



## System User Guide

# Employee Guide to Annual Leave

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## Introduction

This guide covers key tasks for Employees in the 'Request, Cancel and Amend Annual Leave' and 'Log Unpaid Leave' system processes. It is related to the Process User Guide for Annual Leave which is linked below.

### [Guide to Annual Leave](#)

The Process User Guide provides supporting guidance on all aspects of the annual leave process.

### Before You Begin

1. If you hold multiple assignments, please refer to the '[Employee Guide to Leave as a Multiple Assignment Holder](#)'.
2. It is your responsibility to check that your annual leave balance is accurate and to speak to your line manager (or school/department administrator) if you think it is incorrect. Before querying anything, it is important to make sure that all annual leave dates have been entered on the system.
3. The [Annual Leave Policy](#) states you can't carry over a negative leave balance into the following year, i.e. you can't borrow leave from the next year's allowance. The system is set up to prevent anyone going into a negative balance and will show an error where this occurs.
4. If you have any questions about your annual leave balance please speak to your line manager or school/department administrator.
5. Check that you have enough remaining leave for the year before applying for more leave by checking your Absence Balance.
6. While amending any leave, please note that you can quickly find the absence you're looking for, **enter the type** of the absence into the keyword search bar or filter by **status** on the absence page.
7. You cannot record an absence that overlaps with an existing absence. Please follow the [Cancelling Annual Leave](#) section of this guide if you have an existing absence on your record in People and Money that conflicts with a new request you would like to make.

## In Brief

This section is a simple overview and should be used as a reminder. More detailed information on each outcome is provided later in this guide.

### Requesting Annual Leave

1. From the Home page, select the **Me** tab and select the **Time and Absences** app.
2. Select **Absence Balance** to check that you have enough leave remaining for the year before applying for more leave.
3. Press **Back** and select **Team Schedule** to check department availability to check that your leave does not clash with that of other team members' where possible.
4. Press **Back** again and select **Add Absence**.
5. Select **Annual Leave** in the **Absence Type** from drop down.
6. If you hold **multiple assignments**, either:
  - a. Select one assignment from the **Personal Job Title** field  
OR
  - b. Leave the **Personal Job Title** field blank to request leave across all assignments.For further detail on requesting leave for multiple assignments in different scenarios, please see the [Employee Guide to Leave as a Multiple Assignment Holder](#).
7. Enter the **Start Date** and **End Date**, ensuring that the **Absence Duration** correctly reflects the total number of hours of your absence at the rate of 7 working hours per day.
8. Then, press **Submit**.
9. If you hold multiple assignments and accidentally booked leave for all assignments, you can edit your leave request:
  - a. Go to **Existing Absences**.
  - b. Click on the **pencil icon** next to the absence you want to amend.
  - c. Click on the **Show individual dates** toggle.
  - d. Click on the pencil icon next to the hours you wish to remove.
  - e. Then select the **Delete** button. Repeat until you have removed all of the relevant hours.
10. Add any **Comments and Attachments** to the leave request and **Submit**.

### Amending Annual Leave

1. From the Home page, select the **Me** tab, then select **Time and Absences**.
2. Select **Existing Absences** and click on the **pencil icon** next to the leave request you would like to amend.
3. **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**, ensuring that the absence **Duration** correctly reflects the total number of hours of your absence at the rate of 7 working hours per day.
4. If you hold multiple assignments and selected a specific assignment in the original request, you will not be able to change the assignment type for that absence. In that case you would need to

Withdraw the absence and make a new request. If you would like to amend the dates/hours but not the assignment:

- a. Click on the **Show Individual Dates** toggle
- b. Click on the pencil icon next to the relevant date. You will be given the option to overwrite the hours or **Delete**.
- c. Click on **+ Add** to add more dates.

**Note:** For further guidance, please see the [Employee Guide to Leave as a Multiple Assignment Holder](#).

5. Add any additional **Comments and Attachments** to the original leave request and **Submit**.

## Cancelling Annual Leave

1. From the Home page, select the **Navigator** menu on the top left icon.
2. Open the **Me** section, then select **Time and Absences**.
3. Select **Existing Absences** and click on the **pencil** icon next to the leave request you would like to cancel.
4. Click on **Withdraw** on the top bar. You see that the status against that leave request will say 'Withdrawn'.

**Note:** Past annual leave requests can only be deleted by your Line Manager.

## How to Copy your Approved Leave From your Email notification to Outlook Calendar

1. Open the **email notification** of your leave approval and click on the **Online Notification** link at the bottom.
2. In the new page that opens up, click on the **Add to calendar.ics** link under 'Submitted by'.
3. Click to open the **Add to calendar file** (draft calendar event) that gets downloaded.
4. Click **Accept** on the draft calendar event that opens up.

## How to Copy your Approved Leave From the System Notification

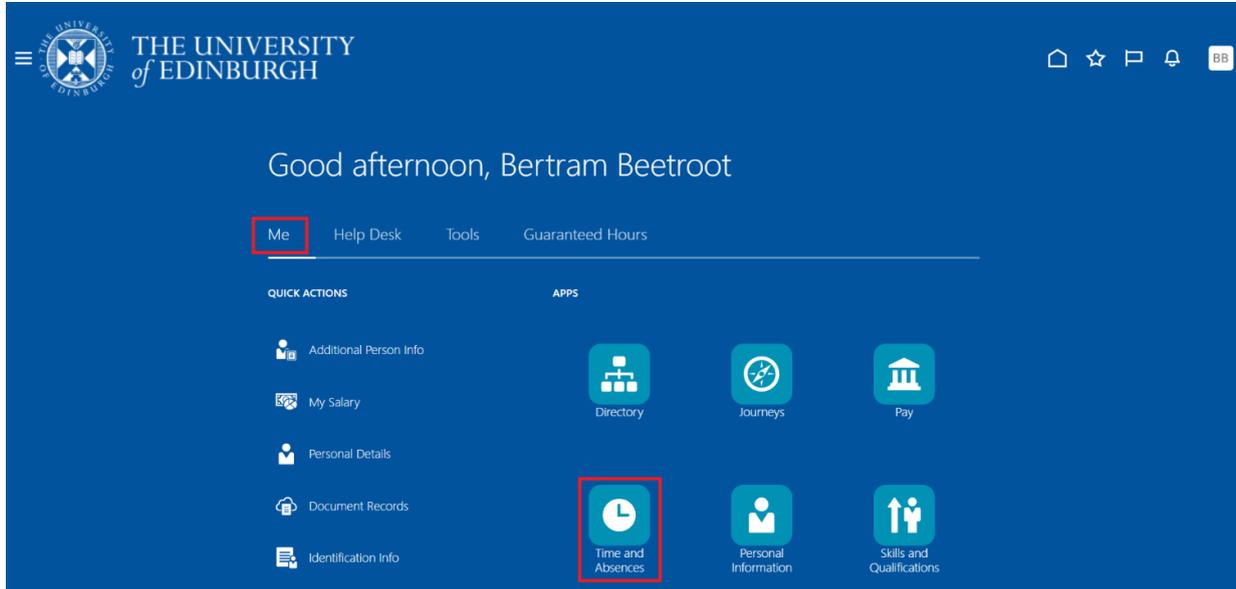
1. From the dashboard, scroll down to the **Things to Finish** section and click on the **Approval of Leave** link
2. **Follow steps 2-4 above** to add the approved leave to your outlook calendar

