



System User Guide

Employee Guide to Family Leave

We realise this formatting may not be accessible for all – to request this document in an alternative format please email hrhelpline@ed.ac.uk.

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Introduction

This guide covers key tasks for Employees in the 'Family Leave' system process.

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.

Please familiarise yourself with the [Family Leave Policies](#).

You can check what maternity options are available to you in the Maternity Calculator within People & Money without submitting a maternity leave request. To use the Maternity Calculator

1. Log into People and Money
2. Click on Me
3. Click on Maternity Calculator

Employees on Guaranteed Hours Contracts and those due to end employment due to redundancy should contact HR for pay options instead of using the calculator. You can [contact HR](#) by raising a Service Request in People and Money. Guidance on how to do that can be found [here](#) (under My Knowledge and Service Requests heading).

For all situations other than unpaid parental leave, once the application has been submitted the Line Manager will receive a notification of the application. For parental leave the Line Manager will not only receive a notification, they will need to approve the leave.

Line Managers may request you delay your parental leave.

Any existing absences (such as annual leave) that have dates that overlap with the leave request should be deleted prior to processing the absence. Please see the section, 'Edit an Absence before the Start Date' for further information.

To read supporting guidance please review the relevant [End to End Process User Guides](#).

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.

How to Submit a Maternity Leave Request

Please do not start this task until you have ALL the information required including your MAT B1.

1. From the Homepage navigate to **Me** and select the **Time and Absences** app
2. Choose **Existing Absences** and withdraw any absences that fall within the planned maternity dates.
3. Go back to **Time and Absences** and then **Add Absence**.
4. Add a request for maternity leave.
5. Enter **expected date of childbirth, planned start** and **end dates**.
6. Confirm your maternity payment choice by selecting 1, 2 or 3 from the **Reason** dropdown.
7. Upload the MAT B1 form to the **Attachment** section of the page and add any appropriate comments.
8. Press **Submit**.

How to Amend Maternity Leave Dates

1. From the Homepage navigate to **Me** and select the **Time and Absences** app
2. Choose **Existing Absences**.
3. Choose the maternity absence record you want to amend and click the **pencil icon**.
4. Edit the maternity dates then **Submit**.

How to Submit an Application for Unpaid Paternal Leave

1. From the Homepage navigate to **Me** and select the **Time and Absences** app.
2. Click on **Add Absence**.
3. Choose Absence Type **Unpaid Parental Leave** from the drop-down menu
4. Add the **Start** and **End Dates** and any comments required and **Submit**.

How to Submit an Application for Partner Leave

1. From the Homepage navigate to **Me** and select the **Time and Absences** app
2. Click on **Add Absence**.
3. Choose **Partner Birth** or **Partner Adoption** (as appropriate) from the Absence Type drop-down menu.
4. Enter the **Expected Childbirth Date** and the **Planned Start** and **End Dates**.
5. Add any appropriate comments or attachments and **Submit**.

How to Submit an Application for Adoption and Surrogacy Leave

We are aware that the field names within the Adoption and Surrogacy Leave screens may not fit the employee's individual circumstances. Please refer to [Appendix 1](#) at the end of this document, as well as the [End to End Process User Guide](#).

1. From the Homepage navigate to **Me** and select the **Time and Absences** app.
2. Choose **Existing Absences** and withdraw any absences that fall within the planned adoption or surrogacy dates.
3. Go back to **Time and Absences** and then **Add Absence**.
4. Choose **Surrogacy and Adoption** from the **Type** drop-down list.
5. Enter the **Expected Placement Date**, **Planned Start Date**, **Planned End Date** and **Placement Match Date**.
6. Select the **Reason** (pay option) from the drop-down list
7. Upload the MATB1 or evidence that you have been matched with a child to the attachments section and add any appropriate comments.
8. Click on the **Submit** button.

Editing an Absence Before the Start Date

1. From the Homepage navigate to **Me** and select the **Time and Absences** app.
2. Choose **Existing Absences** and locate the relevant absence request.
3. Click the **pencil** icon, amend the leave dates and **Submit**.

Withdrawing an Absence Request before the Start Date

1. From the Homepage navigate to **Me** and select the **Time and Absences** app.
2. Choose **Existing Absences** and click on the **pencil** icon.
3. Click **Withdraw** to remove any unwanted planned absence.

Requesting Emergency Time Off for Dependants

1. From the Homepage navigate to **Me** and select the **Time and Absences** app.
2. Click on **Add Absence** and select **Emergency Time off for Dependants**.
3. Enter the **Start** and **End Dates**, select the Reason **Paid Leave** and attach supporting documentation if applicable.
4. Then, click **Submit**.

Cancelling a Request for Emergency Time Off for Dependants

1. From the Homepage navigate to **Me** and select the **Time and Absences** app.
2. Select **Existing Absences** and click on the **pencil icon** next to the leave request you would like to cancel.
3. Click on **Withdraw** from the top of the page. The status of the leave request will change to "Awaiting withdrawal approval" and updates to "Withdrawn" when it is authorised.

Amending a Request for Emergency Time Off for Dependants

1. From the Homepage navigate to **Me** and select the **Time and Absences** app.
2. Select **Existing Absences** and click on the **pencil icon** next to the leave request you would like to amend.
3. Amend the absence details, attach supporting documentation if applicable and click **Submit**.



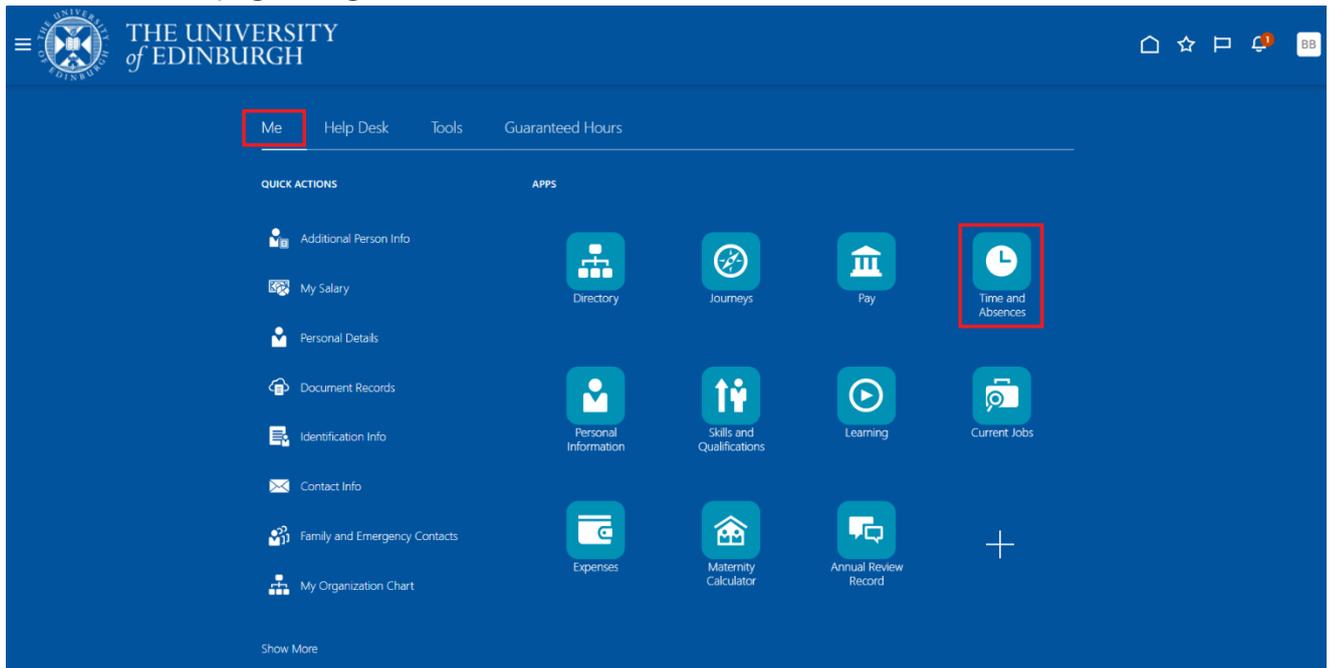
In Detail

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

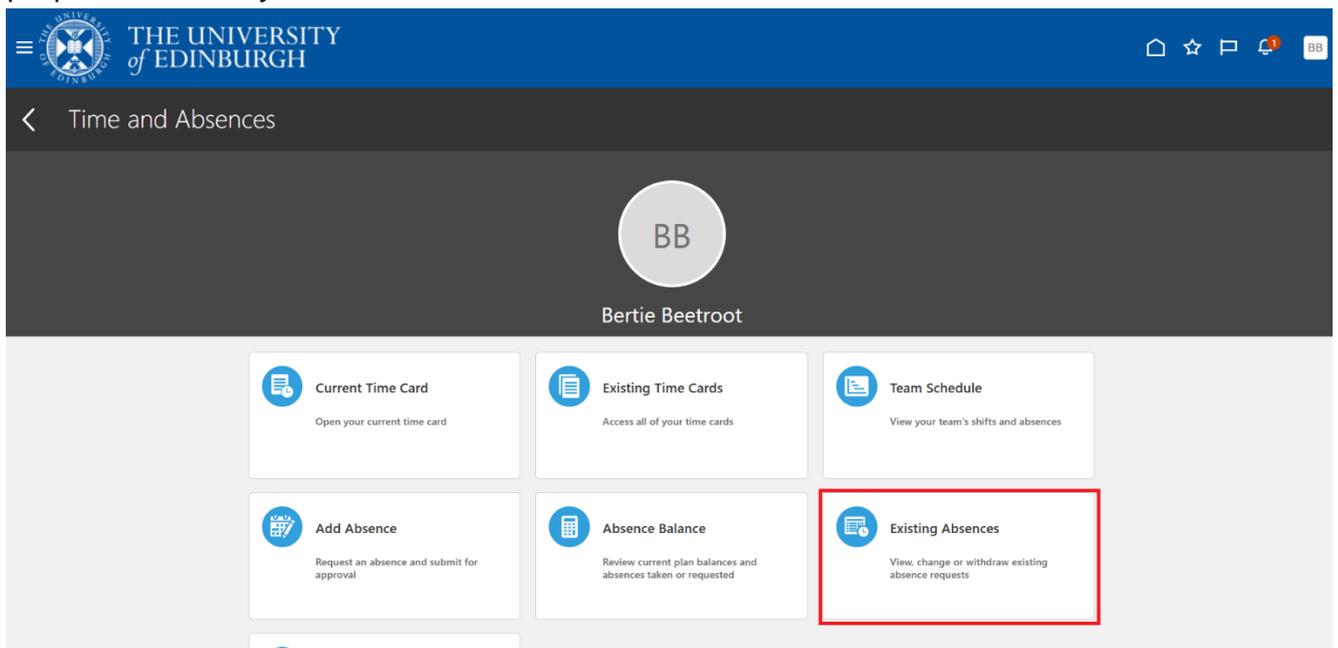
How to Submit a Maternity Leave Request

Please do not start this task until you have ALL the information required including your MATB1.

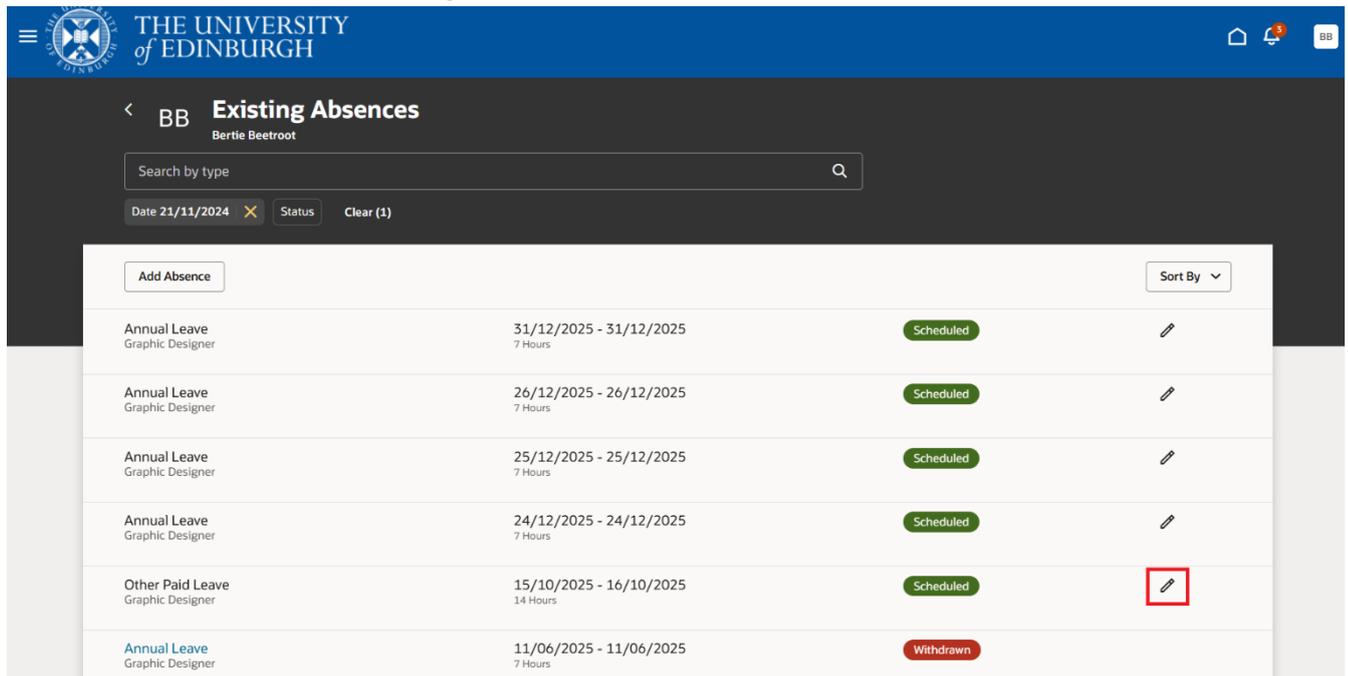
1. From the Homepage navigate to **Me** then click **Time and Absences**.



