



People and Money system

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Employee Guide- How to Request Emergency Time Off for Dependants

Employee

Estimated time to complete: 6 minutes

Assumed Knowledge:

1. Employee needs to be aware of the various absence types.
2. Multi-assignments holders need to submit this leave at assignment level as emergency time off for dependants is applied across all assignments.

In Brief...

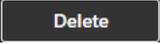
Requesting time off for dependants:

1. From the Home page, click the **Navigator**  menu icon located at the top left.
2. Open the **Me** section and click **Time and Absences**.
3. Click on **Add Absence** and select **Emergency Time off for Dependants**.
4. Enter the **absence details**, select the Reason **Paid Leave** and attach supporting documentation if applicable.
5. Then, click **Submit** .

For detailed guidance, see the [next section](#).

Cancelling a request for time off for dependants:

1. From the Home page, click the **Navigator**  menu icon located at the top left.
2. Open the **Me** section, then select **Time and Absences** .
3. Select **Existing Absences** and click on the **Edit**  icon next to the leave request you would like to cancel.

4. Click on **Delete**  in the banner and the status of the leave request changes to “Awaiting withdrawal approval” and updates to “Withdrawn” when it is authorised.

For detailed guidance, see the [next section](#).

Amending a request for time off for dependants:

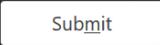
1. From the Home page, click the **Navigator**  menu icon located at the top left.

2. Open the **Me** section, then select **Time and Absences** 

1. Select **Existing Absences** and click on the **Edit**  icon next to the leave request you would like to amend.

Note: To quickly find the absence you’re looking for, **enter the type or status** of the absence into the keyword search bar on the absence page.

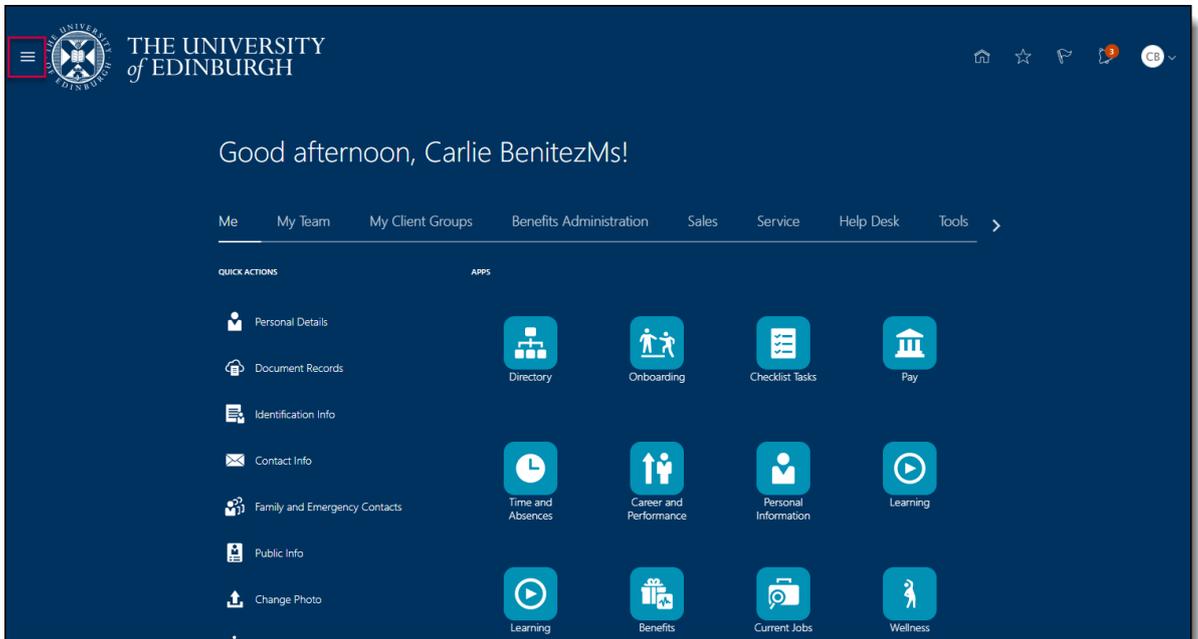
 

3. Amend the absence details, attach supporting documentation if applicable and click **Submit** .

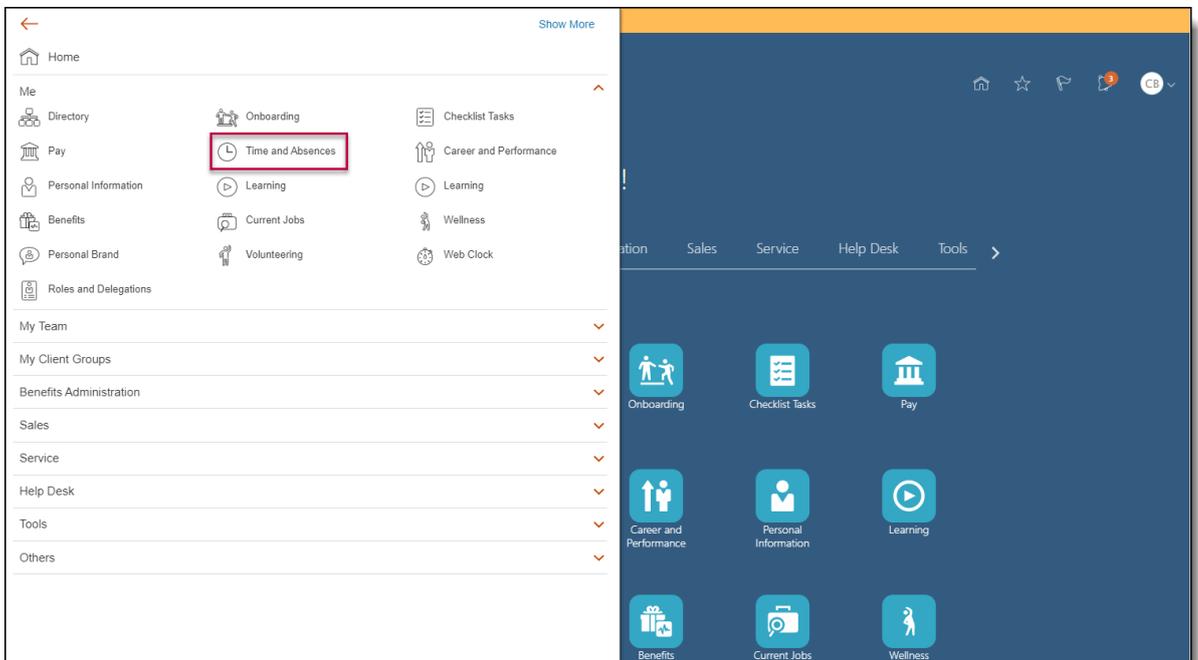
For detailed guidance, see the [next section](#).