## In Detail

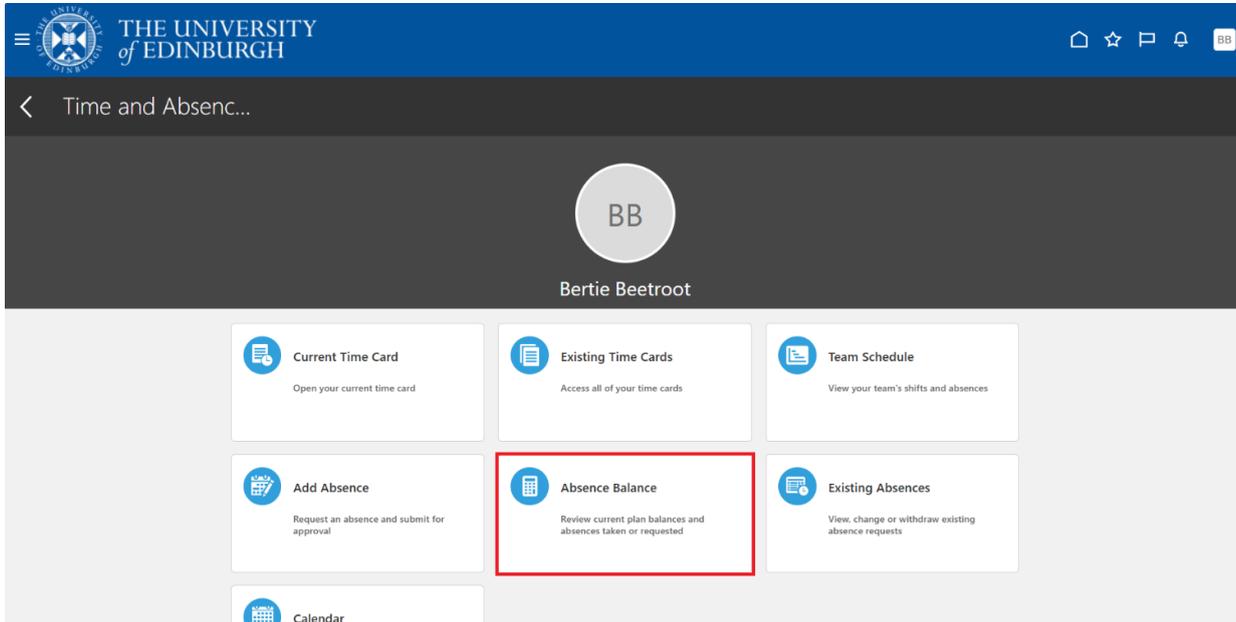
This section provides the detailed steps and includes relevant screenshots from the system.

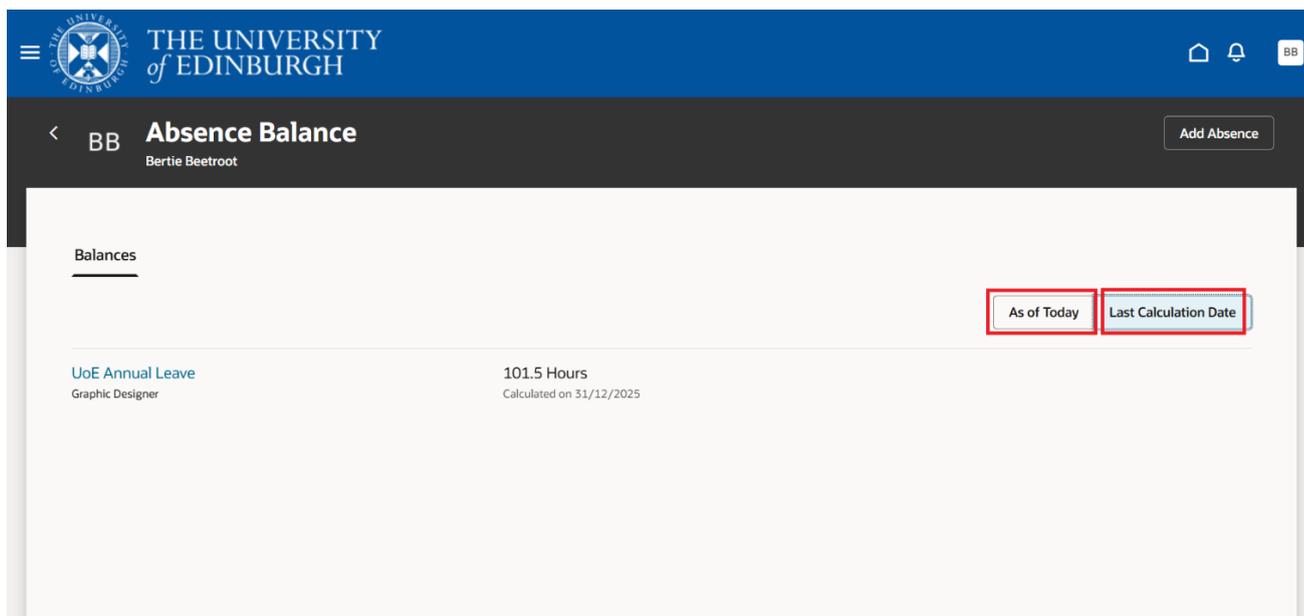
### Requesting Annual Leave

1. From the Home page, select the **Me** tab and select the **Time and Absences** app.



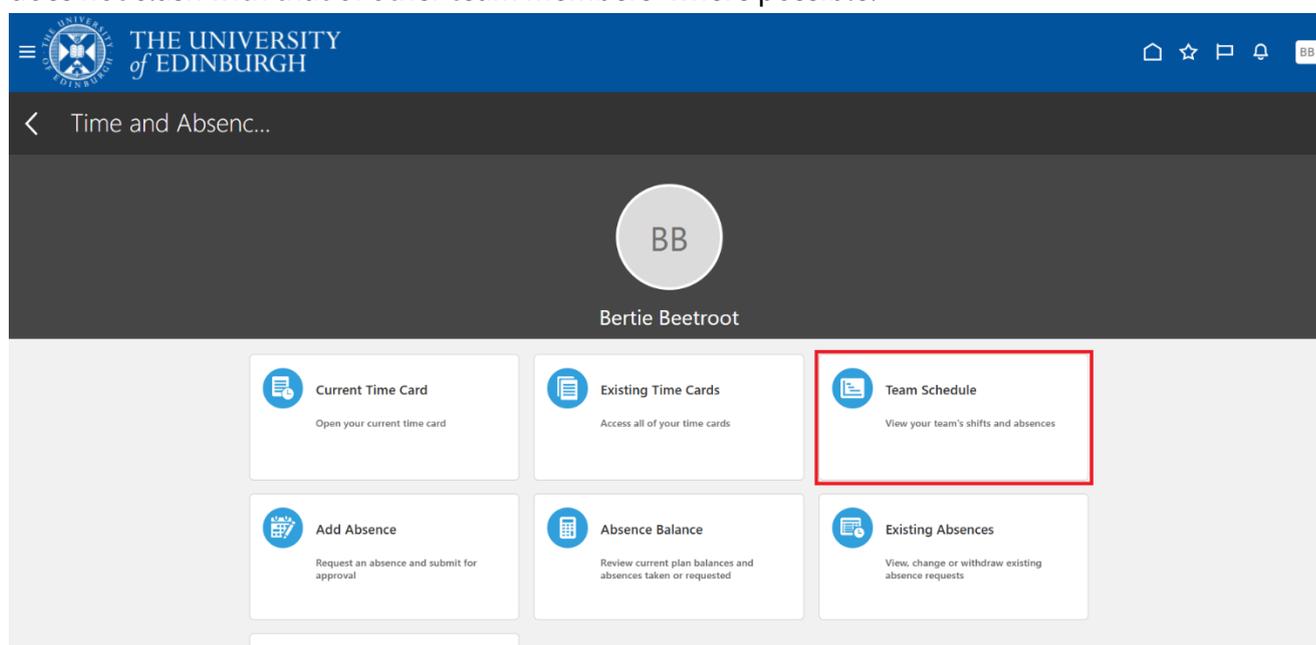
2. Select **Absence Balance** to check that you have enough leave remaining for the year before applying for more leave