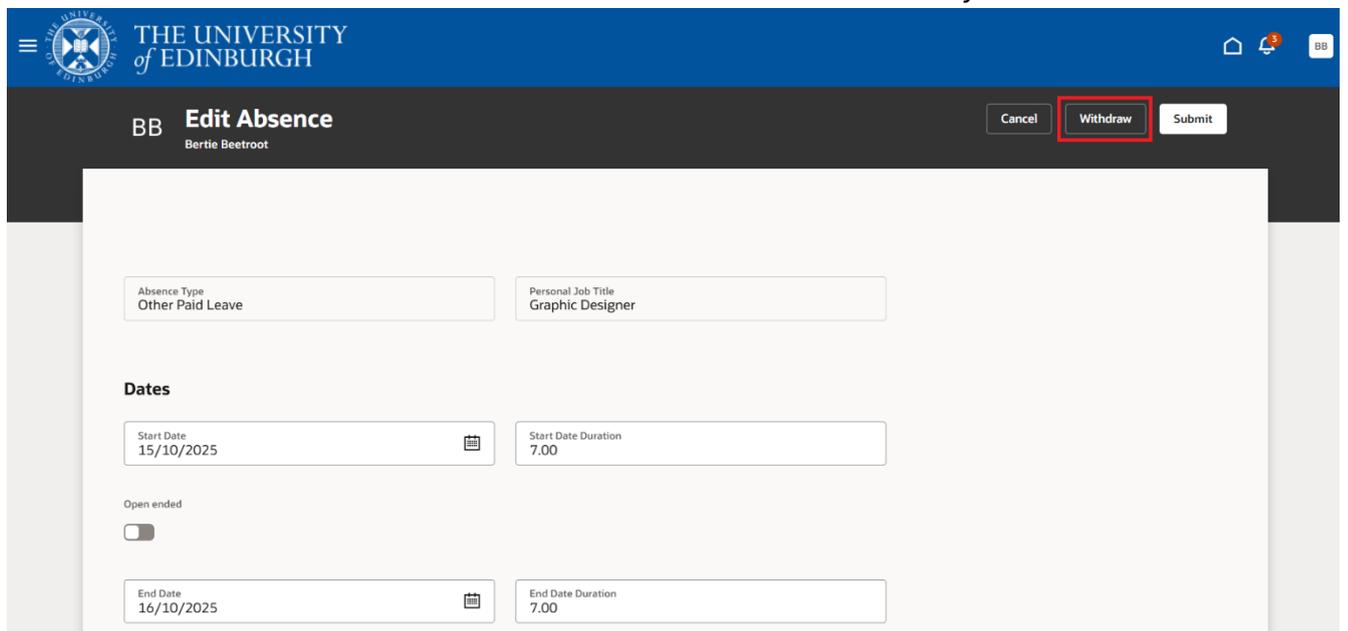
2. Choose **Existing Absences** and look for any planned absences that are scheduled during the proposed maternity leave.



- In this example the employee has 14 hours of **Other Paid Leave** requested for October. To view the absence in more detail, click the **pencil icon**.



- Any absences (including annual leave) that are planned at the same time as proposed maternity leave need to be cancelled. Click **Withdraw** to remove the absence entry.



- You will see the leave status changes to **Withdrawn**. Now the maternity request can be submitted.
- Click the back button to return to the **Time and Absences** screen and then **Add Absence**.

7. From the drop-down list select **Maternity**.

The screenshot shows the 'New Absence' form for Audrey Aubergine. The 'Absence Type' dropdown menu is open, displaying a list of options: Annual Leave, Emergency Time off for Dependants, Maternity (highlighted with a red box), Other Paid Leave, Partner Adoption, Partner Birth, Special Paid Leave, and Surrogacy and Adoption. The text 'the details of your absence here.' is visible to the right of the dropdown.

8. If you have multiple assignments, you can either

- a. 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

- b. Leave the **Personal Job Title** field blank to request leave across all of your assignments.

9. In the **Dates** section, complete the fields with as much detail as possible.

The screenshot shows the 'New Absence' form for Audrey Aubergine with the 'Absence Type' set to 'Maternity'. The 'Dates' section is highlighted with a red box and contains the following fields:

- Expected Childbirth Date: 1/10/2025
- Actual Childbirth Date: (empty)
- Won't return to work:
- Planned Start Date: 1/09/2025
- Actual Start Date: (empty)
- Planned End Date: 31/08/2026
- Actual End Date: (empty)
- Planned Duration: 365 Calendar Days

Expected Childbirth Date – Using the drop-down calendar enter the estimated due date as per your MATB1.

Actual Childbirth Date – Can be completed at a later date by a Line Manager, not mandatory at time of request.

Planned Start Date/Planned End Date – Enter your current planned start and end date, these can be changed at a later date if needed. If you do not currently know the end date enter 52 weeks from the start date as this is the maximum time allowed.

Actual Start Date/Actual End Date – Should your planned start and end date change your Line Manager will override them by entering the definite dates here. It will then be these dates that payroll will use to manage your maternity pay. No need to complete at the time of requesting leave.

10. In the **Details** section choose Option 1, 2 or 3 from the dropdown. These correlate to the options around how you wish to receive your maternity pay.

Should you wish to change your mind at a later date you can do so however to complete the request you must indicate your preferred option at this stage.

The screenshot shows a web form with several sections:

- Actual Start Date**: A date picker field with a calendar icon.
- Planned End Date**: A text input field containing "31/08/2026" with a calendar icon.
- Actual End Date**: A date picker field with a calendar icon.
- Planned Duration**: A text input field containing "365 Calendar Days".
- Details**: A section containing:
 - Reason**: A dropdown menu currently showing "Option 3", with a red box highlighting the dropdown arrow. The menu is open, showing "Option 1", "Option 2", and "Option 3".
 - Notification Date**: A date picker field with a calendar icon.
- Drag and Drop**: A dashed border box with the text "Select or drop files here."
- URL**: A text input field with an "Add URL" button next to it.
- Legislative information**: A section containing:
 - Qualifying Week**: A text input field.
 - Override Average Weekly Earnings**: A text input field.

11. The final step is to upload your MATB1 form. Either click to upload the file or drag the file into the **Attachments** space.

The screenshot shows a form with several sections. The 'Attachments' section is highlighted with a red border and contains a 'Drag and Drop' area with the text 'Select or drop files here.' Below this are two input fields: 'URL' and 'Add URL'. Other sections include 'Details' with 'Reason' (set to 'Option 3') and 'Notification Date', 'Comments', 'Legislative information' with 'Qualifying Week' and 'Override Average Weekly Earnings', and 'Additional information'.

12. When you have completed all fields press **Submit** at the top of the page. The request will be sent to your **Line Manager** for approval via notification.

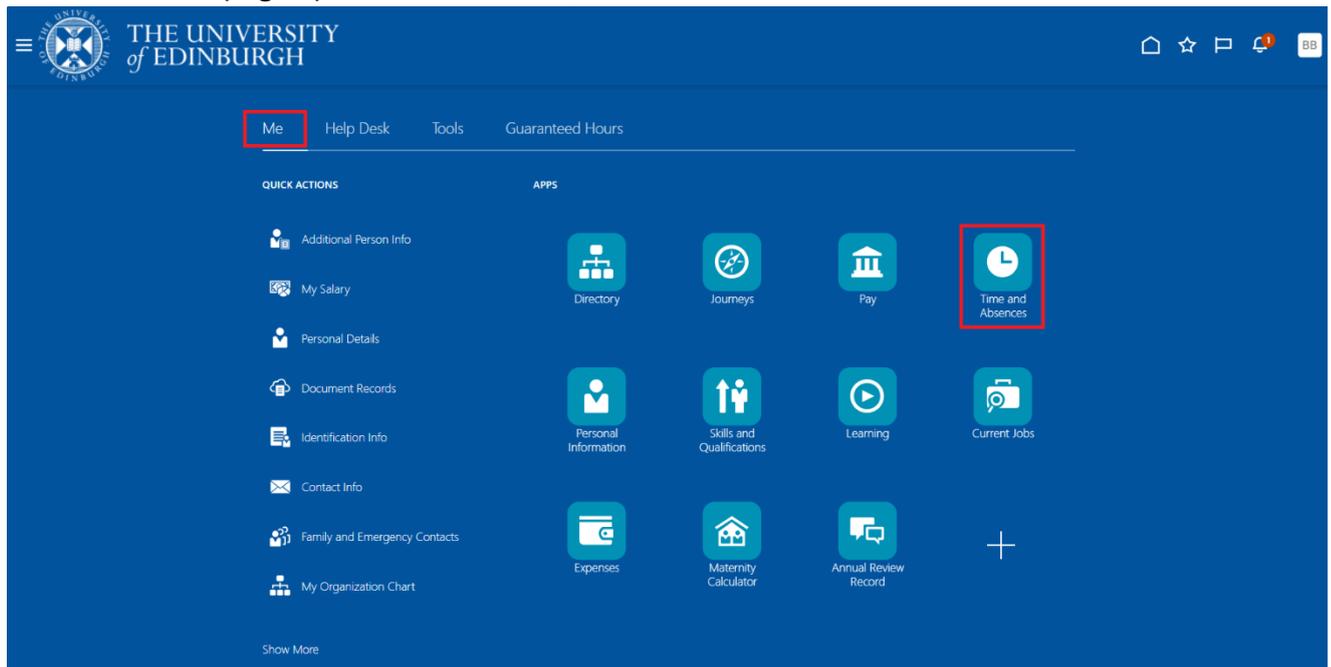
Once your Line Manager has approved your maternity leave, HR Operations will pick up the request and carry out some checks before issuing confirmation of arrangements in writing.

Note: Selecting Save and Close will not submit the application, it will save it as a draft.

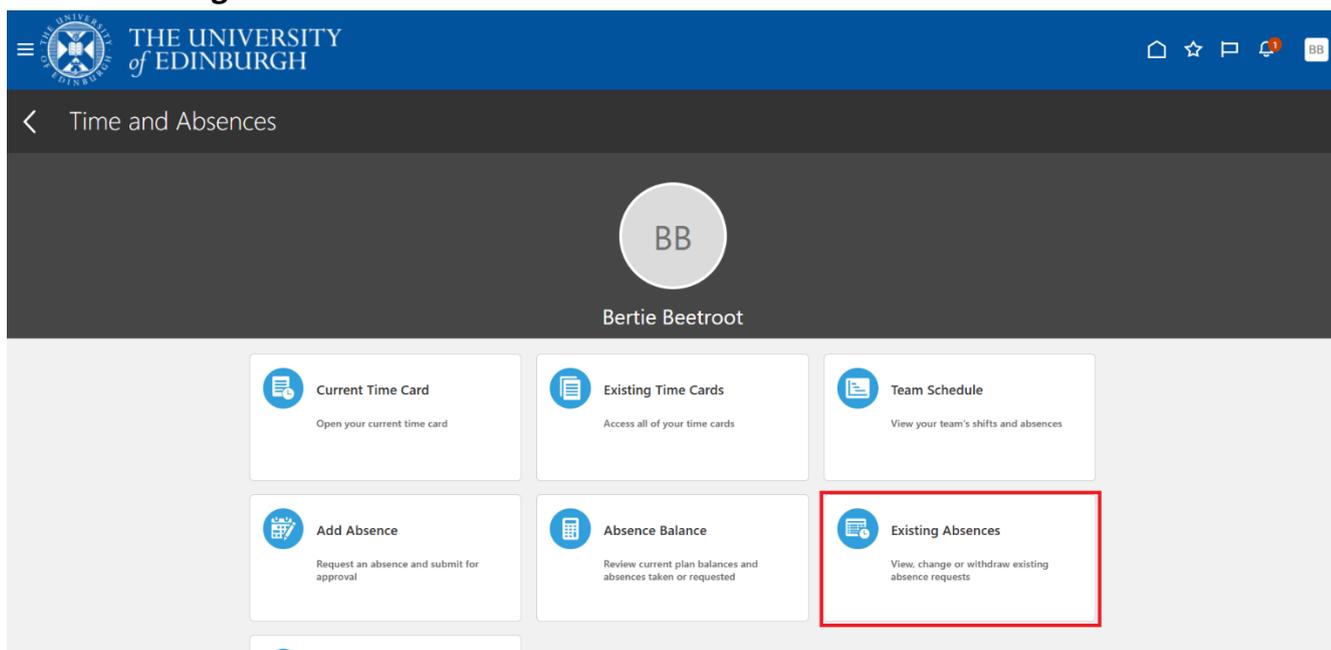
The screenshot shows the 'New Absence' form for Audrey Aubergine. The 'Absence Type' is set to 'Maternity'. The 'Dates' section includes: 'Expected Childbirth Date' (1/10/2025), 'Actual Childbirth Date', 'Planned Start Date' (1/09/2025), and 'Planned End Date' (31/08/2026). There is a 'Won't return to work' toggle switch. At the top right, the 'Submit' button is highlighted with a red box. Other buttons include 'Cancel', 'Save and Close', and 'Save'.

How to Amend Maternity Leave Dates

1. From the Home page open the **Me** section, then click **Time and Absences**.



2. Choose **Existing Absences**.



3. Choose the maternity absence record and click the **pencil** icon to edit. 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**.

AA Existing Absences
Audrey Aubergine

Search by type

Date 21/11/2024 Status Clear (1)

Annual Leave	31/12/2025 - 31/12/2025 7 Hours	Withdrawn	
Annual Leave	30/12/2025 - 30/12/2025 7 Hours	Withdrawn	
Annual Leave	29/12/2025 - 29/12/2025 7 Hours	Withdrawn	
Annual Leave	26/12/2025 - 26/12/2025 7 Hours	Withdrawn	
Annual Leave	25/12/2025 - 25/12/2025 7 Hours	Withdrawn	
Annual Leave	24/12/2025 - 24/12/2025 7 Hours	Withdrawn	
Maternity	2/06/2025 - 30/05/2026 365 Calendar Days	Scheduled	
Annual Leave	19/05/2025 - 30/05/2025 70 Hours	In progress	