Requesting time off for dependants:

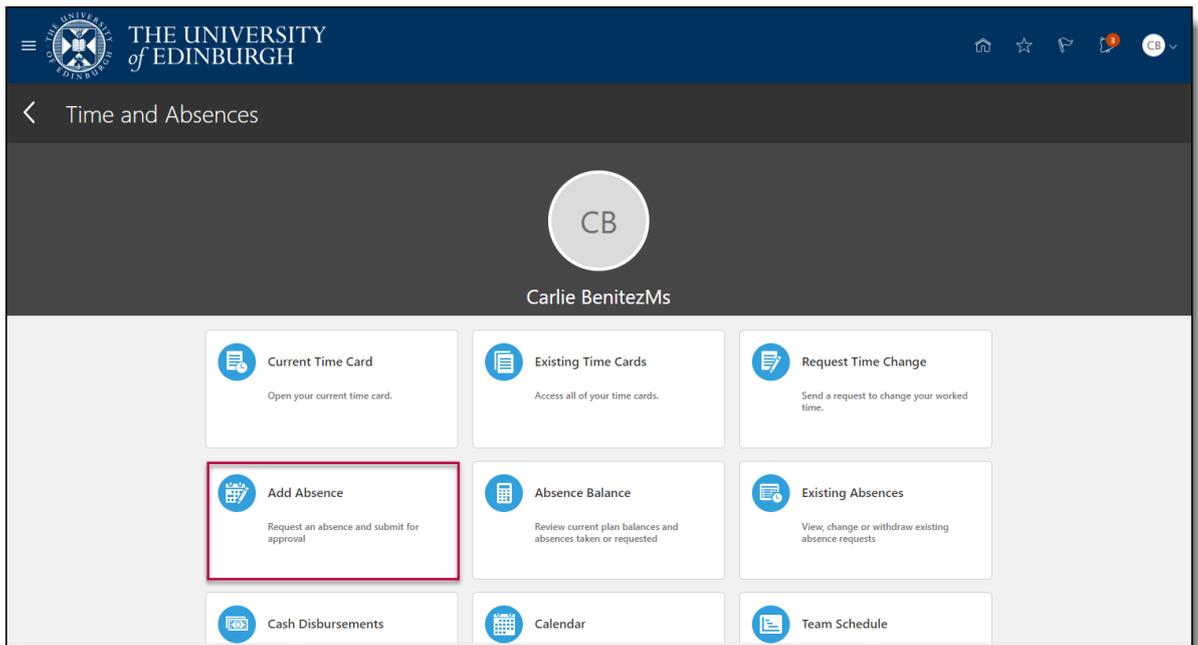
1. From the Home page, click the **Navigator** menu icon located at the top left.



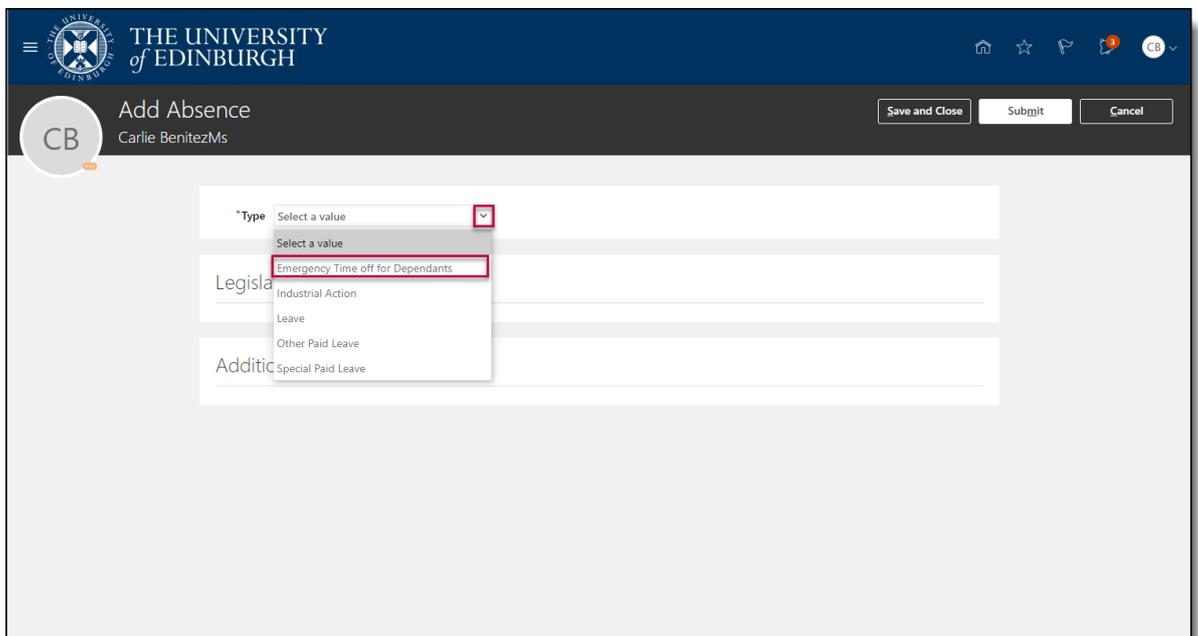
2. Open the **Me** section, then select **Time and Absences**



3. Click on **Add Absence** tile to create an absence request.



4. Choose **Emergency Time off for Dependants** from the **Type** drop-down menu.



- From the **When** section click on the calendar icon and select the **Start Date** and **End Date**, or click on the **Open Ended** checkbox if applicable.