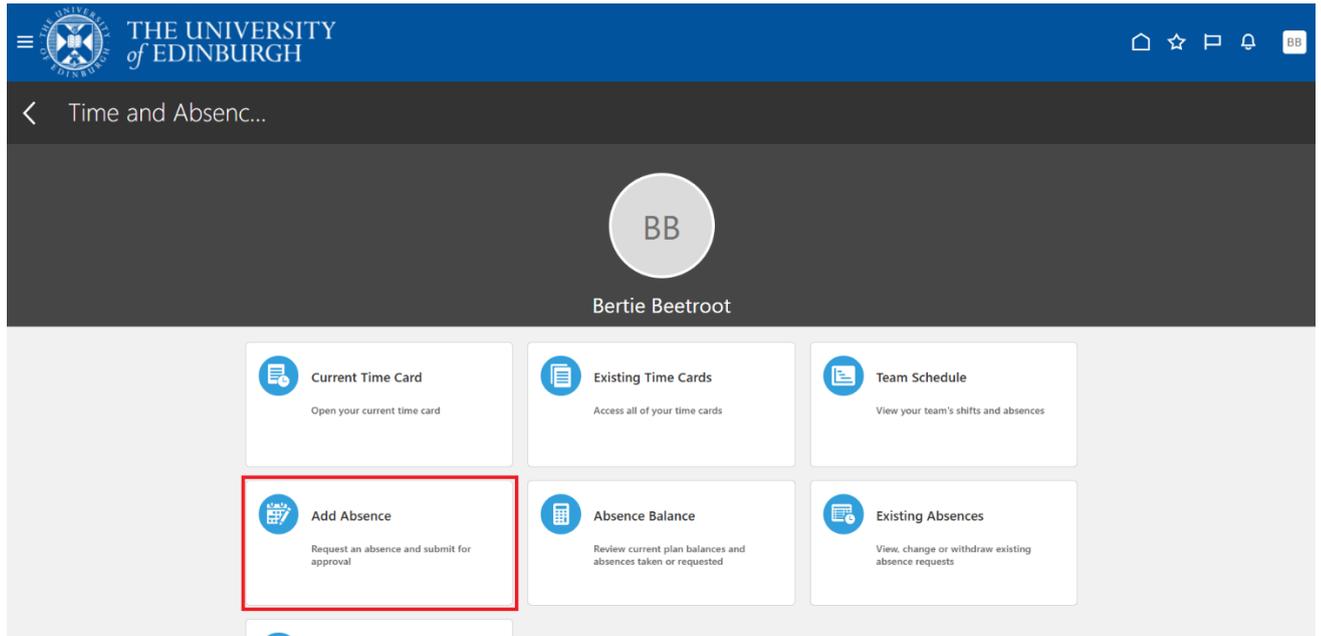


**Note:** Here you can select **As of Today** (today's date) or **Last Calculation date** (until the end of the year including pre-booked holidays such as Christmas holidays), the default view will be Last Calculation Date.

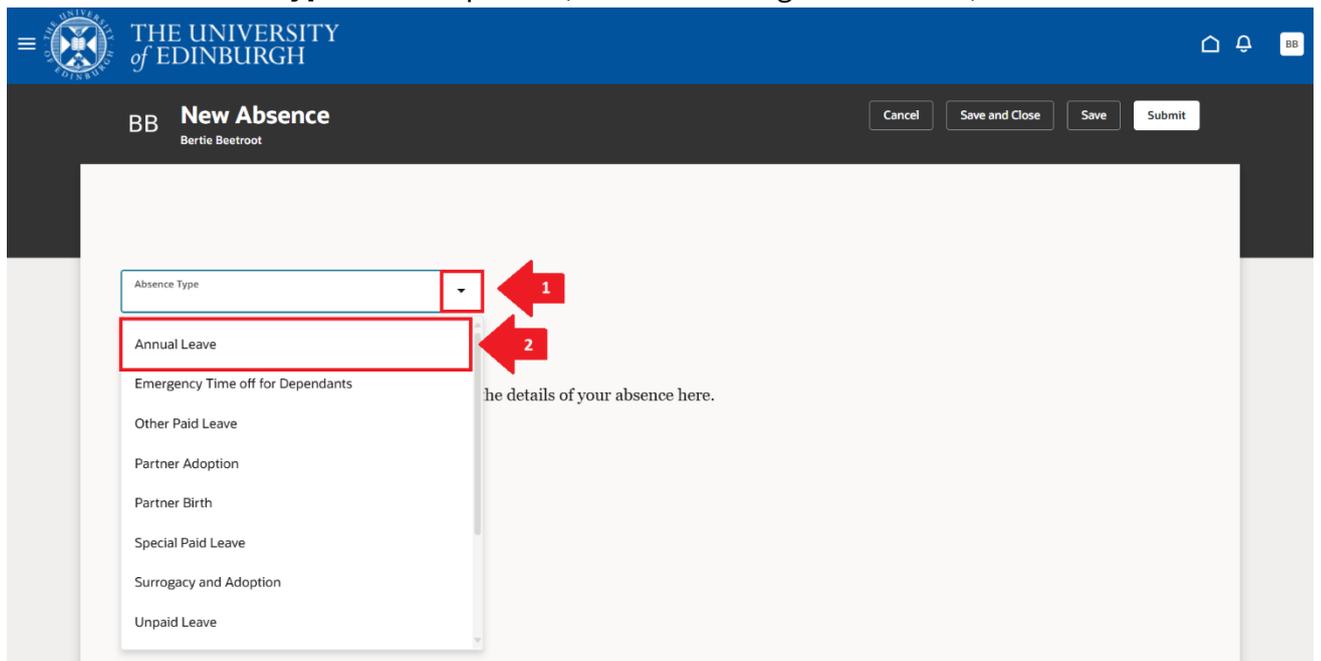
3. Press **Back** and select **Team Schedule** to check department availability to check that your leave does not clash with that of other team members' where possible.



4. Press **Back** again and select **Add Absence**.



5. Select the **Absence Type** from drop down, and for booking annual leave, select **Annual Leave**.



6. If you have **multiple assignments**, you can either
- Select a specific assignment from the **Personal Job Title** drop down list. **Note:** In-active assignments may appear in the drop down list, therefore, please ensure you've selected an **active** assignment.
- OR**
- Leave the **Personal Job Title** field blank to request leave across all of your assignments.

For further detail on requesting leave for multiple assignments, please see the [Employee Guide to Leave as a Multiple Assignment Holder](#).

7. The **Absence Type Balance** under the **Absence Type** field will show how much annual leave you have left to take.

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CC **New Absence**  
Carron Caulflower

Cancel Save and Close Save Submit

Absence Type: Annual Leave  
Personal Job Title: Customer Service Manager

**Absence Type Balance**  
14 Hours

**Dates**

Start Date (Required) Start Date Duration (Required)  
End Date (Required) End Date Duration (Required)

Show individual dates

8. Enter the **Start Date** and **End Date**, ensuring that the **Duration** correctly reflects the total number of hours of your absence at the rate of the agreed number of hours per day in your work pattern (for example, 7 hours/day)

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BB **New Absence**  
Bertie Beetroot

Cancel Save and Close Save Submit

Absence Type: Annual Leave  
Personal Job Title: Graphic Designer

**Absence Type Balance**  
101.5 Hours

**Dates**

Start Date: 28/05/2025 Start Date Duration: 7.00  
End Date: 30/05/2025 End Date Duration: 7.00

**Duration**  
21 Hours

Show individual dates

**Note:** If the calculated **Duration** is more than what you would expect to see at the rate of the agreed number of hours per day in your work pattern (for example, 7 hours/day), this will be a cue that the absence is being applied to multiple assignments.

You can select the **Show individual dates** toggle to view each day you are proposing to take as annual leave.

BB **New Absence**  
Bertie Beetroot

Cancel Save and Close Save Submit

Absence Type: Annual Leave  
Personal Job Title: Graphic Designer

Absence Type Balance: 101.5 Hours

**Dates**

Start Date: 28/05/2025 Start Date Duration: 7.00  
End Date: 30/05/2025 End Date Duration: 7.00

Duration: 21 Hours

Show individual dates:

Select the toggle again to change back to the original display.

**Dates**

Show individual dates:

Duration: 28/05/2025 - 30/05/2025 21 Hours

+ Add

Graphic Designer	28/05/2025	7 Hours	
Graphic Designer	29/05/2025	7 Hours	
Graphic Designer	30/05/2025	7 Hours	

Projected Balance: 0 Hours  
As-of 30/05/2025 [Calculate](#)

**Details**

Comments

**Note:** if you are applying for **half a day of leave**, confirm what time you would like to request the leave for in the **Comments** section (under **Details**).