4. In **Edit Absence**, edit the maternity dates and **Submit**.

AA Edit Absence
Audrey Aubergine

Cancel Withdraw **Submit**

Absence Type
Maternity

Dates

Expected Childbirth Date
7/06/2025

Actual Childbirth Date

Won't return to work

Planned Start Date
2/06/2025

Actual Start Date

Actual End Date

Actual Duration
0 Calendar Days

Details

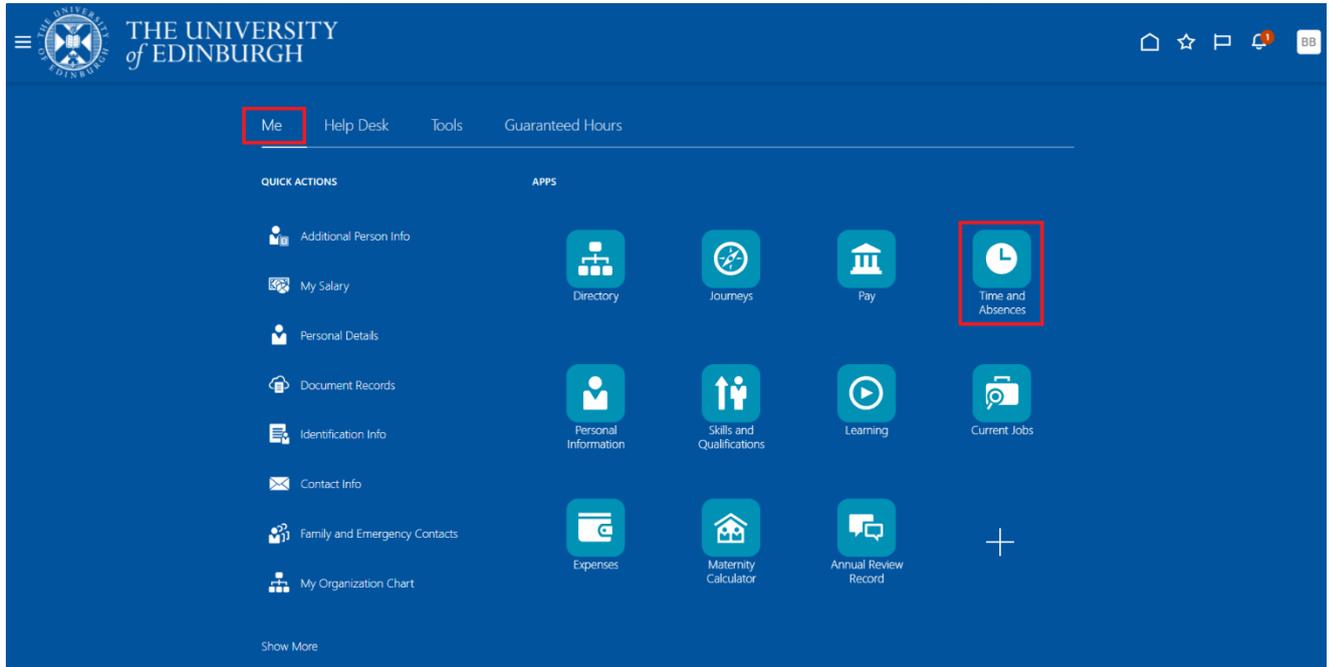
May 2025

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

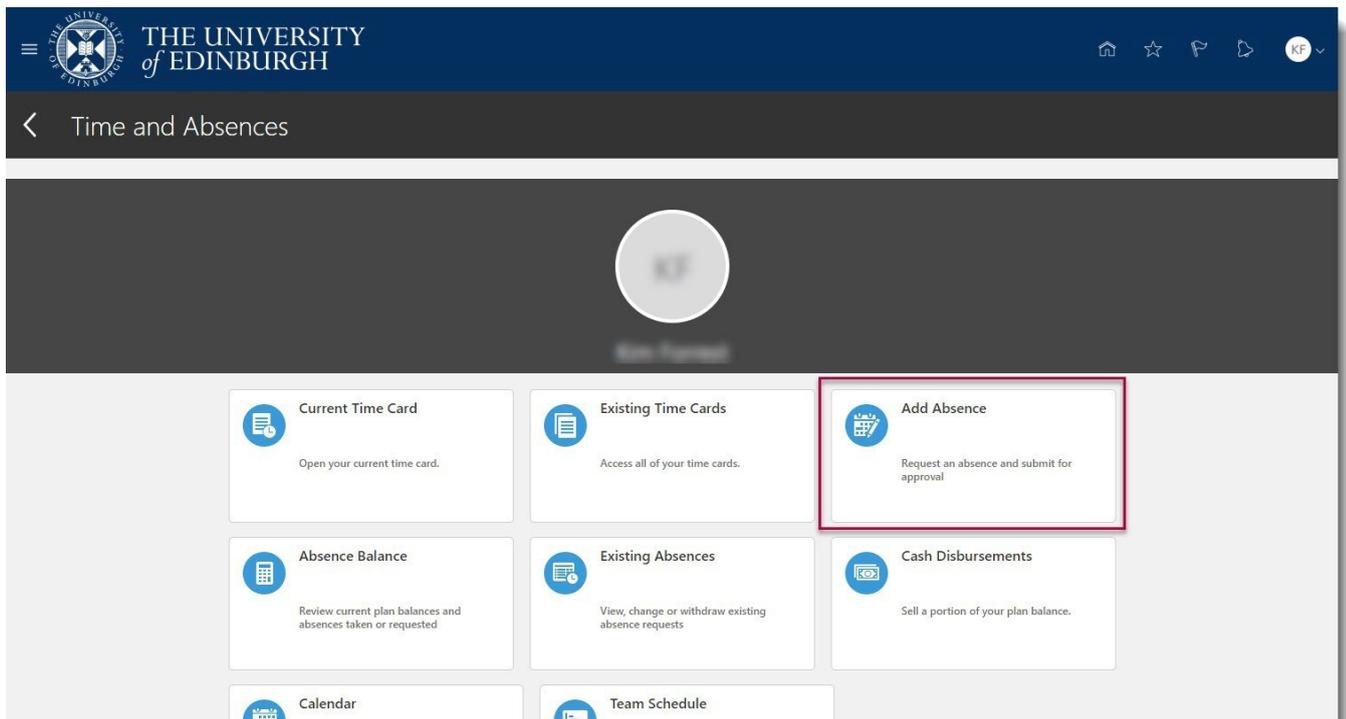
Your Line Manager will receive a notification with the new absence dates. Once approved, HR Operations will then pick up the request and carry out some checks before issuing confirmation of the changes in writing.

How to Submit a Request for Unpaid Parental Leave

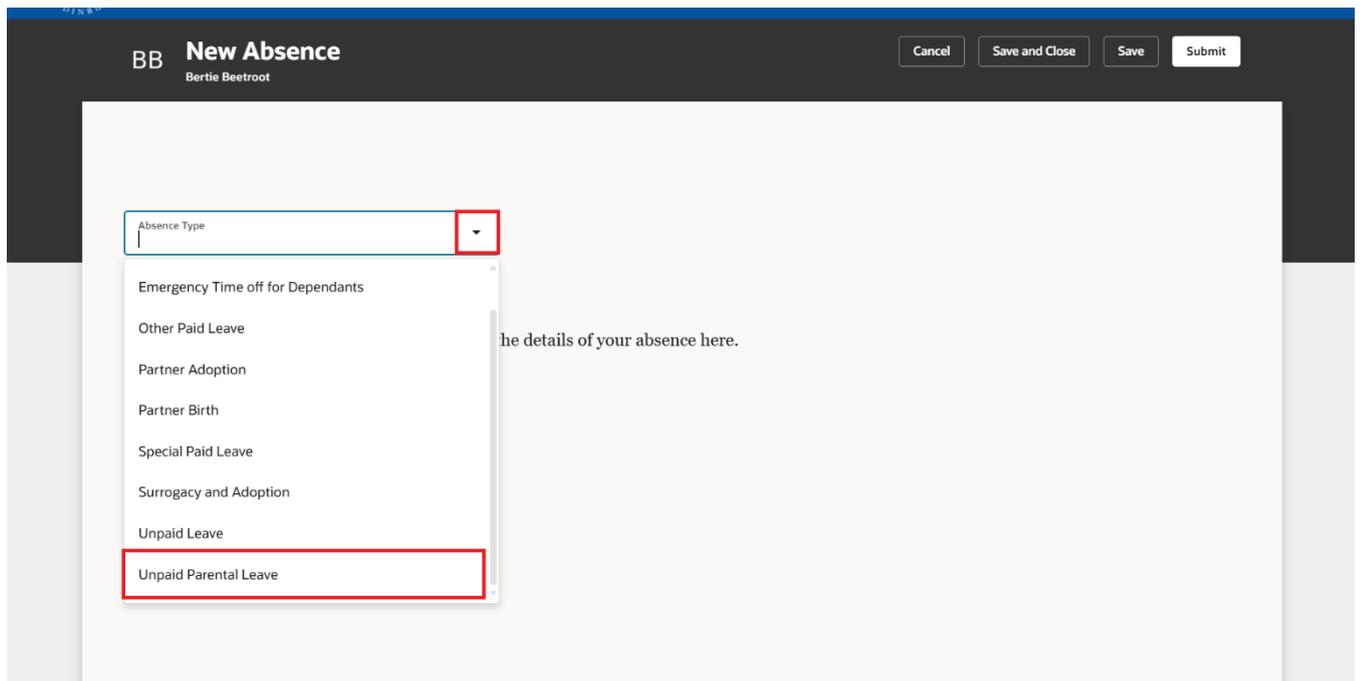
1. From the Home page navigate to **Me** and select the **Time and Absence** app.



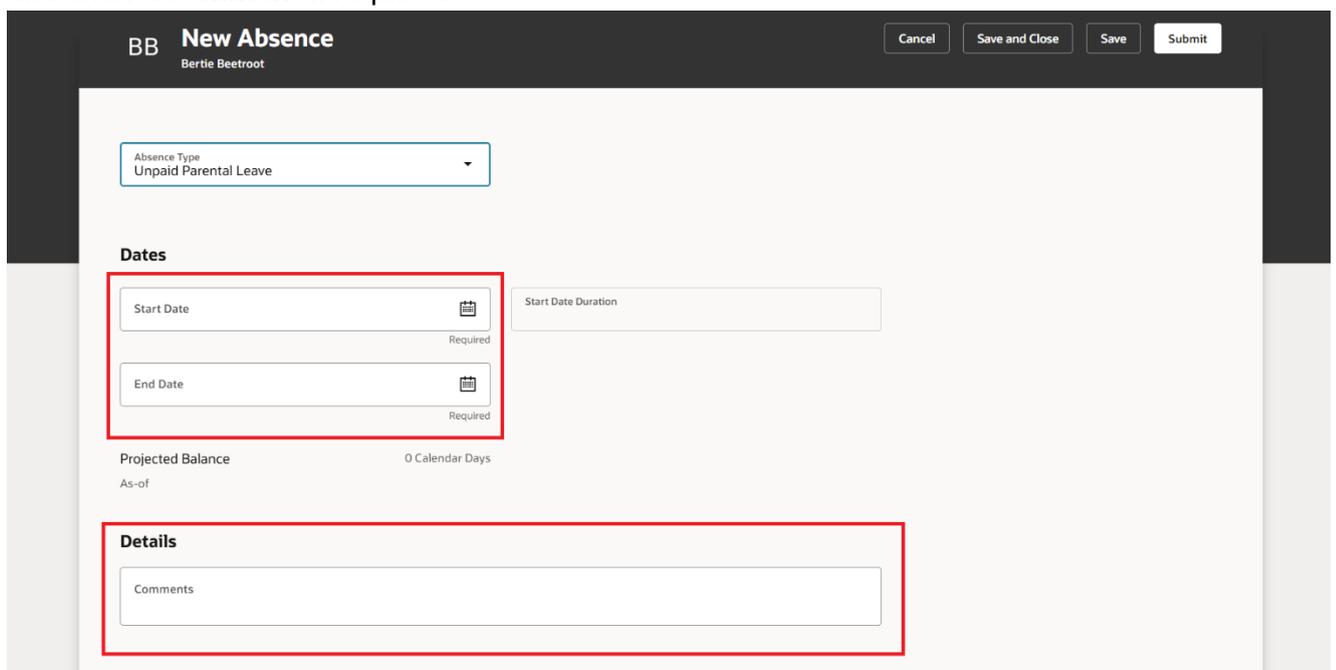
2. Select **Add Absence**.



3. Choose the **Unpaid Parental Leave** from the **Absence Type** drop-down menu.



4. If you have multiple assignments, you can either
 - c. 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**
 - d. Leave the **Personal Job Title** field blank to request leave across all of your assignments.
5. Enter the **Start Date** and **End Date** by clicking the calendar icon and selecting the relevant dates and enter a **Comment** if required.



Click on the **Submit** button to complete the request. Your request will then go to your line manager for approval.

Note: Selecting Save and Close will not submit the application, it will save it as a draft.

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BB **New Absence**
Bertie Beertoot

Cancel Save and Close Save **Submit**

Absence Type
Unpaid Parental Leave

Dates

Start Date 6/10/2025 Start Date Duration Full day

End Date 10/10/2025 End Date Duration Full day

Duration
5 Calendar Days

Projected Balance 0 Calendar Days

How to Submit an Application for Partner Leave

1. From the Home page navigate to **Me** and select the **Time and Absence** app.

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Me Help Desk Tools Guaranteed Hours

QUICK ACTIONS

APPS

Additional Person Info My Salary Personal Details Document Records Identification Info Contact Info Family and Emergency Contacts My Organization Chart

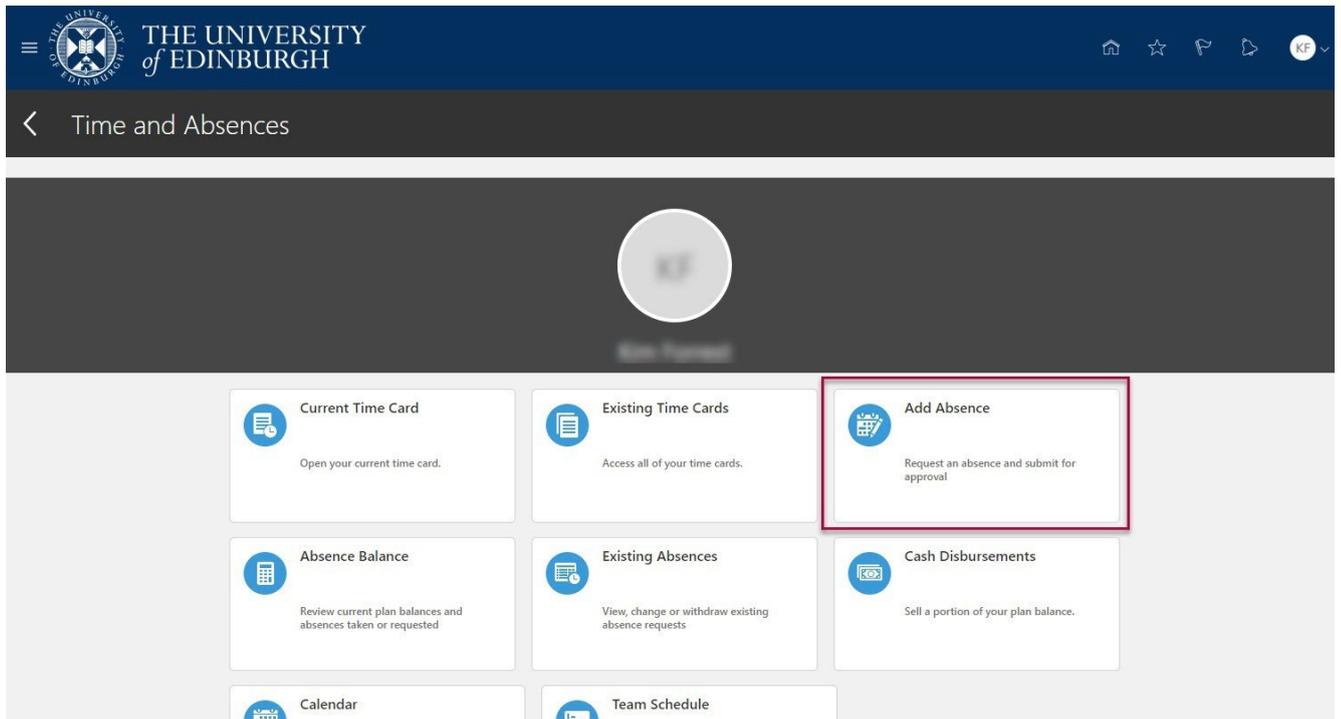
Directory Journeys Pay Time and Absences