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Add Absence
Carlie BenitezMs

*Type: Emergency Time off for Dependants
Absence Type Balance: 0 Hours

When [Edit Entries](#)

*Start Date and Duration: 25/08/2020 7 Hours
Absence Duration: 7 Hours

Open ended

*End Date and Duration: 25/08/2020

Projected Balance [Calculate](#)

Details
Reason

- If you hold multiple assignments, you can book leave for select assignments:
 - Follow steps 1 & 2 and then select **Add Absence**
 - Select the Absence Type as **Leave**
 - In the When section, select **Edit Entries**

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Add Absence
Emerson Green

*Type: Leave
Absence Type Balance: 96.8 Hours

When [Edit Entries](#)

*Start Date and Duration: dd/mm/yyyy Hours
Absence Duration: 0 Hours

*End Date and Duration: dd/mm/yyyy Hours

Projected Balance [Calculate](#)

Details

b. Then select **Add**

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EG Add Absence Emerson Green

*Type Leave

Absence Type Balance 96.8 Hours

When + Add

There's nothing here so far.

Details

Comments and Attachments

Comments

c. Select the **Date** and **Assignment** as appropriate

EG Add Absence Emerson Green

*Type Leave

Absence Type Balance 96.8 Hours

When

Duration in Hours

*Date dd/mm/yyyy

Assignment Select a value

Absence Duration 0 Hours

Total Absence Duration 0

Projected Balance Calculate

OK Cancel

d. Then click **OK**

Note: If you hold multiple assignments and want to apply leave to all assignments, just enter the dates on the first screen without selecting Edit Entries.

- From the **Details** section choose **Paid Leave** from the drop down menu.

The screenshot shows the 'Add Absence' form for Carlie BenitezMs. At the top, there's a header with the user's initials 'CB' and name. Below that, the 'End Date and Duration' field is set to '25/08/2020'. The 'Details' section is highlighted, showing a 'Reason' dropdown menu with 'Paid leave' selected. There are also checkboxes for 'Late notification waived', 'Waiver Date', 'Status Last Updated', and 'Late notification'. Below the 'Details' section is the 'Comments and Attachments' section, which includes a text area for 'Comments' and a dashed box for 'Attachments'.

- If relevant attach additional evidence to support the leave request in the **Comments and Attachments** section.

This screenshot shows the 'Comments and Attachments' section of the 'Add Absence' form. The 'Comments' text area and the 'Attachments' area, which includes a 'Drag files here or click to add attachment' button, are highlighted with a red box. Below this section are 'Legislative Information' and 'Additional Information' sections, with a 'Context Segment' dropdown menu.

Note: Especially while applying for **half day leave**, mention in the comments what **time** you would like to apply leave for.

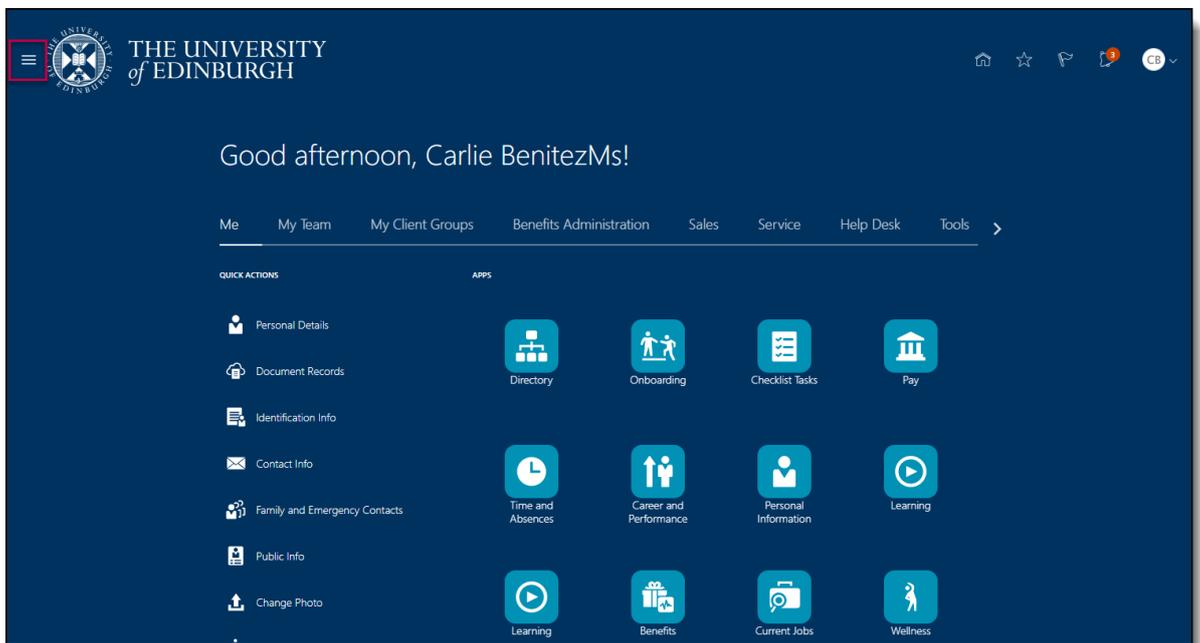
- Use **Drag files here click to add attachment** to upload supporting document(s).

