001, PA1002854) (Current)

Notes

Authorisation

Awaiting authorisation

- Amend the **Holiday Period** and/or the **Start Date** and **End Date**, as required

You can also amend the **Notes** field

- Click on **Save**, do not click “Book holiday”, this will start a new absence record and won’t save the previous entry.
- On the screen above, the Dates and/or Duration will have been updated and it will say **Awaiting Authorisation**.

To Cancel a Holiday

- Click on the red **Delete** button at the bottom of the page
- A pop-up window will appear asking ‘Are you sure you want to delete this record?’ Choose OK or Cancel.
- If you choose OK, the Holiday will be removed from your list of Holidays.

Notifications

- An email request to your manager will be automatically generated.
- Once your manager has approved your request, you will get an email to confirm
- Remember that if you amend or cancel holiday, it does not update your Microsoft Calendar

For further information or support please refer to [Your HR](#) on the Intranet or please log a request through the HR Service Desk.

Creation Date	06/05/2022
Author	AW
Review Date	01/02/22 AA 10.42 New ESS 22/06/22 AA 10.43 Holiday Entitlement Summary