Personal Information Skills and Qualifications Learning Current Jobs

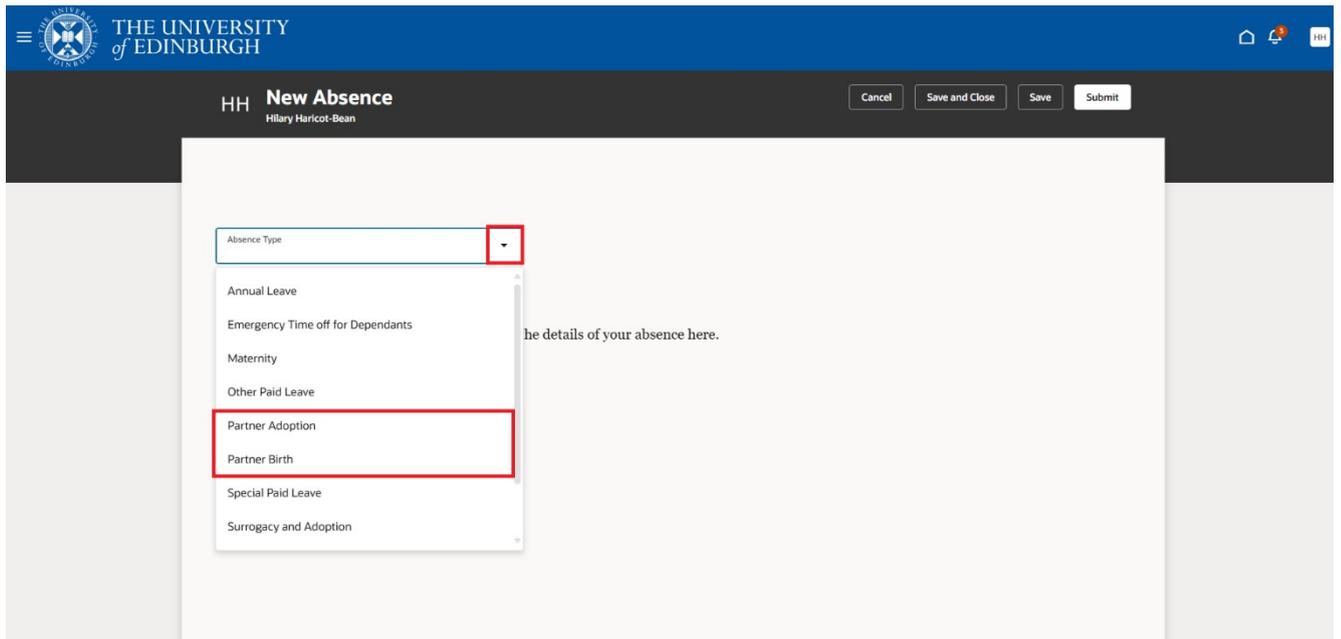
Expenses Maternity Calculator Annual Review Record

Show More

2. Click on **Add Absence** to create the request.



3. Choose **Partner Birth** or **Partner Adoption** from the **Absence Type** drop-down.



4. Enter the **Planned Start** and **End dates**.

Note: Partner Leave must be taken in blocks of 7 or 14 days.

BB **New Absence**
Bertie Beertroot

Cancel Save and Close Save Submit

Absence Type
Partner Birth

Dates

Expected Childbirth Date
20/10/2025

Actual Childbirth Date

Planned Start Date
28/10/2025

Actual Start Date

Planned End Date
3/11/2025

Actual End Date

Planned Duration
7 Calendar Days

Details

Comments

5. Add any **Comments** required and press the **Submit** button.

BB **New Absence**
Bertie Beertroot

Cancel Save and Close Save **Submit**

Expected Childbirth Date
20/10/2025

Actual Childbirth Date

Planned Start Date
28/10/2025

Actual Start Date

Planned End Date
3/11/2025

Actual End Date

Planned Duration
7 Calendar Days

Details

Comments

Attachments

Drag and Drop
Select or drop files here.

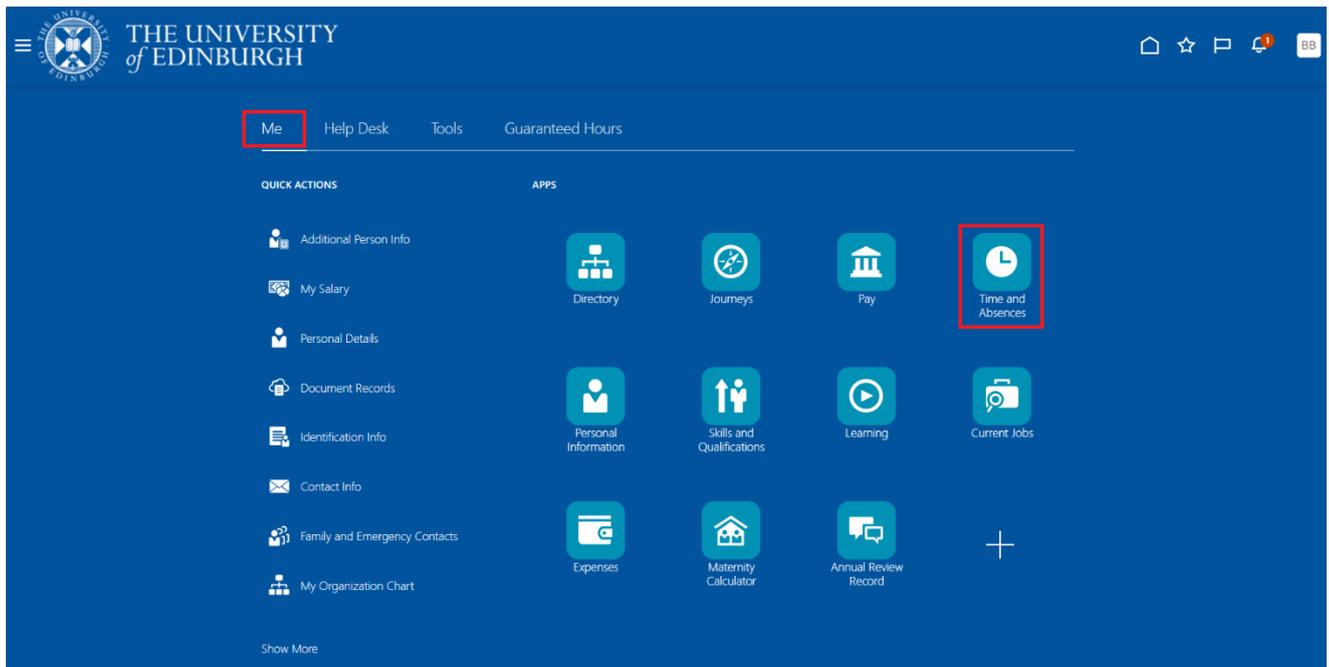
URL Add URL

This submission does not require approval, but your line manager will receive a notification to let them know about your request.

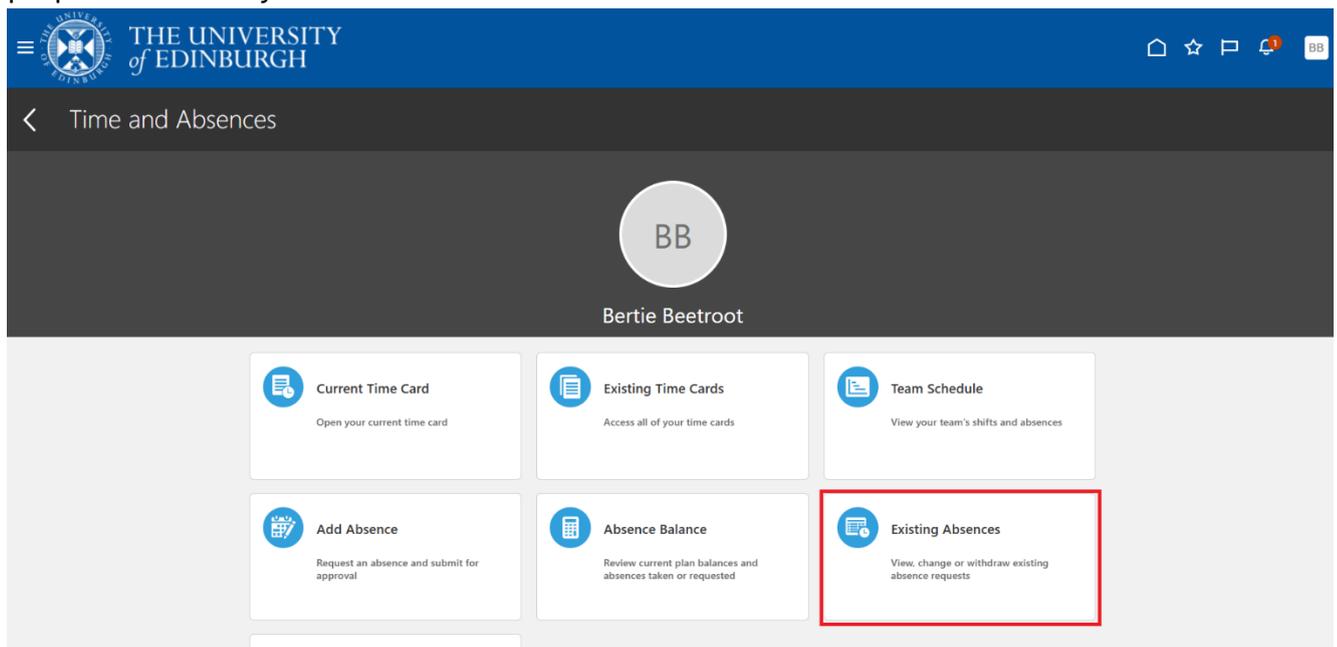
How to Submit an Application for Adoption and Surrogacy Leave

We are aware that the field names within the Adoption and Surrogacy Leave screens may not fit the employee's individual circumstances. Please refer to [Appendix 1](#) at the end of this document, as well as the [End to End Process User Guide](#).

1. From the Home page navigate to **Me** and select the **Time and Absence** app.



2. Choose **Existing Absences** and look for any planned absences that are scheduled during the proposed maternity leave.



3. In this example the employee has 14 hours of **Other Paid Leave** requested for October. To view the absence in more detail, click the **pencil** icon.

The screenshot shows the 'Existing Absences' page for Bertie Beetroot. The page header includes the University of Edinburgh logo and the user's name. Below the header, there is a search bar and filters for 'Date 21/11/2024', 'Status', and 'Clear (1)'. The main content area displays a table of absence entries. The entry for 'Other Paid Leave' is highlighted with a red box around the pencil icon.

Add Absence		Sort By
Annual Leave Graphic Designer	31/12/2025 - 31/12/2025 7 Hours	Scheduled
Annual Leave Graphic Designer	26/12/2025 - 26/12/2025 7 Hours	Scheduled
Annual Leave Graphic Designer	25/12/2025 - 25/12/2025 7 Hours	Scheduled
Annual Leave Graphic Designer	24/12/2025 - 24/12/2025 7 Hours	Scheduled
Other Paid Leave Graphic Designer	15/10/2025 - 16/10/2025 14 Hours	Scheduled
Annual Leave Graphic Designer	11/06/2025 - 11/06/2025 7 Hours	Withdrawn

4. Any absences (including annual leave) that are planned at the same time as proposed maternity leave need to be cancelled. Click **Withdraw** to remove the absence entry.

The screenshot shows the 'Edit Absence' page for Bertie Beetroot. The page header includes the University of Edinburgh logo and the user's name. Below the header, there are buttons for 'Cancel', 'Withdraw', and 'Submit'. The 'Withdraw' button is highlighted with a red box. The main content area displays a form for editing the absence entry.

Absence Type: Other Paid Leave
Personal Job Title: Graphic Designer

Dates

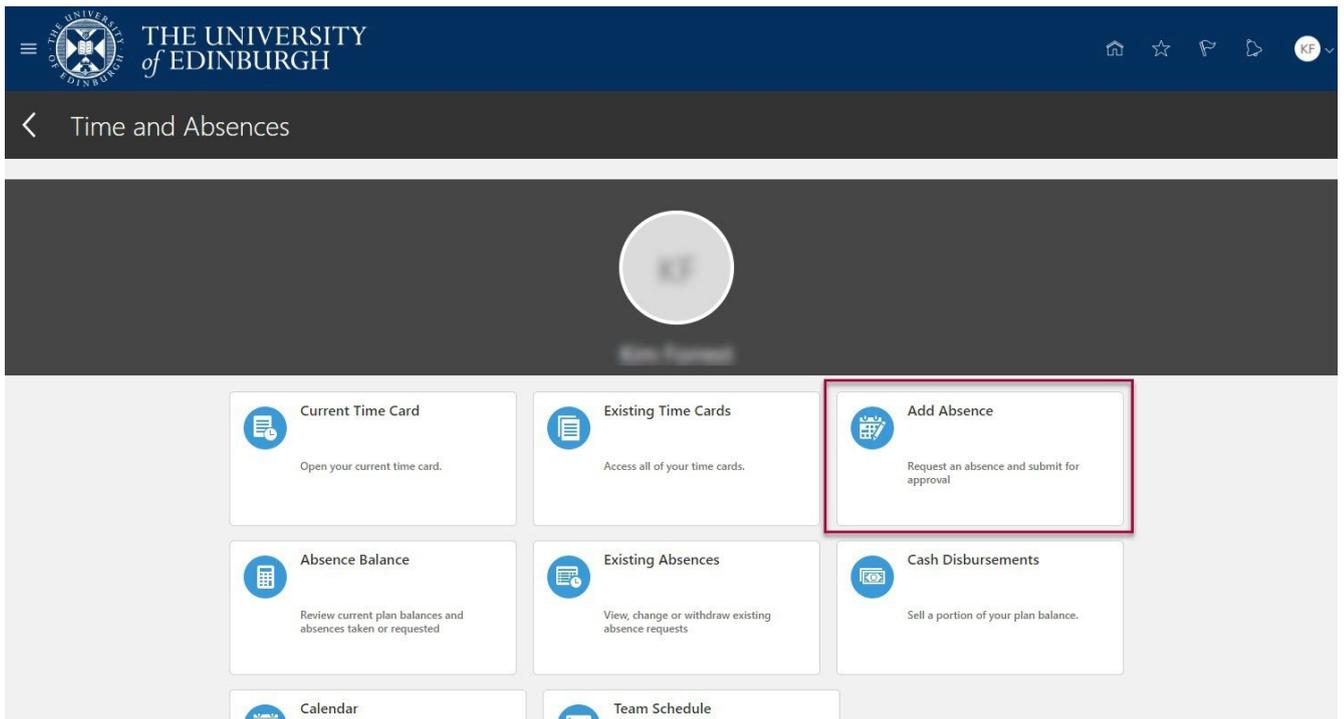
Start Date: 15/10/2025
Start Date Duration: 7.00

Open ended:

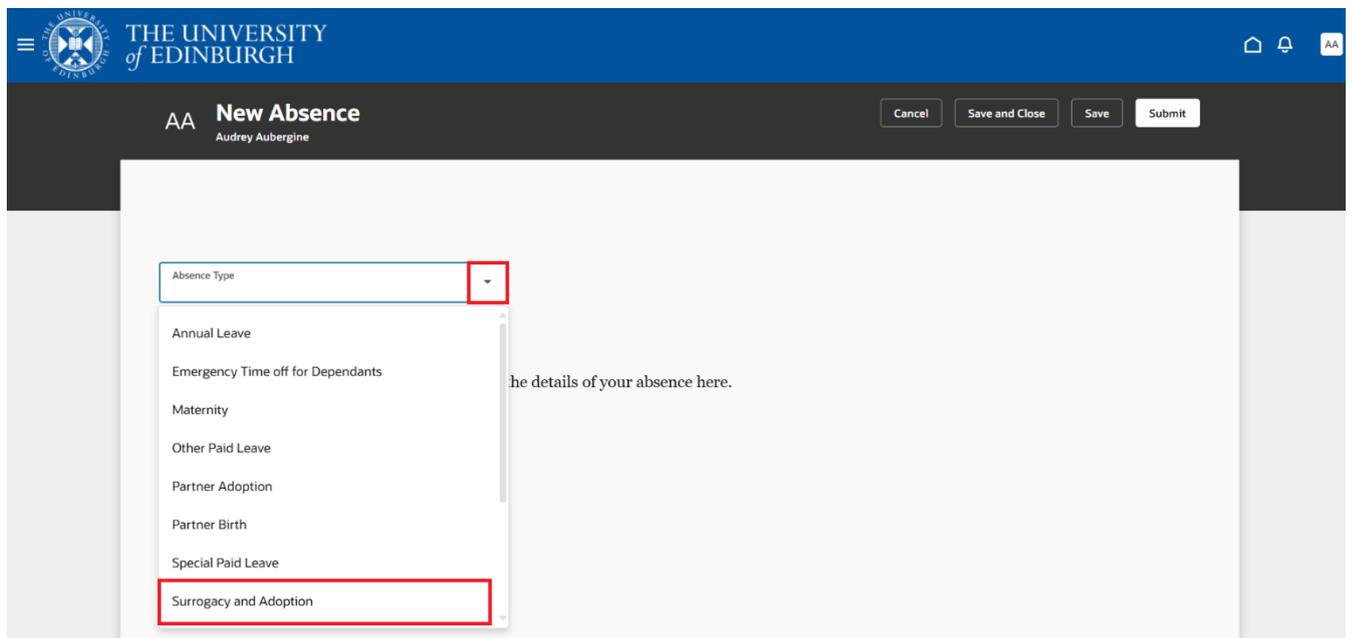
End Date: 16/10/2025
End Date Duration: 7.00

5. You will see the leave status changes to **Withdrawn**. Now the adoption or surrogacy request can be submitted.

6. Go back to **Time and Absences** and click on **Add Absence**.



7. Select **Surrogacy and Adoption** from the **Type** drop-down list.



8. Enter the **Expected Placement Date**, **Planned Start Date**, **Planned End Date** and **Placement Match Date**.

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AA **New Absence**
Audrey Aubergine

Cancel Save and Close Save Submit

Absence Type
Surrogacy and Adoption

Dates

Expected Placement Date Actual Placement Date

Won't return to work

Planned Start Date

Planned End Date

Actual Start Date

Actual End Date

Placement Match Date

9. Select the **Reason** (pay option) from the drop-down list. Please refer to the [maternity policy](#) on which option to select.

AA **New Absence**
Audrey Aubergine

Cancel Save and Close Save Submit

Actual End Date Placement Match Date

Details

Reason
Option 3

Option 1

Option 2

Option 3

Drag and Drop
Select or drop files here.

URL Add URL

Legislative information

Birth Date of Child Disrupted Placement Date

10. Upload the MATB1 or evidence that you have been matched with a child to the attachments section and add any appropriate comments.

AA **New Absence**
Audrey Aubergine

Cancel Save and Close Save Submit

Actual End Date Placement Match Date

Details

Reason Option 3 Notification Date

Comments

Attachments

Drag and Drop
Select or drop files here.

URL Add URL

Legislative information

Birth Date of Child Disrupted Placement Date

11. When you have completed all fields press **Submit**. A notification will be sent to your **Line Manager**.

Note: Selecting Save and Close will not submit the application, it will save it as a draft.

AA **New Absence**
Audrey Aubergine

Cancel Save and Close Save **Submit**

Actual End Date Placement Match Date

Details

Reason Option 3 Notification Date

Comments

Attachments

Drag and Drop
Select or drop files here.

URL Add URL

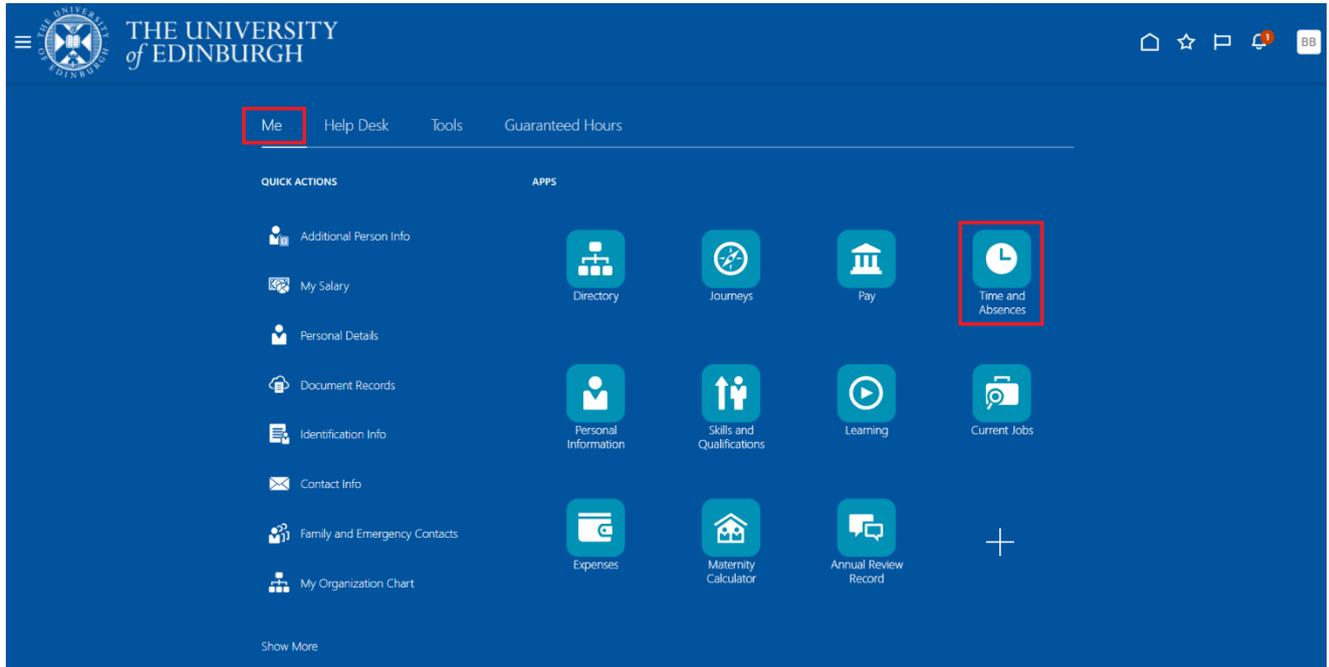
Legislative information

Birth Date of Child Disrupted Placement Date

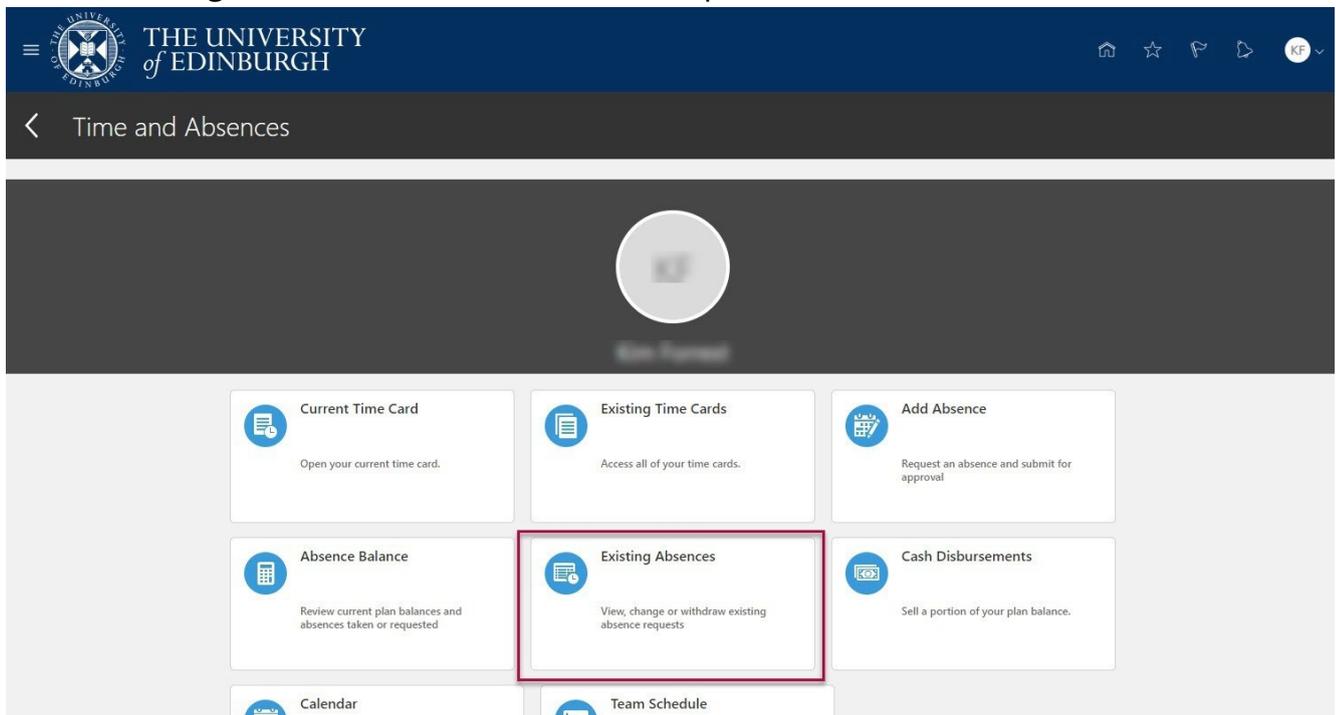
Following submission HR Operations will pick up the request and carry out some checks before issuing confirmation of arrangements in writing.

Editing an Absence Before the Start Date

1. From the Home page navigate to **Me** and select the **Time and Absence** app.



2. Choose **Existing Absence** and locate the absence request.



- 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**.

Type	Start Date	End Date	Status	Action
Annual Leave: 7 Hours	26/12/2025	26/12/2025	Withdrawn	
Annual Leave: 7 Hours	25/12/2025	25/12/2025	Withdrawn	
Annual Leave: 7 Hours	24/12/2025	24/12/2025	Withdrawn	
Maternity: 363 Calendar Days	2/06/2025	30/05/2026	Scheduled	
Annual Leave: 70 Hours	19/05/2025	30/05/2025	In progress	
Other Paid Leave: 2 Hours	28/04/2025	28/04/2025	Completed	
Annual Leave: 7 Hours	25/04/2025	25/04/2025	Completed	

[Load More Items](#) 1-10 of 33 items

- Edit the **Dates** as required and then click on **Submit**.

If the absence was one which required approval by your line manager when the initial request was made, the changed submission will also go to them for approval.

Edit Absence
Audrey Aubergine

Buttons: Delete, Submit, Cancel

Type: Maternity

When

Expected Date of Childbirth: 7/06/2025

Won't return to work

Planned Start Date: 2/06/2025

Planned End Date: 30/05/2026

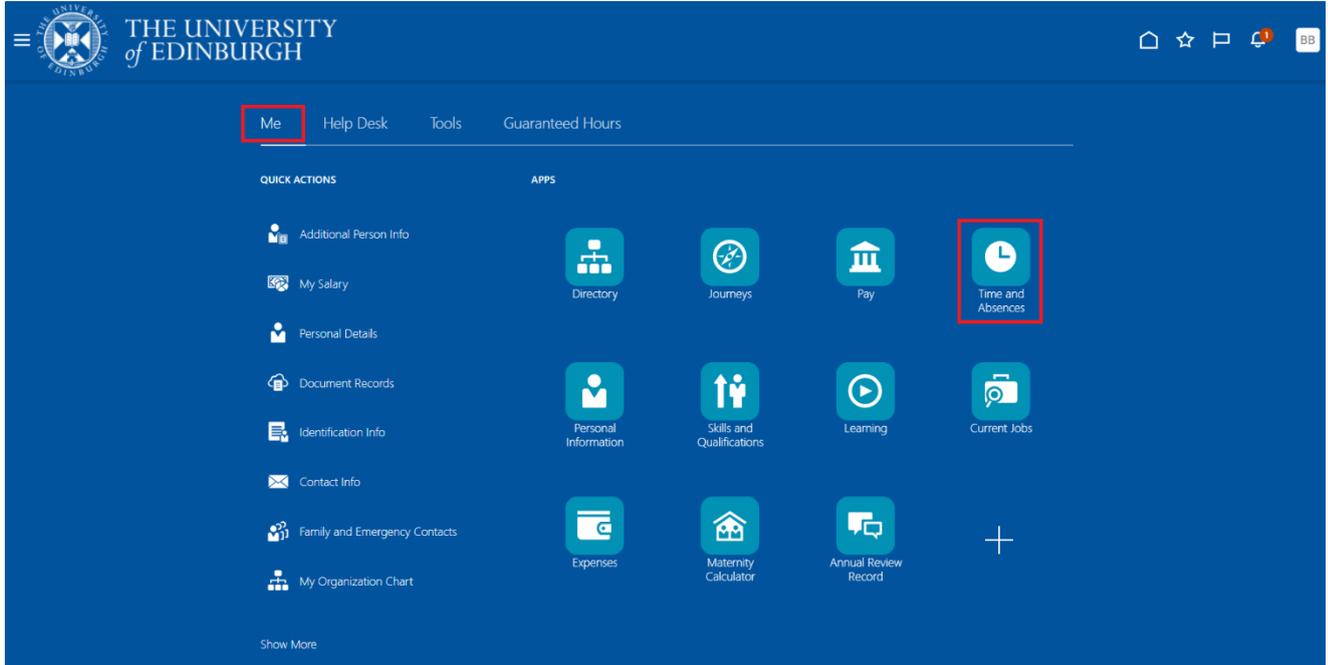
Actual End Date:

Actual Duration: 0 Calendar Days

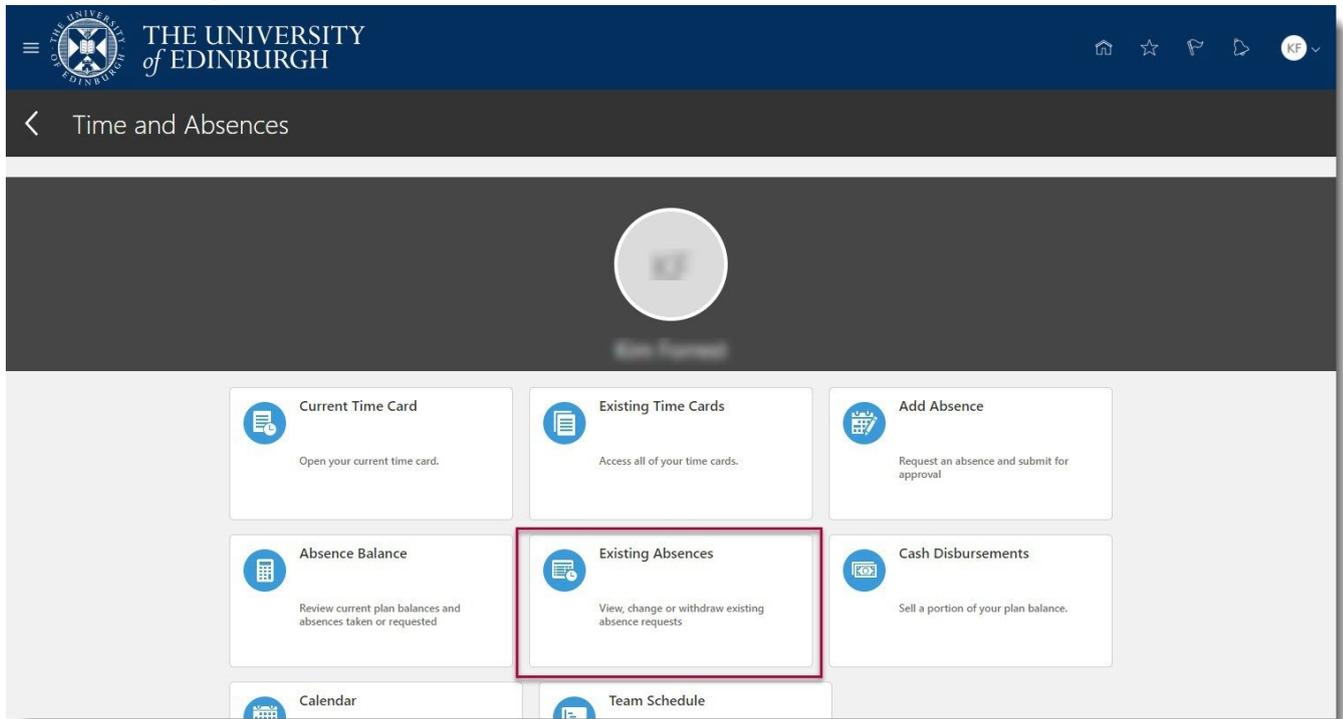
Calendar: June 2025 (2nd selected)

Withdrawing an Absence Request Before the Start Date

1. From the Home page navigate to **Me** and select the **Time and Absence** app.

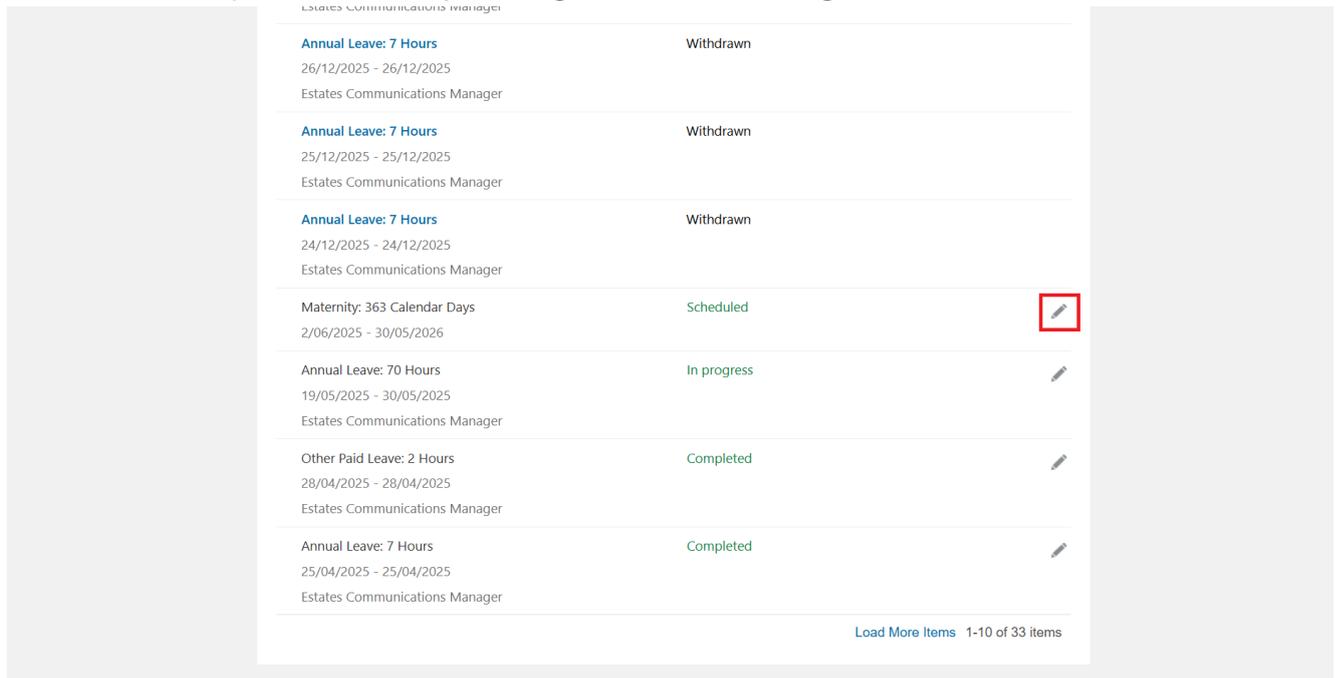


2. Choose **Existing Absences**.



3. Click on the **pencil** icon next to the leave request you would like to withdraw. 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**.

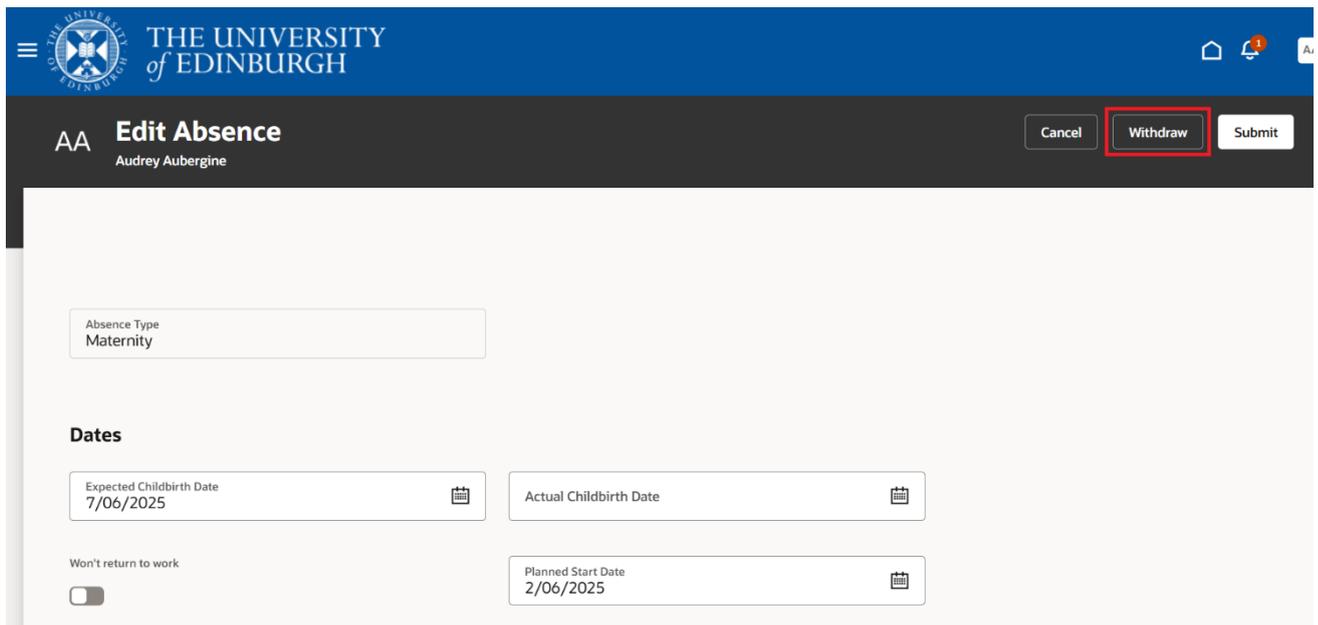


The screenshot shows a list of absence records for 'Estates Communications Manager'. The records are as follows:

Absence Type	Start Date	End Date	Status	Action
Annual Leave: 7 Hours	26/12/2025	26/12/2025	Withdrawn	
Annual Leave: 7 Hours	25/12/2025	25/12/2025	Withdrawn	
Annual Leave: 7 Hours	24/12/2025	24/12/2025	Withdrawn	
Maternity: 363 Calendar Days	2/06/2025	30/05/2026	Scheduled	
Annual Leave: 70 Hours	19/05/2025	30/05/2025	In progress	
Other Paid Leave: 2 Hours	28/04/2025	28/04/2025	Completed	
Annual Leave: 7 Hours	25/04/2025	25/04/2025	Completed	

At the bottom right of the list, there is a link: [Load More Items](#) 1-10 of 33 items.

4. Click **Withdraw** to remove the absence record.

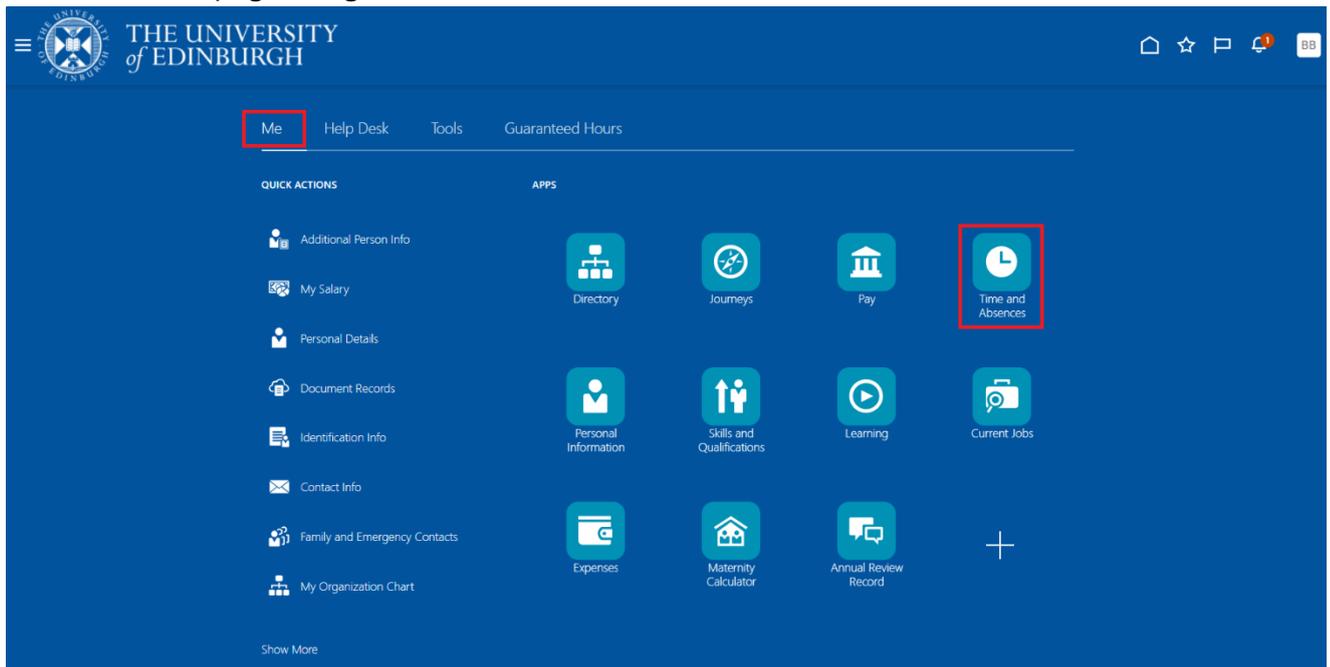


The screenshot shows the 'Edit Absence' form for Audrey Aubergine. The form includes the following fields and controls:

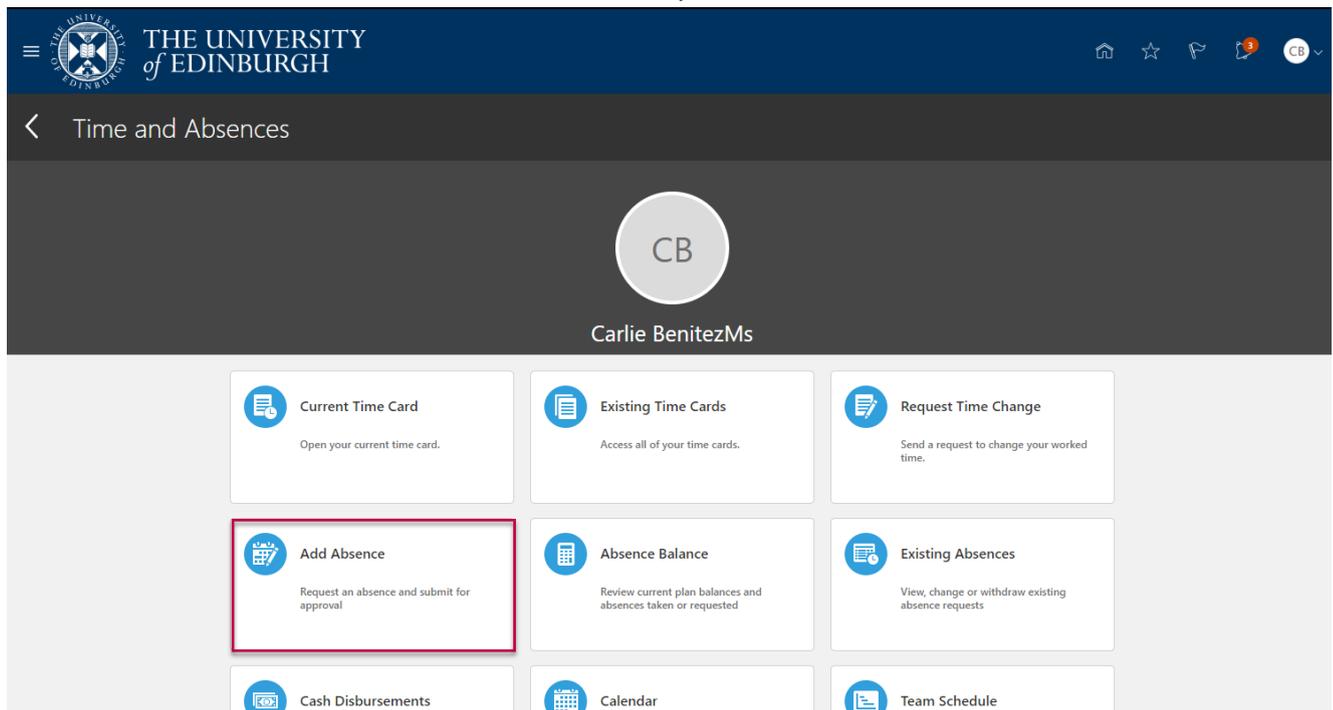
- Absence Type:** Maternity
- Dates:**
 - Expected Childbirth Date: 7/06/2025
 - Actual Childbirth Date: (empty)
 - Planned Start Date: 2/06/2025
- Won't return to work:**
- Buttons:** Cancel, **Withdraw** (highlighted with a red box), Submit