9. Click the **Submit** button in the banner to forward the leave request for approval.
10. The absence status changes to “Awaiting approval” and remains in this status until authorised.

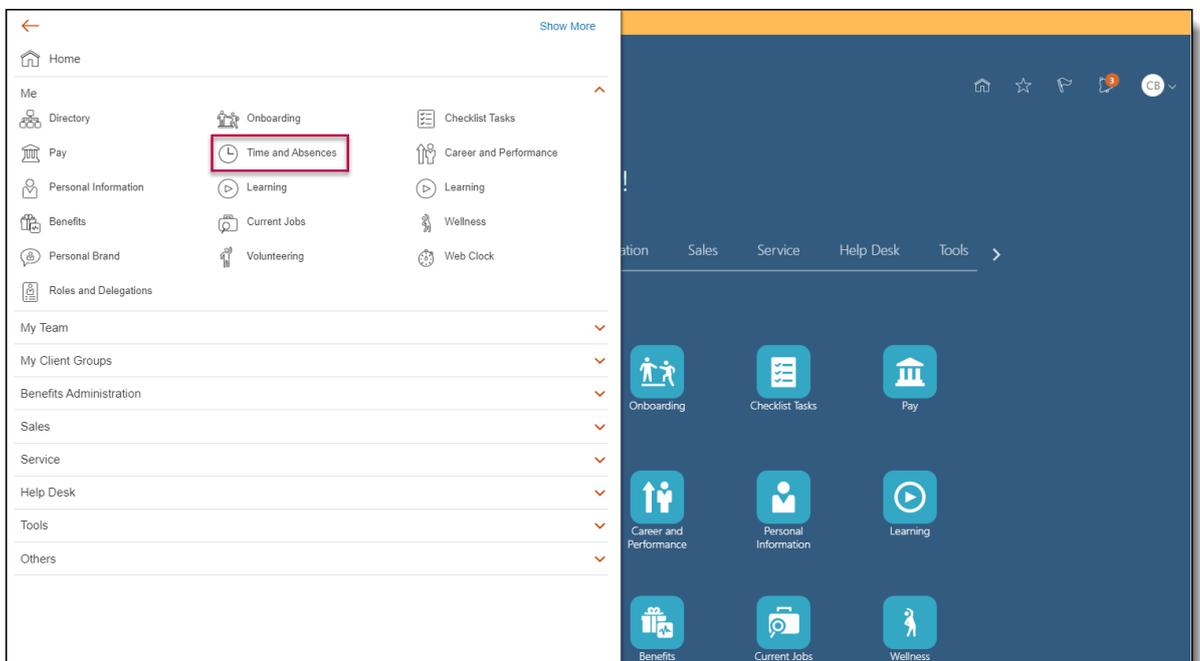
Absences			+ Add
Emergency Time off for Dependants: 7 Hours	25/08/2020 - 25/08/2020	Awaiting approval	
Special Paid Leave: 7 Hours	23/08/2020 - 24/08/2020	Withdrawn	

cancelling the request for time off for dependants:

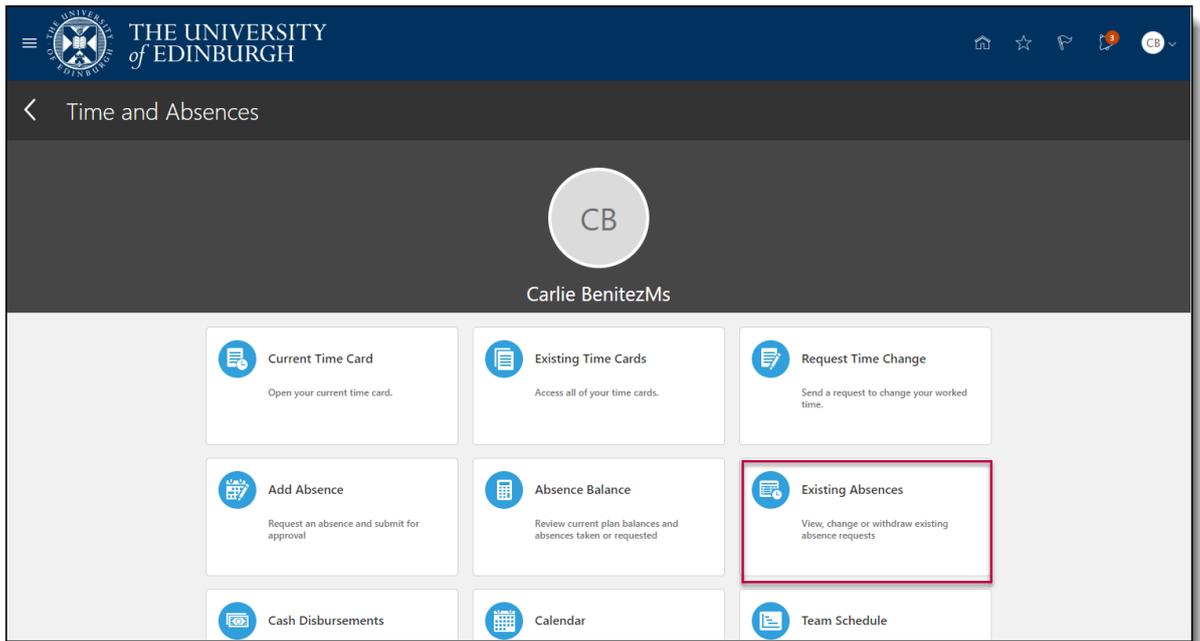
1. From the Home page, click the **Navigator**  menu icon located at the top left.



