Introduction
This guide explains how to request annual leave.

Absence requests such as annual leave can have three states:

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drafts</td>
<td>Request has been saved but not yet submitted for approval</td>
</tr>
<tr>
<td>In progress</td>
<td>Request has been submitted and is awaiting approval</td>
</tr>
<tr>
<td>Approved</td>
<td>Request has been approved</td>
</tr>
</tbody>
</table>

Audience
All staff excluding those on timesheets only, and those who receive payment for annual leave separately such as T&S staff.

- All eligible staff are encouraged to record their annual leave in Business World.
  - Non-academic staff go through a line manager approval step. Requests are submitted and are marked “In progress” while they await approval.
  - Academic staff are encouraged to record their annual leave but the approval step is bypassed. Requests are submitted and proceed directly to being marked “Approved”.

Steps to book full days

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the main menu select Your employment then Quick Links&gt;Absences. The Absences window opens.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the Absence request button. The Absence request window opens.</td>
</tr>
</tbody>
</table>
| 3.   | Fill out details of the absence request:  
  a. **Reason** - type ahead or press spacebar and select “annual leave”.  
  b. Use the calendar to select the First and Last days. Once you do this the Position field appears below, and the absence period shows as a green bar in the calendar on the right.  
  c. **Position** - if you have multiple positions select the appropriate one.  
  d. **Is this a full day?** – leave as Yes.  
  e. The system calculates the number of working days/hours leave you are requesting, and displays in the Summary field.  
  f. Enter Additional information if required |
Click **Send for approval**. A success message is displayed.

4. **Send for approval**  **Save as draft**  **View requests**

The number of working days and hours calculated is based on your personal work schedule, and excludes public holidays and college closure days. If HR do not have your work schedule details you will see the following error message when you try to send the request for approval. To get this fixed, submit an ASK query to HR.

**First day:** No personal work schedule exists in given time interval.

**Errors: 1**

If you don’t have sufficient leave left to cover the request the following error message will be displayed when you try to send the request for approval.

**Error**

Failed to save.
Stop. Balance Remaining Balance (H007) exceeded for the absence code Annual Leave (AL) by 4 days.

5. **Click OK.**

6. **Click Absences** in the breadcrumb trail to return to the **Absences** window.

7. The **Absence request overview** indicates the transaction is “In progress”
8. The Balance overview figures auto-calculate, although this may take a couple of minutes to update.

- **Current Entitlement Balance**: entitlement for current leave year (hrs), based on personal work schedule.
- **Carry Forward Balance**: entitlement carried forward from the previous leave year (hrs).
- **Overall Entitlement Balance**: total entitlement i.e. current entitlement balance plus carry forward from the previous year (hrs).
- **Approved/In Progress Balance**: time taken/booked in current leave year (hrs).
- **Remaining Balance**: entitlement remaining for current leave year (hrs).

- All staff balances are displayed in hours. This is because Birkbeck, as an institution that cares about staff wellbeing, allows where possible in accordance with business needs, a variety of part-time and flexible working arrangements. These schedules are based on hours and, as the lowest common denominator, is how annual leave balances are set up and recorded in the system.
- Other leave types (e.g. personal appointments, study leave, TOIL) do not affect your balances as these relate to annual leave only.

### Steps to book part days

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>At step 3.d above, double-click <strong>No</strong>.</td>
</tr>
<tr>
<td>2.</td>
<td>In the part-time absence window</td>
</tr>
<tr>
<td></td>
<td>1. Select the appropriate time period option</td>
</tr>
<tr>
<td></td>
<td>2. Select/enter the details below</td>
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</tbody>
</table>

What happens next?
For non-academic staff, the request goes into workflow and is sent to your line manager for approval. The absence period bar in the calendar changes to yellow. For academic staff, the request moves straight through from ‘in progress’ to ‘approved’.

Where to go for help
If you need help please submit a query through ASK on My Birkbeck for Staff.