8. The **Projected Balance** field under the **Show individual dates toggle** only shows you what your Annual Leave Balance is with effect from the End Date you have entered. This **does not** take into account any future leave **after** the End Date you have entered.

The screenshot shows the 'New Absence' form for Carron Cauliflower. At the top, there are buttons for 'Cancel', 'Save and Close', 'Save', and 'Submit'. The form includes dropdown menus for 'Absence Type' (Annual Leave) and 'Personal Job Title' (Customer Service Manager). It displays 'Absence Type Balance' as 14 Hours. Under the 'Dates' section, there are fields for 'Start Date' (11/08/2025), 'Start Date Duration' (7.00), 'End Date' (15/08/2025), and 'End Date Duration' (7.00). The 'Duration' is shown as 35 Hours. A toggle for 'Show individual dates' is currently off. The 'Projected Balance' is 91 Hours, with a sub-label 'As-of 15/08/2025' and a 'Calculate' link. A red box highlights the 'Projected Balance' and 'As-of' information. Below this is a 'Details' section with a 'Comments' field.

9. Add any **Comments** or upload any documents in the **Attachments** section.

This screenshot shows the 'Details' and 'Attachments' sections of the form. The 'Details' section has a 'Comments' text area highlighted with a red box. Below it is the 'Attachments' section, which includes a 'Drag and Drop' area with the text 'Select or drop files here.' and a red box around it. There is also a 'URL' input field and an 'Add URL' button. Below these sections are headers for 'Legislative information' and 'Additional information'.

10. Click on **Submit** at the top of the page to complete the request.

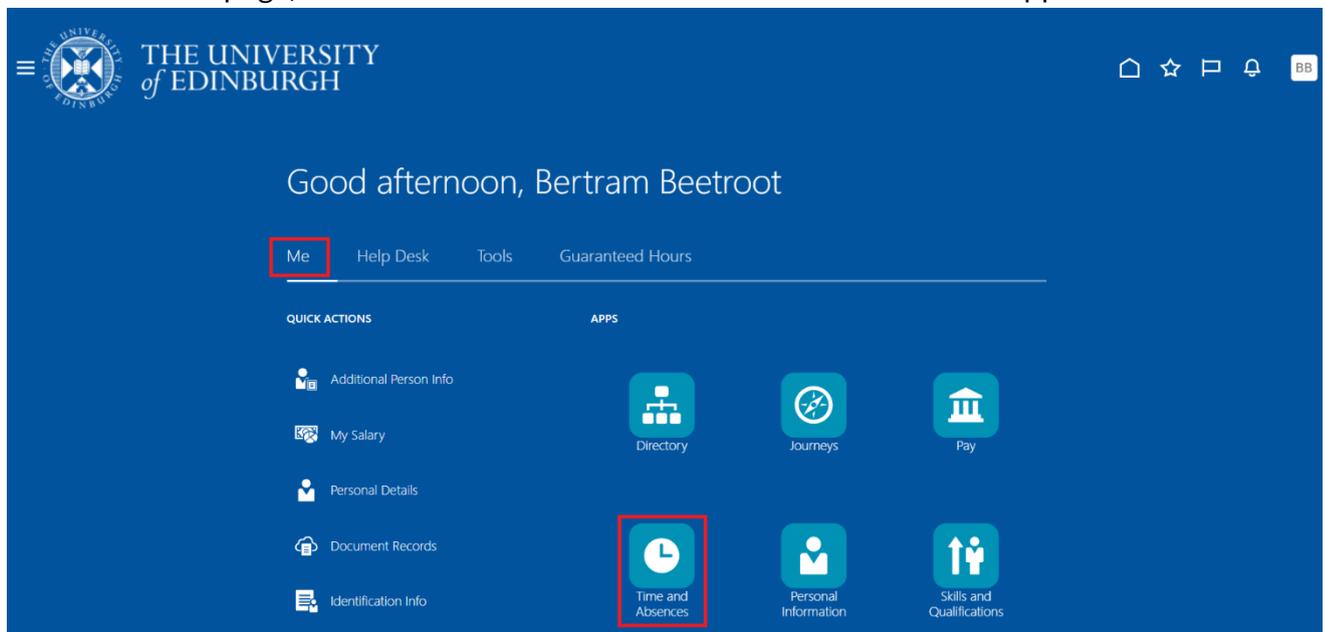
**Note:** The **Save and Close** and **Save** buttons will save this absence in draft state only. Please ensure to **Submit** it once all the details have been added.

The screenshot shows a 'New Absence' form for Hilary Haricot-Bean. At the top right, there are buttons for 'Cancel', 'Save and Close', 'Save', and 'Submit'. The 'Submit' button is highlighted with a red box. The form contains the following information:

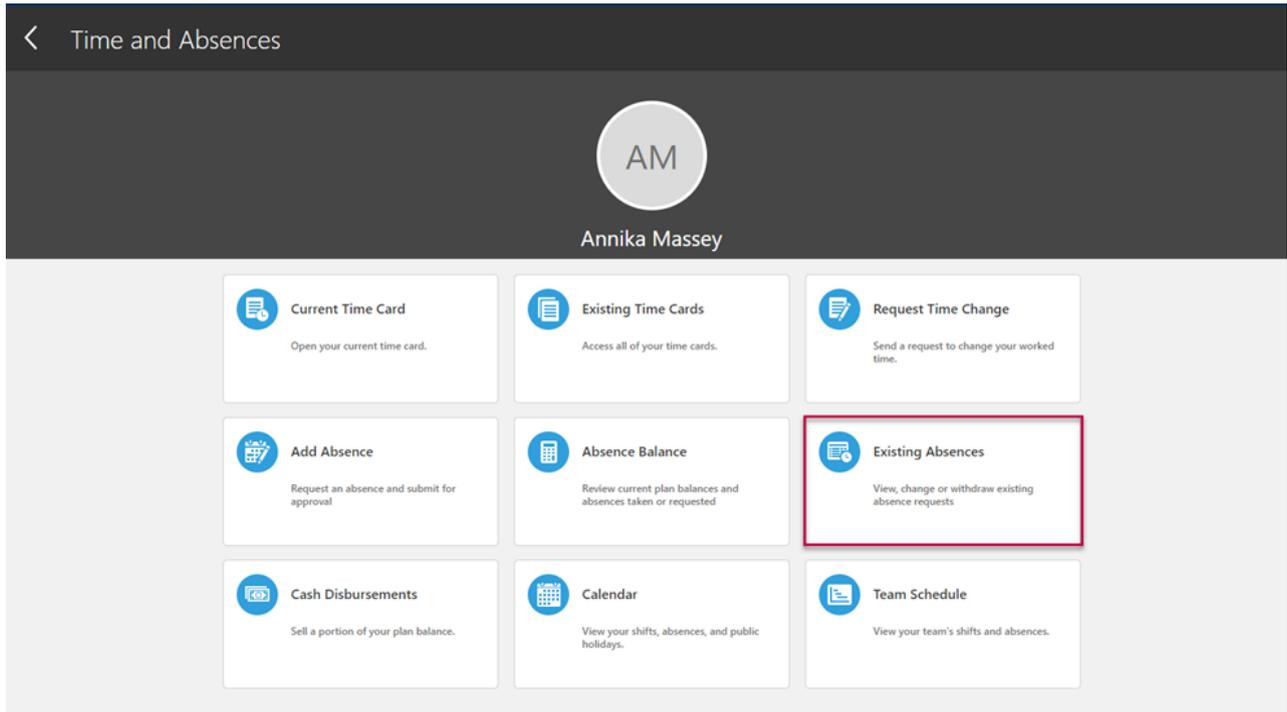
- Date: 5/06/2025, Duration: 5 Hours
- Domestic Assistant-2, Date: 5/06/2025, Duration: 3 Hours
- Projected Balance: 0 Hours, As-of 5/06/2025, with a 'Calculate' link.
- Details section with a 'Comments' text area.
- Attachments section with a 'Drag and Drop' area and a 'URL' field with an 'Add URL' button.
- Legislative information section.