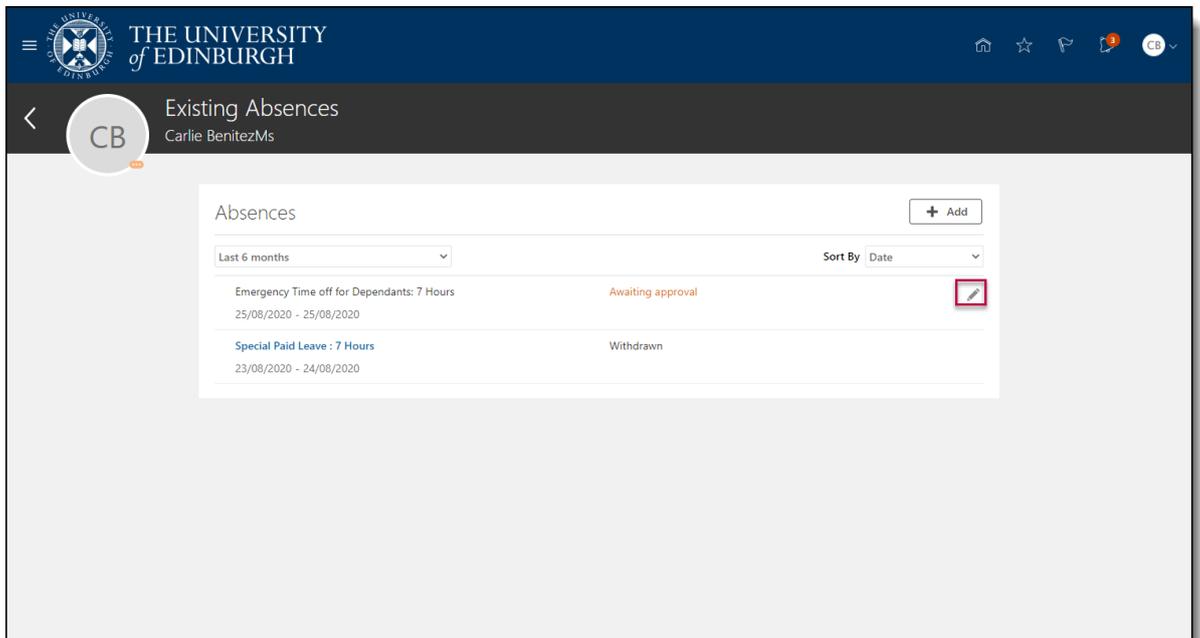
2. Open the **Me** section, then click **Time and Absences**.



3. Click on the **Existing Absences** tile to view absences previously requested.



4. Click on the **Pencil** icon next to the request you would like to cancel.



5. To remove the absence click on the **Delete** button in the banner.

The screenshot shows the 'Edit Absence' interface for Carlie BenitezMs. At the top right, there are three buttons: 'Delete' (highlighted with a red box), 'Submit', and 'Cancel'. The main form area includes a dropdown for '*Type' set to 'Emergency Time off for Dependants'. Below this is a 'When' section with 'Start Date and Duration' (25/08/2020, 7 Hours) and 'Absence Duration' (7 Hours). There is also an 'End Date and Duration' field (25/08/2020). At the bottom, a 'Details' section shows 'Reason' as 'Paid leave' and a checkbox for 'Late notification waived'.

6. When the approver authorises the cancellation, the absence status changes to "Withdrawn."

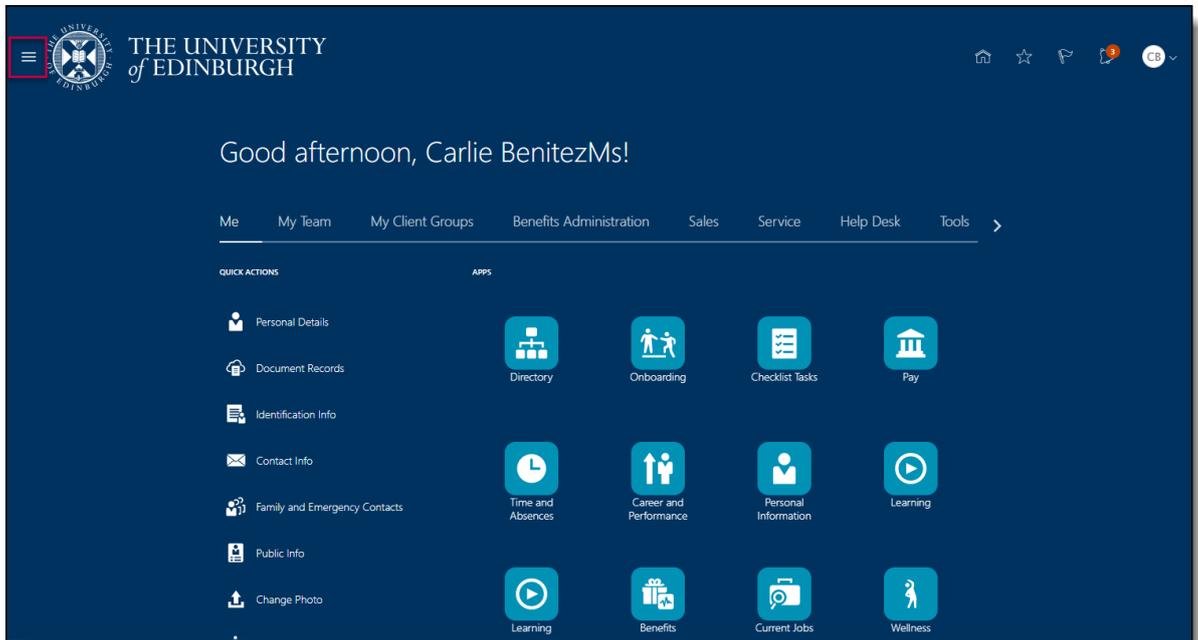
The screenshot shows the 'Existing Absences' interface for Carlie BenitezMs. It features a table of absences with a filter set to 'Last 6 months' and 'Sort By Date'. The table contains two entries:

Absence Type	Duration	Status
Emergency Time off for Dependants	7 Hours	Withdrawn
Special Paid Leave	7 Hours	Withdrawn

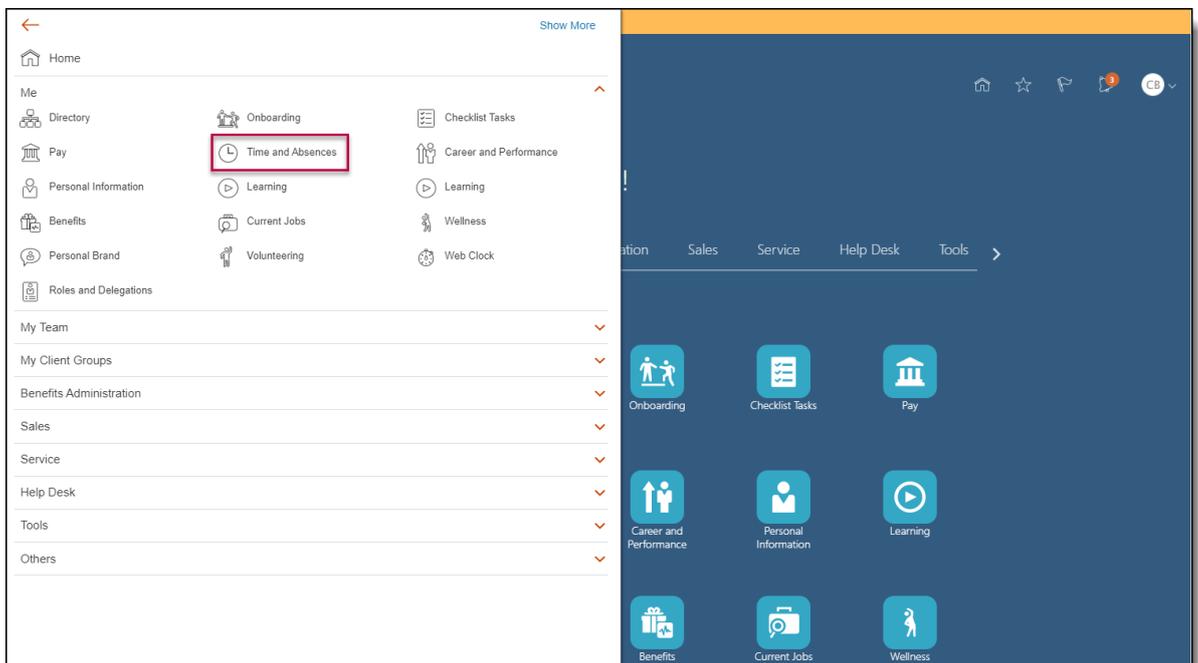
The 'Withdrawn' status for the first absence is highlighted with a red box. There is also an '+ Add' button at the top right of the table.

Amending the request for time off for dependants:

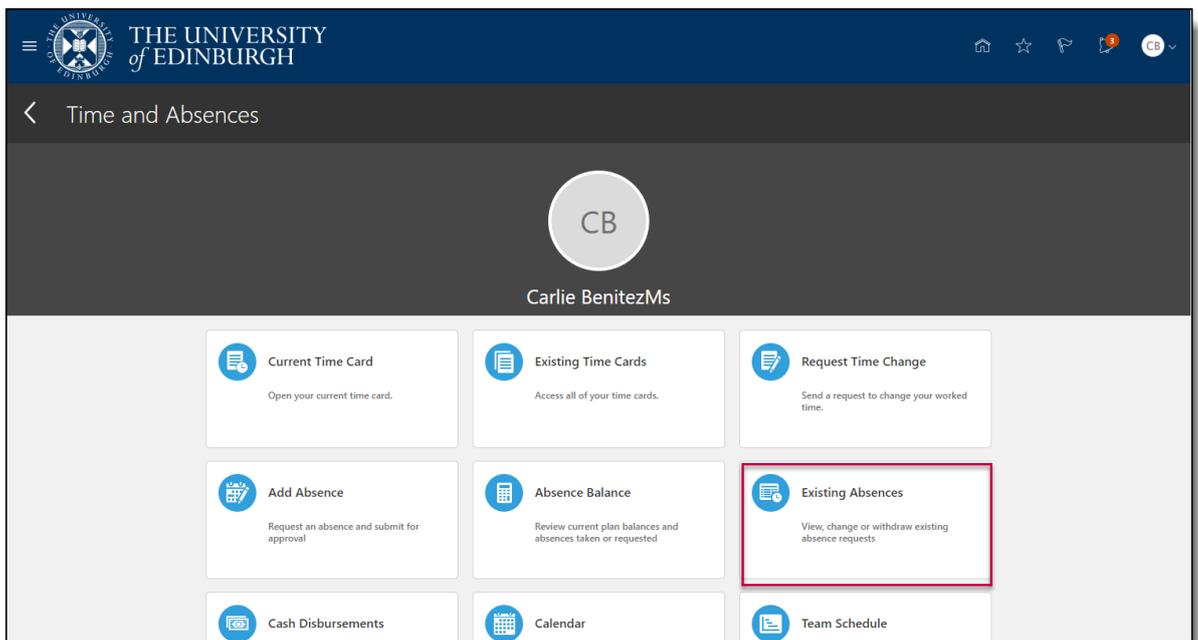
1. From the Home page, click the **Navigator**  menu icon located at the top left.