Requesting Emergency Time Off for Dependents

1. From the Homepage navigate to **Me** then click **Time and Absences**.



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



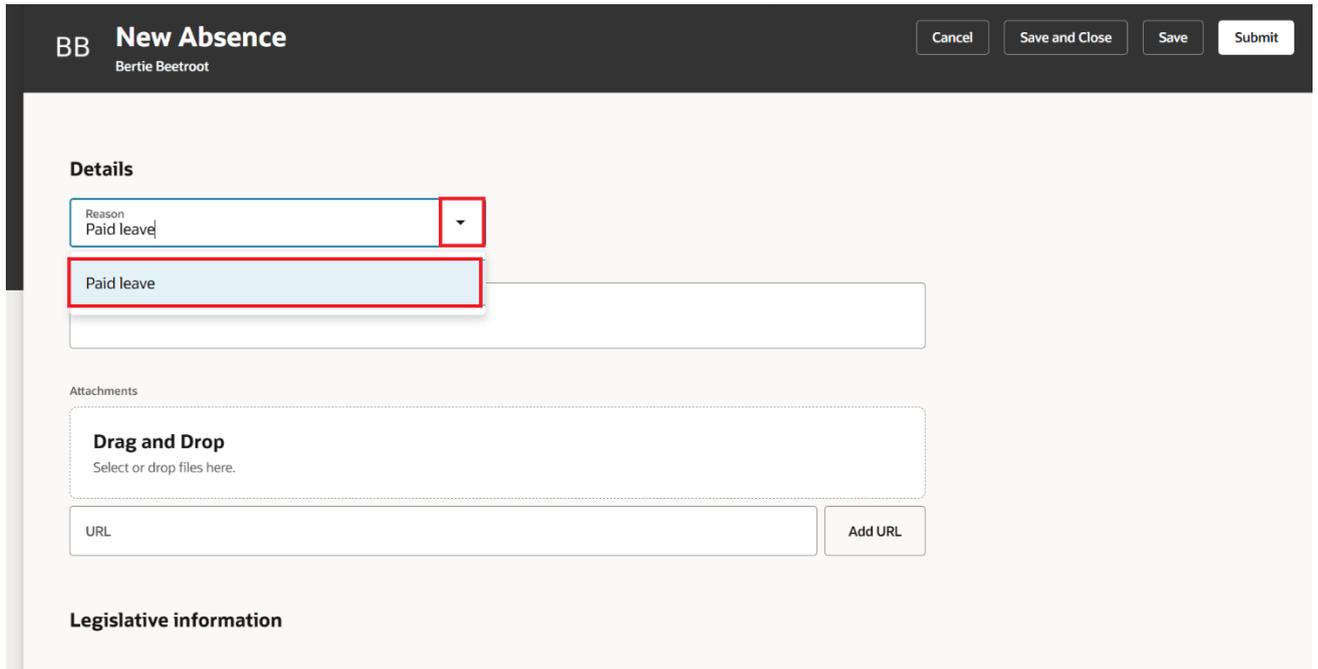
3. Choose **Emergency Time off for Dependants** from the **Type** drop-down menu.

The screenshot shows the 'New Absence' form for Audrey Aubergine. At the top right, there are buttons for 'Cancel', 'Save and Close', 'Save', and 'Submit'. The 'Absence Type' dropdown menu is open, showing options: Annual Leave, Emergency Time off for Dependants (highlighted with a red box), Maternity, Other Paid Leave, Partner Adoption, Partner Birth, Special Paid Leave, and Surrogacy and Adoption. To the right of the dropdown, the text 'the details of your absence here.' is visible.

4. If you have multiple assignments, you can either leave the **Personal Job Title** field blank to request leave across all assignments. Alternatively, if you want to request leave for a specific assignment, select the correct assignment from the **Personal Job Title** dropdown.
5. In the **Dates** section click on the calendar icon and select the **Start Date** and **End Date**, or click on the **Open Ended** toggle if applicable.

The screenshot shows the 'New Absence' form for Audrey Aubergine. The 'Absence Type' dropdown is set to 'Emergency Time off for Dependants' and the 'Personal Job Title' dropdown is set to 'Estates Communications Manager'. The 'Dates' section contains: 'Start Date' (with a calendar icon and 'Required' label), 'Start Date Duration' (with 'Required' label), an 'Open ended' toggle (highlighted with a red box), 'End Date' (with a calendar icon and 'Required' label), and a 'Show individual dates' toggle.

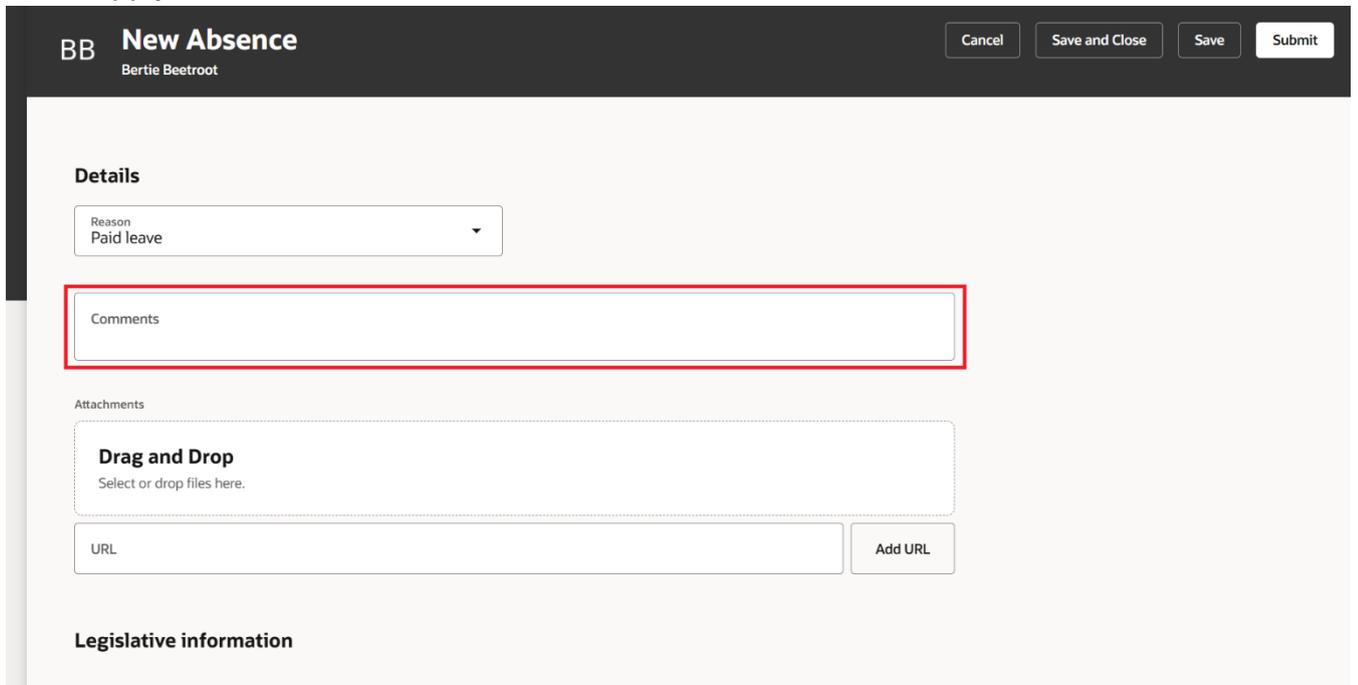
6. From the **Details** section choose **Paid Leave** from the drop down menu.



The screenshot shows the 'New Absence' form for Bertie Beetroot. The 'Details' section has a dropdown menu for 'Reason' with 'Paid leave' selected. Below the dropdown is a text input field containing 'Paid leave'. The 'Attachments' section includes a 'Drag and Drop' area, a 'URL' input field, and an 'Add URL' button. The 'Legislative information' section is visible at the bottom.

7. If relevant, add further detail in the **Comments** section.

Note: If you are applying for **half a day of leave**, mention in the comments what **time** you would like to apply leave for.



The screenshot shows the 'New Absence' form for Bertie Beetroot. The 'Details' section has a dropdown menu for 'Reason' with 'Paid leave' selected. The 'Comments' text input field is highlighted with a red box. The 'Attachments' section includes a 'Drag and Drop' area, a 'URL' input field, and an 'Add URL' button. The 'Legislative information' section is visible at the bottom.

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

BB **New Absence**
Bertie Beetroot

Cancel Save and Close Save Submit

Details

Reason
Paid leave

Comments

Attachments

Drag and Drop
Select or drop files here.

URL Add URL

Legislative information

9. Click the **Submit** button at the top of the page to forward the leave request for approval.

10. The absence status changes to “**Awaiting approval**” and remains in this status until approved by your line manager.

Canceling the Request for Emergency Time Off for Dependents

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

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Time and Absences

CB
Carlie BenitezMs

Current Time Card
Open your current time card.

Existing Time Cards
Access all of your time cards.

Request Time Change
Send a request to change your worked time.

Add Absence
Request an absence and submit for approval

Absence Balance
Review current plan balances and absences taken or requested

Existing Absences
View, change or withdraw existing absence requests

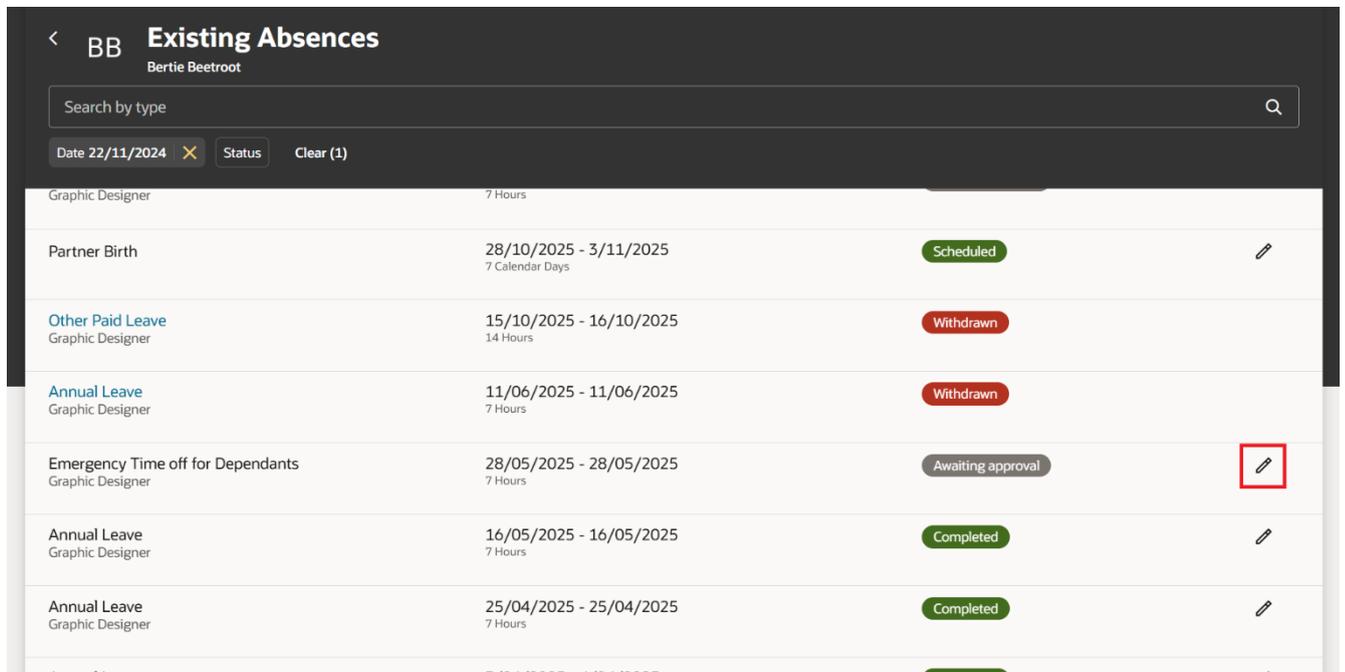
Cash Disbursements

Calendar

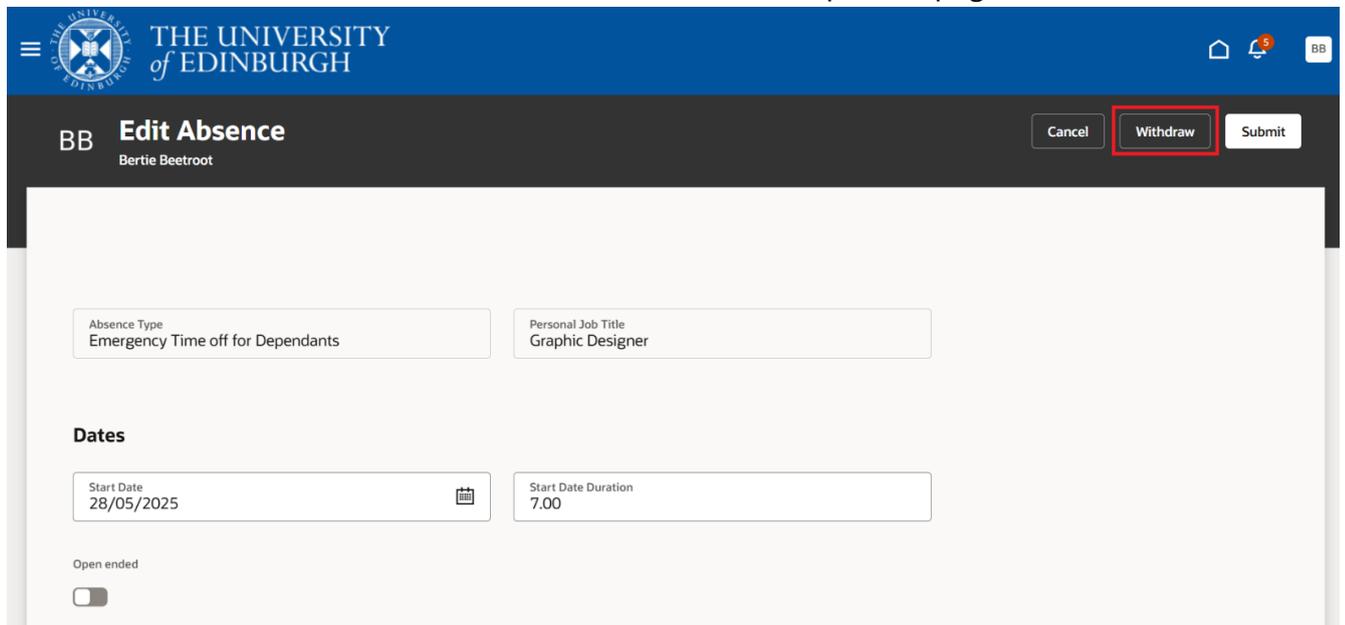
Team Schedule

2. Click on the **pencil** icon next to the leave request you would like to cancel. 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**.