## Amending Annual Leave

1. From the Home page, select the **Me** tab and select the **Time and Absences** app.



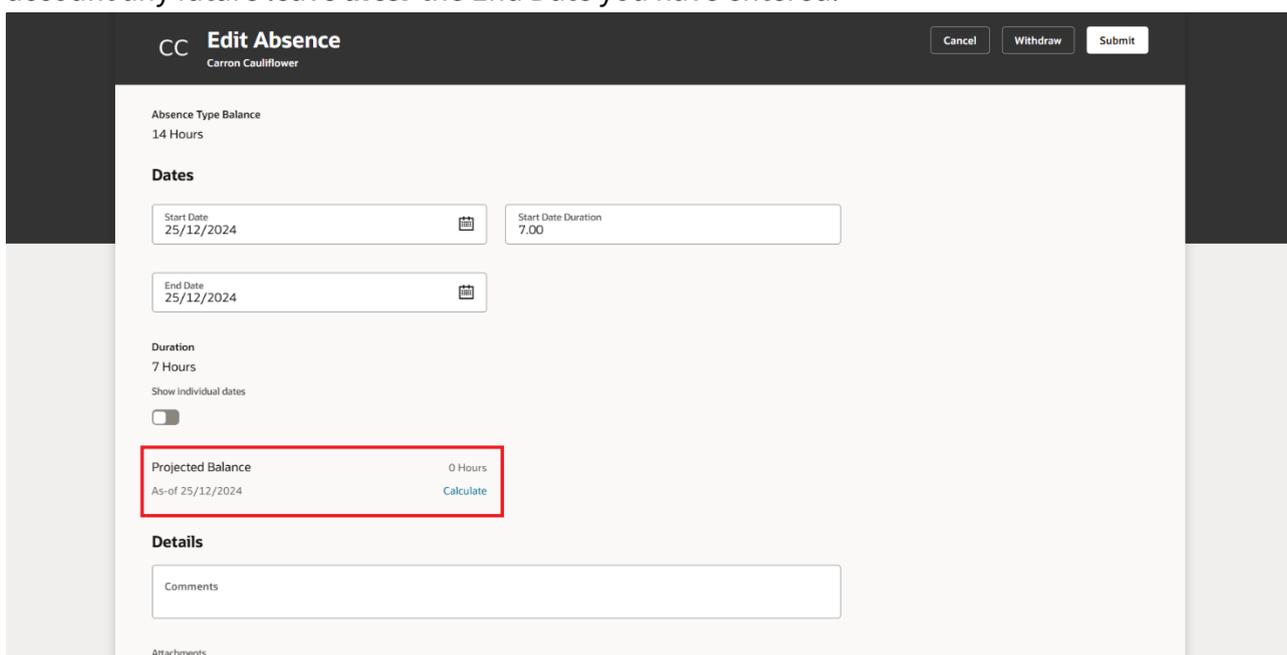
2. Select **Existing Absences**.



3. Click on the **pencil** icon next to the leave request you would like to amend. To quickly find the absence you're looking for, you can search by **type** or filter by the **status** of the absence.

**Note:** the default date filter under the search bar cannot be removed, however, it can be changed to show a different period of time by clicking on it and amending the **Start** and **End Dates**.

4. The **Projected Balance** field under the **Show individual dates toggle** only shows you what your Annual Leave Balance is with effect from the End Date you have entered. This **does not** take into account any future leave **after** the End Date you have entered.



5. **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**, ensuring that the **Duration** figure correctly reflects the total number of hours of your absence at the rate of the agreed number of hours per day in your work pattern (for example, 7 hours/day).

The screenshot shows a web form for requesting annual leave. At the top, there are two input fields: 'Absence Type' with the value 'Annual Leave' and 'Personal Job Title' with the value 'Graphic Designer'. Below these, the 'Absence Type Balance' is shown as '101.5 Hours'. The 'Dates' section contains two date pickers, both set to '24/12/2025', which are highlighted with a red box. To the right of the date pickers is a 'Start Date Duration' field with the value '7.00'. Below the date pickers, the 'Duration' field is also highlighted with a red box and shows '7 Hours'. There is a toggle switch for 'Show individual dates' which is currently turned off. At the bottom of the form, the 'Projected Balance' is '0 Hours' as of '24/12/2025', with a 'Calculate' button next to it. The 'Details' section is partially visible at the bottom.

**Note:** If the calculated Duration is more than what you would expect to see at the rate of the agreed number of hours per day in your work pattern (for example, 7 hours/day), this will be a cue that the absence is being applied to multiple assignments. For example, below is applying for three days of annual leave from 16-18 September but her Absence Duration shows up as 42 hours instead of 21 hours (as the work pattern dictates 7 working hours per day).

5. **If the type of leave you're requesting is different** to the original leave, select **Withdraw** at the top of the page to delete the original absence and follow the relevant user guide on the [People and Money user guides webpage](#). A request to withdraw the absence will be sent to your Line Manager for approval.

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BB **Edit Absence**  
Bertie Beetroot

Cancel **Withdraw** Submit

Absence Type  
Annual Leave

Personal Job Title  
Graphic Designer

Absence Type Balance  
94.5 Hours

**Dates**

Start Date  
11/06/2025

Start Date Duration  
7.00

End Date  
11/06/2025

Duration  
7 Hours

6. If you hold multiple assignments and selected a specific assignment in the original request, you will not be able to change the assignment type for that absence. In that case you would need to Withdraw the absence and make a new request. If you would like to amend the dates/hours but not the assignment:
  - a. Click on the **Show Individual Dates** toggle
  - b. Click on the **pencil icon** next to the relevant date. You will be given the option to overwrite the hours or **Delete**.
  - c. Click on **+ Add** to add more dates to the absence.

**Note:** For further guidance, please see the [Employee Guide to Leave as a Multiple Assignment Holder](#).

7. The **Projected Balance** field under the **Show individual dates toggle** only shows you what your Annual Leave Balance is with effect from the End Date you have entered. This **does not** take into account any future leave **after** the End Date you have entered.

CC **Edit Absence**  
Carron Cauliflower

Cancel Withdraw **Submit**

Absence Type Balance  
14 Hours

**Dates**

Start Date 25/12/2024  Start Date Duration 7.00

End Date 25/12/2024 

Duration  
7 Hours  
Show individual dates

Projected Balance 0 Hours  
As-of 25/12/2024 [Calculate](#)

**Details**

Comments

Attachments

8. Add any additional **Comments and Attachments** to the original leave request and **Submit**.

CC **Edit Absence**  
Carron Cauliflower

Cancel Withdraw **Submit**

Show individual dates

Projected Balance 0 Hours  
As-of 25/12/2024 [Calculate](#)