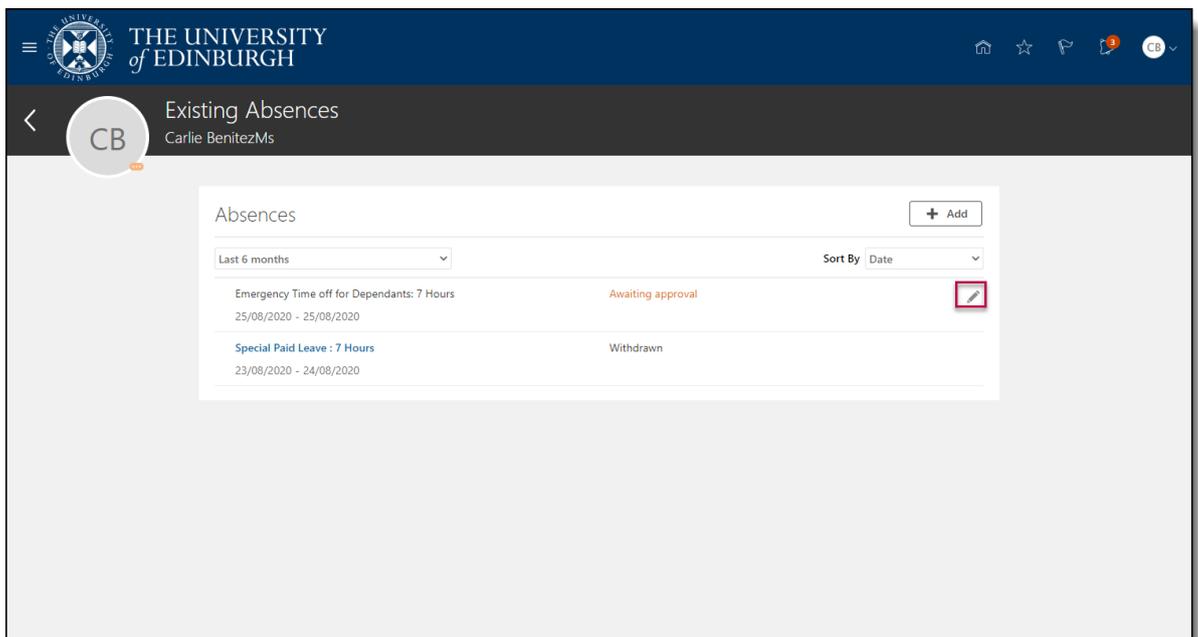
2. Open the **Me** section, then click **Time and Absences**.



3. Click on the **Existing Absences** tile to view absences previously requested



4. Click on the **Pencil** icon next to the request you would like to amend.



Note: To quickly find the absence you're looking for, **enter the type or status** of the absence into the keyword search bar on the absence page.

6. If the type of leave you're applying for is the same and you only wish to amend the dates, enter the new **Start Date** and **End Date**, or click on the **Open Ended** checkbox if applicable

DEVS (TRAINING) - Refreshed from GOLD, copy of 28th July 8PM

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Edit Absence
Carlie BeritezMs

Delete Submit Cancel

*Type Emergency Time off for Dependants

When Edit Entries

*Start Date and Duration 25/08/2020 7 Hours Absence Duration 21 Hours

Open ended

*End Date and Duration 27/08/2020 7 Hours

Projected Balance Calculate

Details

Reason Paid leave Late notification waived

7. If the type of leave you're applying for is different to the original leave, **Delete** the original absence and re-apply for the new leave as per the section above

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Edit Absence

Delete Submit Cancel

*Type Emergency Time off for Dependants

When Edit Entries

*Start Date and Duration 14/12/2020 7.5 Hours Absence Duration 7.5 Hours

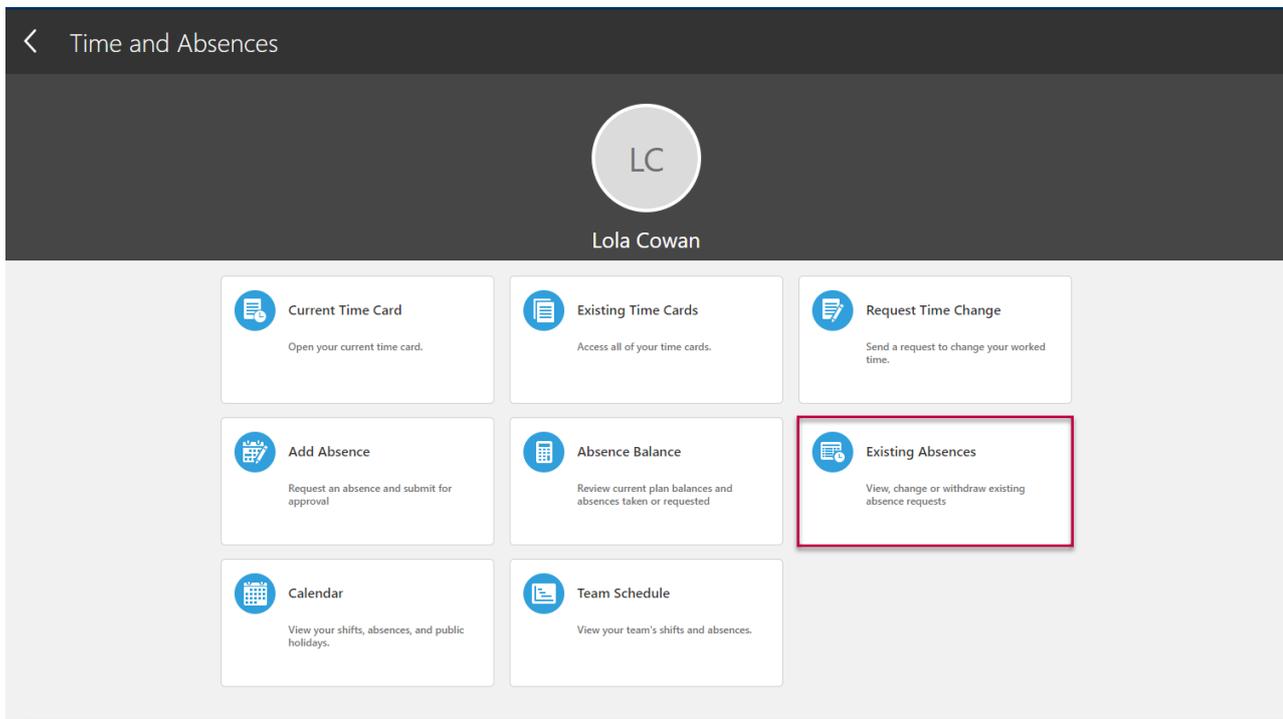
Open ended

*End Date and Duration 14/12/2020

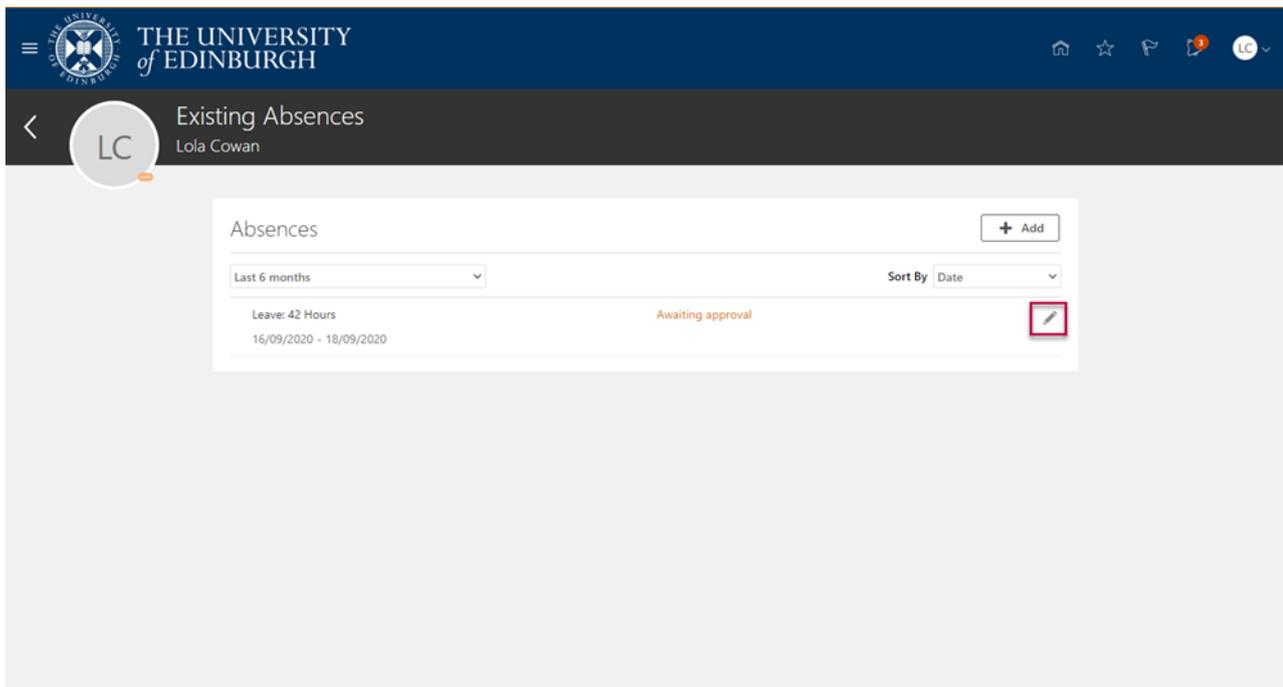
Details

Reason Paid leave

8. If you hold multiple assignments, ensure you're requesting leave for the right assignment:
- Go to **Existing Absences**



- Click on the **Pencil icon** next to the assignment you don't want the absence record against



- c. Select **Edit Entries**, then click on the pencil icon against the individual entry you would like to edit/delete

Edit Absence
Lola Cowan

*Type

When + Add

Duration in Hours		
16/09/2020	Clinical Tutor Associate (MBChB Programme)	7
16/09/2020	Administrator	7
17/09/2020	Clinical Tutor Associate (MBChB Programme)	7
17/09/2020	Administrator	7
18/09/2020	Clinical Tutor Associate (MBChB Programme)	7
18/09/2020	Administrator	7
Total Absence Duration		42

Projected Balance [Calculate](#)

Edit Absence
Lola Cowan

*Type

When Edit Entries

*Start Date and Duration	Absence Duration
16/09/2020 <input type="text" value="18"/> Hours	42 Hours
*End Date and Duration	
18/09/2020 <input type="text" value="14"/> Hours	

Projected Balance [Calculate](#)

Details

Comments and Attachments

- d. Then select **Delete** against each entry

6. Add any additional **Comments and Attachments** to the original request, click the **Submit** button in the banner to forward it for approval.

The screenshot shows the 'Edit Absence' interface for Lola Cowan. The header includes the University of Edinburgh logo and navigation icons. The user's profile 'LC' is visible. The form contains the following elements:

- Type:** Leave
- When:** A table listing dates and durations.
- Total Absence Duration:** 21
- Buttons:** Delete, Submit (highlighted), and Cancel.

When		+ Add
16/09/2020	Clinical Tutor Associate (MBChB Programme)	7
17/09/2020	Clinical Tutor Associate (MBChB Programme)	7
18/09/2020	Clinical Tutor Associate (MBChB Programme)	7
Total Absence Duration		21

Projected Balance [Calculate](#)

Details

Glossary

Please refer to Glossary