**Details**

Comments

Attachments

**Drag and Drop**  
Select or drop files here.

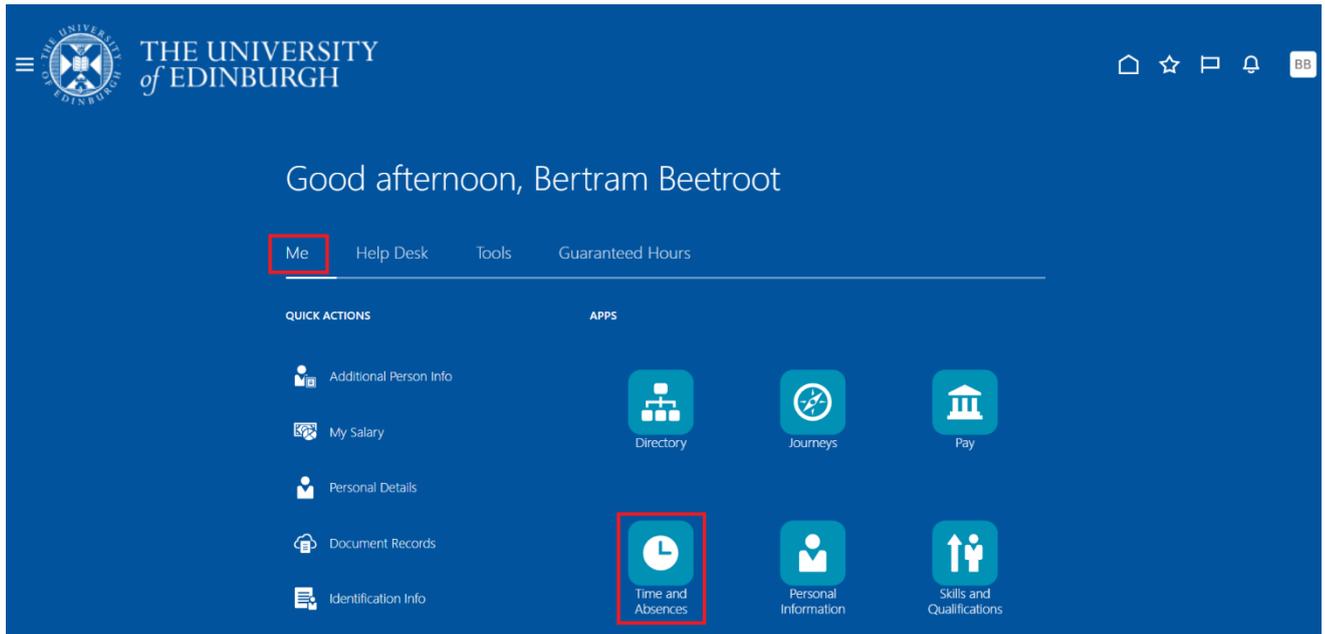
URL

**Legislative information**

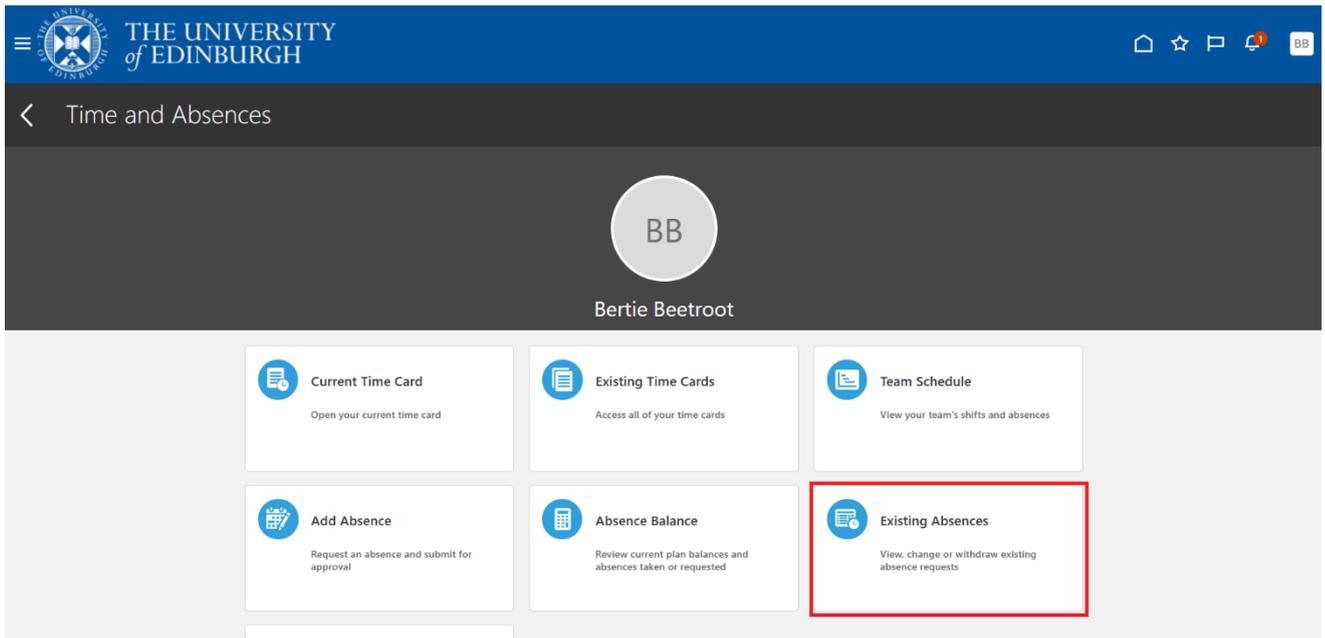
**Additional information**

## Cancelling Annual Leave

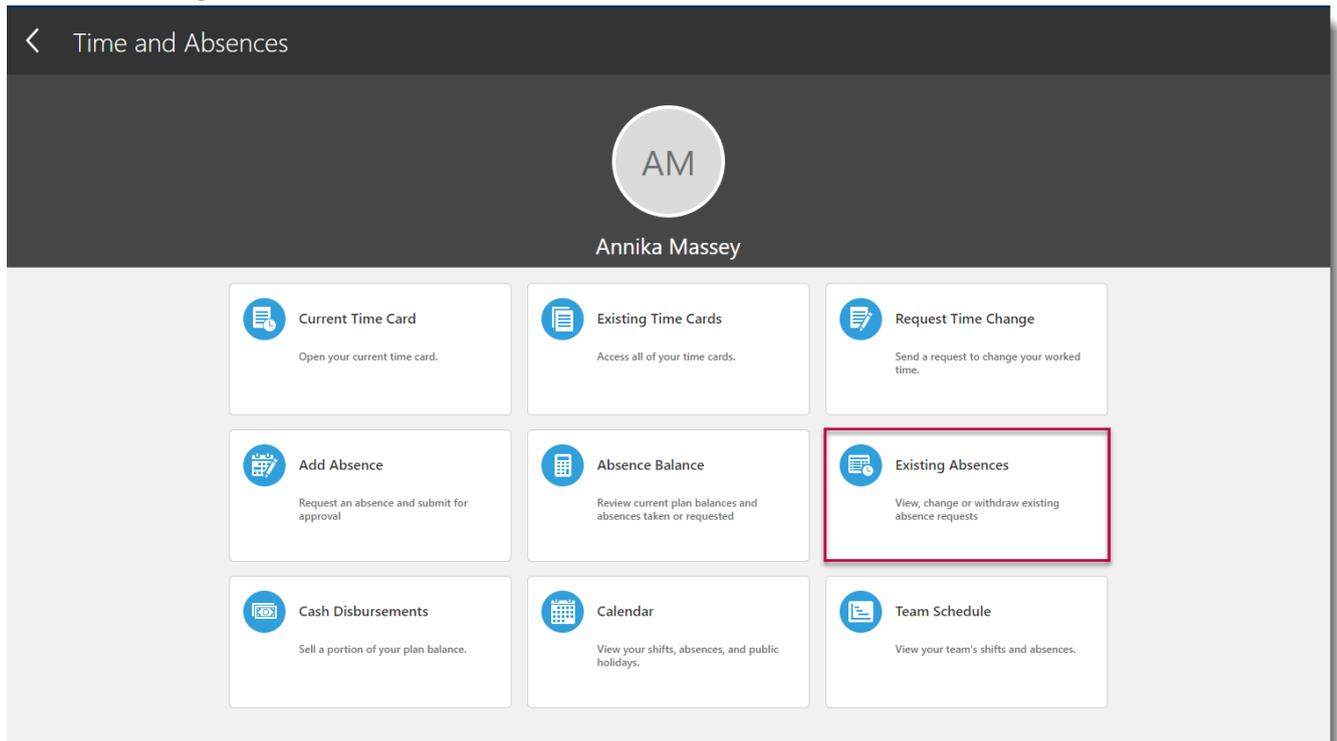
1. From the Home page, select the **Me** tab and select the **Time and Absences** app.



2. Select **Existing Absences**.

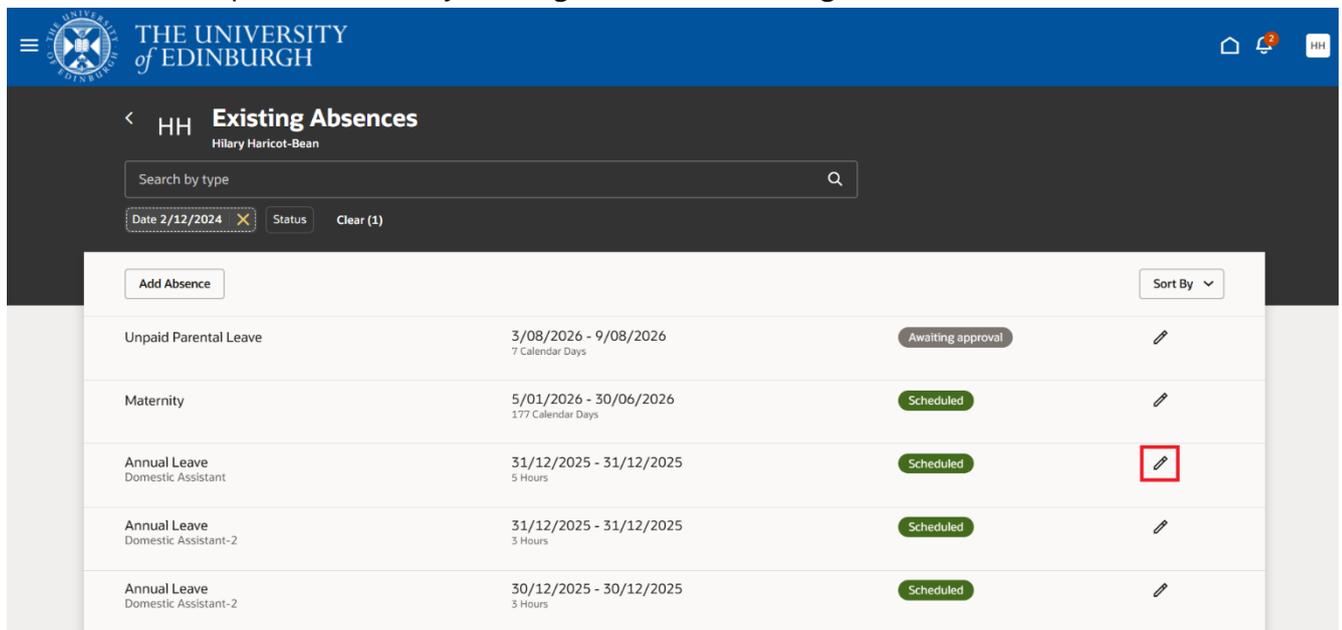


3. Select **Existing Absences**.

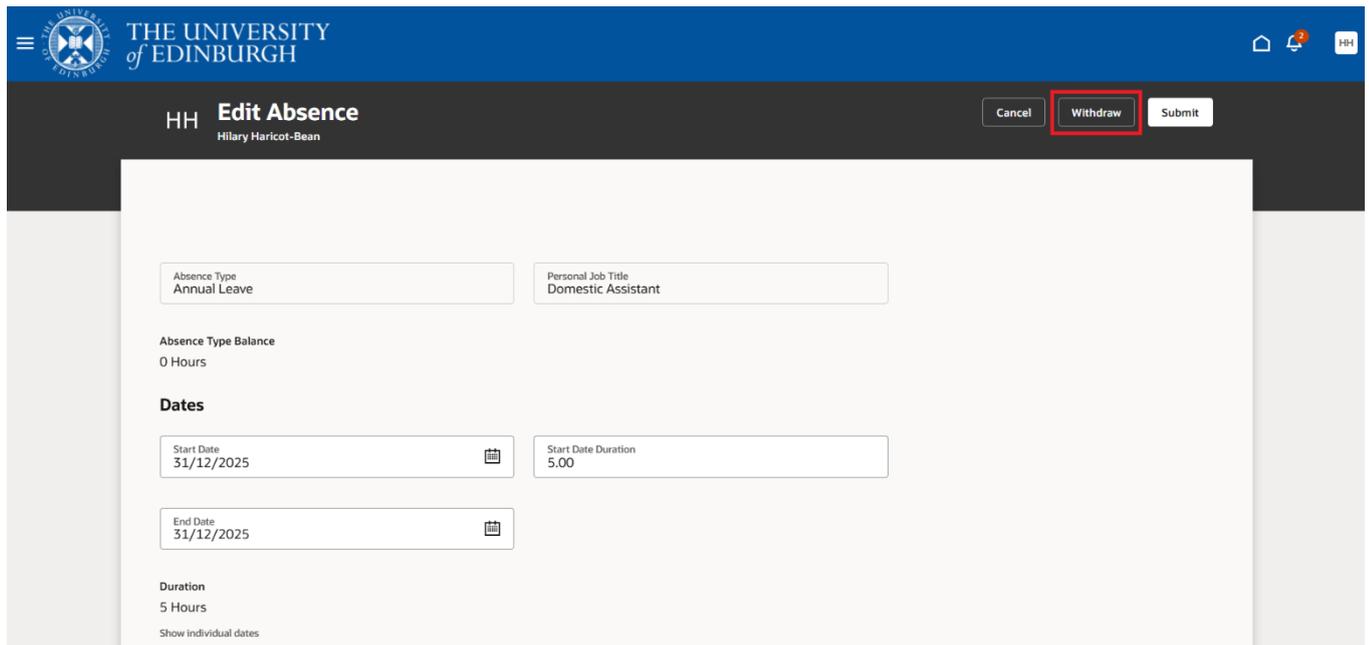


4. Click on the **pencil** icon next to the leave request you would like to amend. To quickly find the absence you're looking for, you can search by **type** or filter by the **status** of the absence.

**Note:** the default date filter under the search bar cannot be removed, however, it can be changed to show a different period of time by clicking on it and amending the **Start** and **End Dates**.



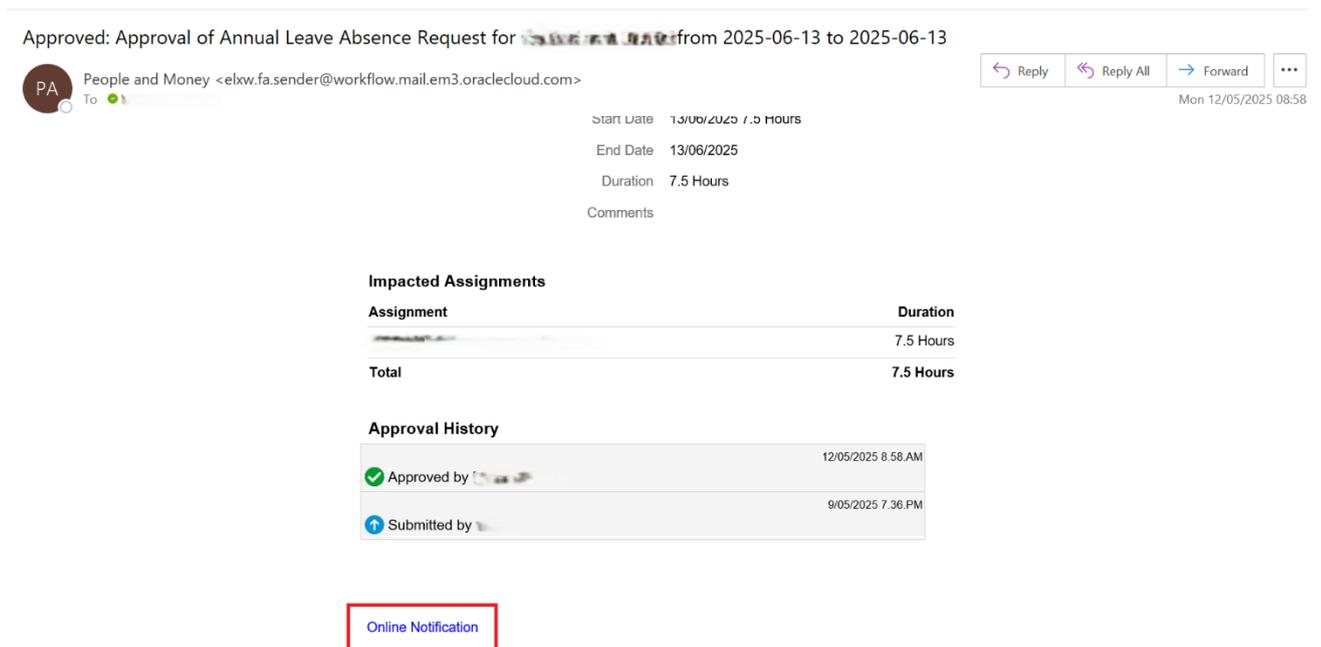
- Click on **Withdraw** on the top bar. You see that the status against that leave request will say 'Withdrawn'.



The status of the absence will change to Awaiting withdrawal approval. This will change to Withdrawn once your Line Manager approves the withdrawal.

## How to Copy your Approved Leave from your From Email notification to Outlook Calendar

- Open the **email notification** of your leave approval and click on the **Online Notification** link at the bottom.



2. In the new page that opens up, scroll down to the bottom of the page and click on the **Add to calendar.ics** link under 'Submitted by'.

Absence Type Annual Leave  
Absence Reason  
Start Date 13/06/2025 7.5 Hours  
End Date 13/06/2025  
Duration 7.5 Hours  
Comments

**Impacted Assignments**

Assignment	Duration
	7.5 Hours
<b>Total</b>	<b>7.5 Hours</b>

**Approval History**

Approved by [Name]	12/05/2025 8.58.AM
Submitted by [Name]	9/05/2025 7.36.PM

[Add to calendar.ics](#)

[Online Notification](#)

3. Click on the downloaded **Add to calendar file** (draft calendar event).

**Note:** the screenshot below may differ depending on the type of browser you use.

Absence Type Annual Leave  
Absence Reason  
Start Date 13/06/2025 7.5 Hours  
End Date 13/06/2025  
Duration 7.5 Hours  
Comments

**Impacted Assignments**

Assignment	Duration
HR Process Improvement Partner	7.5 Hours
<b>Total</b>	<b>7.5 Hours</b>

**Approval History**

Approved by Morag Easton	12/05/2025 8.58.AM
Submitted by Hannah Hamilton	9/05/2025 7.36.PM

[Add to calendar.ics](#)

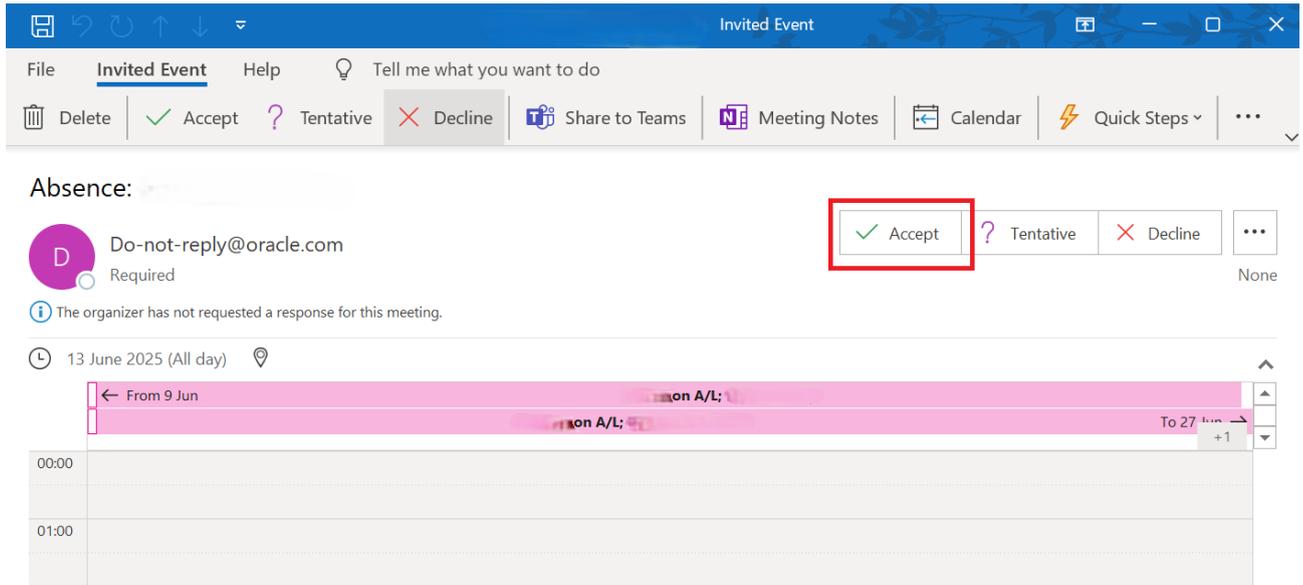
[Online Notification](#)

Downloads

- Add to calendar.ics
- Open file

See more

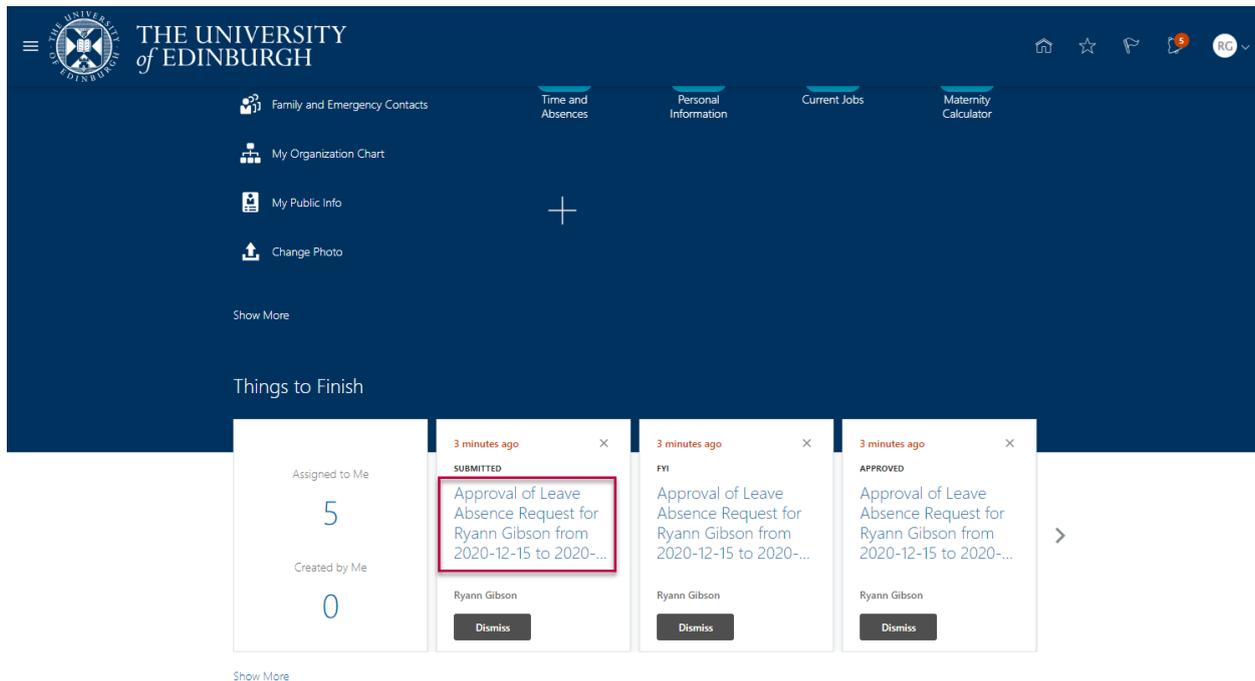
4. Click **Accept** on the draft calendar event that opens up.



Absence duration: 7.5 Hours

## How to Copy your Approved Leave from the System Notification to Outlook Calendar

1. From the dashboard, scroll down to the **Things to Finish** section and click on the **Approval of Leave** link.



2. **Follow steps 2-4 above** to add the approved leave to your outlook calendar.

## Version History

<b>Version</b>	<b>Date</b>	<b>Description</b>	<b>Approved By</b>
1.1	N/A	Draft	
2.0	09 June 2025	Updated guide to new format. Screenshots and content updated to reflect new Redwood screens. Combined with the P&M Guide 'How to copy your approved leave in to your Outlook calendar'.	ME

## Reviewers & Approvers

Further details of the Reviewers and Approvers of this document can be found by contacting HR Process Improvement. Please raise a Service Request using the category Continuous Improvement.