3. To cancel the absence click on the **Withdraw** button at the top of the page.

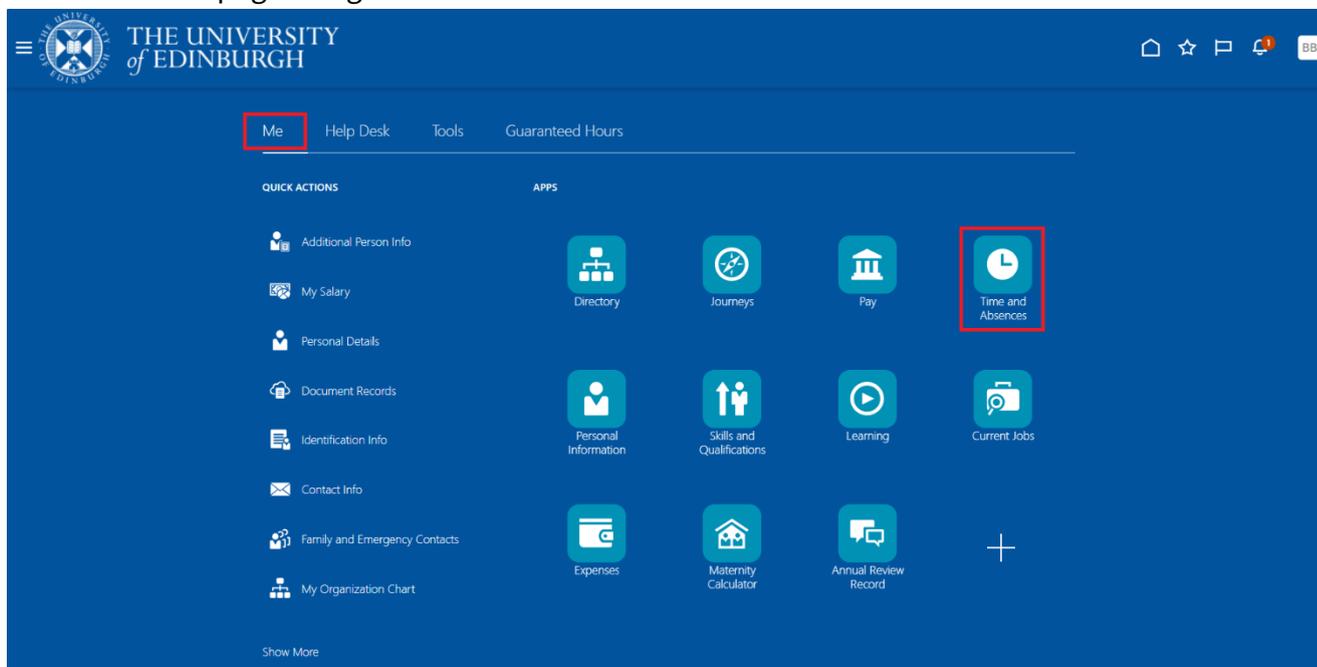


4. If you withdraw the absence **before** your Line Manager approved the initial request, the status of the absence will change to **'Withdrawn'**.

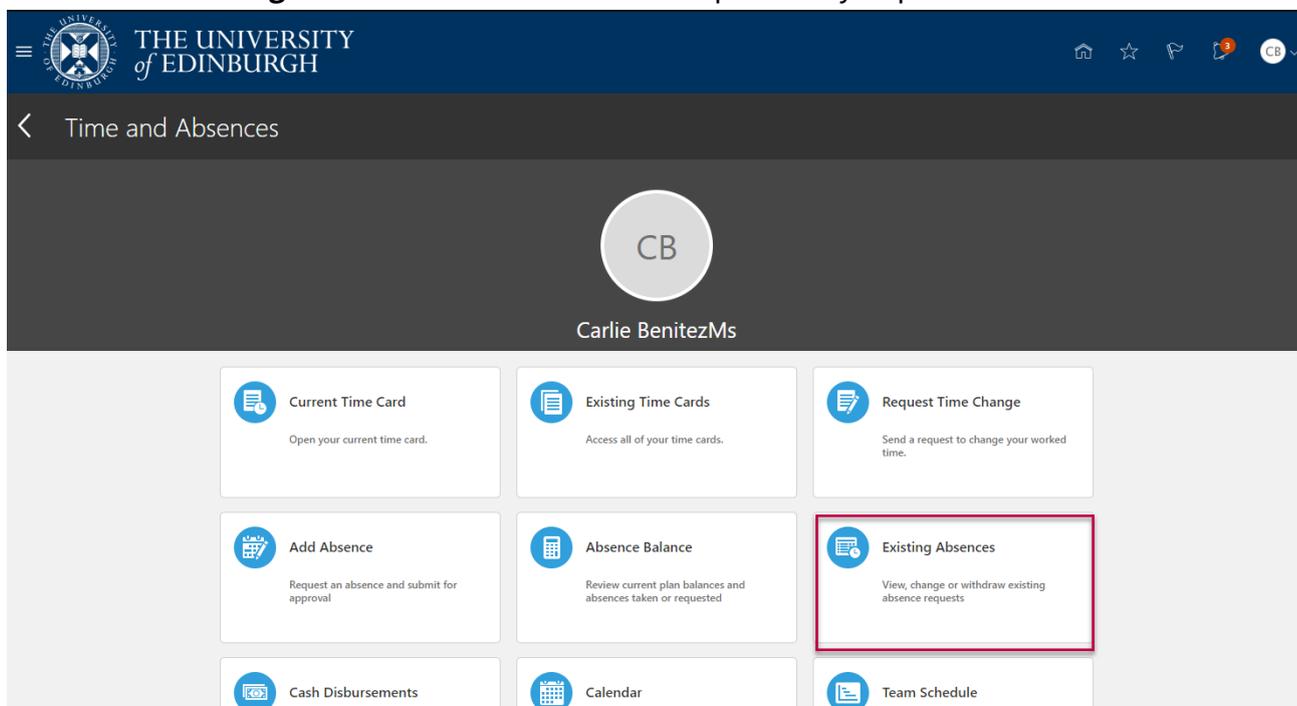
If you withdraw the absence **after** your Line Manager has approved the initial request, a notification will be sent your Line Manager asking them approve the withdrawal of the absence. The status of the absence will change to **'Awaiting withdrawal approval'**.

Amending the Request for Emergency Time Off for Dependants

1. From the Homepage navigate to **Me** then click **Time and Absences**.

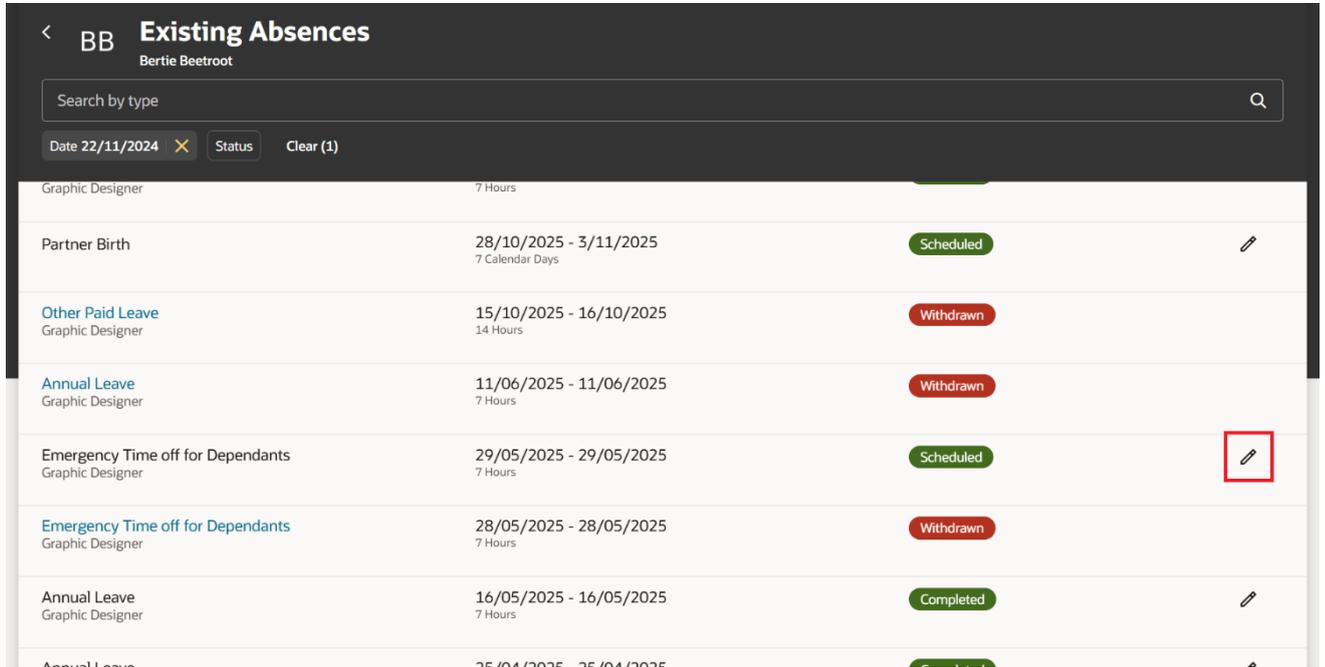


2. Click on the **Existing Absences** tile to view absences previously requested.

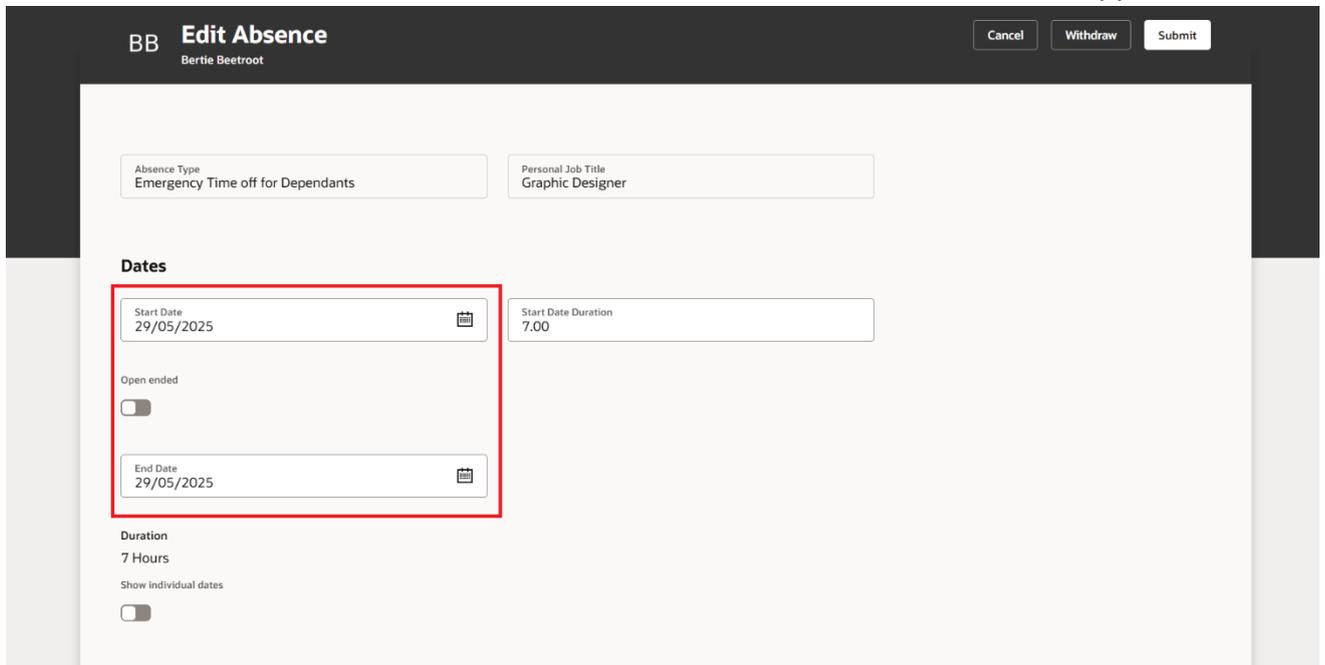


3. Click on the **pencil** icon next to the leave request you would like to amend. To quickly find the absence you're looking for, you can search by **type** or filter by the **status** of the absence.

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. Enter the new **Start Date** and **End Date**, or click on the **Open Ended** checkbox if applicable



5. If you want to request a different type of leave, **Withdraw** the absence and make a new request for the type of leave.

BB **Edit Absence**
Bertie Beetroot

Cancel **Withdraw** Submit

Absence Type
Emergency Time off for Dependants

Personal Job Title
Graphic Designer

Dates

Start Date
29/05/2025

Start Date Duration
7.00

Open ended

End Date
29/05/2025

Duration
7 Hours

Show individual dates

6. If you hold multiple assignments, ensure you're amending leave for the correct assignment:
a. Go to **Existing Absences**

< Time and Absences

LC
Lola Cowan

Current Time Card
Open your current time card.

Existing Time Cards
Access all of your time cards.

Request Time Change
Send a request to change your worked time.

Add Absence
Request an absence and submit for approval

Absence Balance
Review current plan balances and absences taken or requested

Existing Absences
View, change or withdraw existing absence requests

Calendar
View your shifts, absences, and public holidays.

Team Schedule
View your team's shifts and absences.

- b. Click on the **Pencil icon** next to the assignment want to amend.

HH Existing Absences Hilary Haricot-Bean		
Search by type <input type="text"/>		
Date 23/11/2024	Status	Clear (1)
Annual Leave Domestic Assistant	14/08/2025 - 14/08/2025 5 Hours	Withdrawn
Annual Leave Domestic Assistant	28/07/2025 - 1/08/2025 25 Hours	Scheduled
Annual Leave Domestic Assistant-2	28/07/2025 - 1/08/2025 15 Hours	Scheduled
Annual Leave Domestic Assistant	16/06/2025 - 20/06/2025 25 Hours	Scheduled
Annual Leave Domestic Assistant-2	16/06/2025 - 20/06/2025 15 Hours	Scheduled
Emergency Time off for Dependants	26/05/2025 - 29/05/2025 32 Hours	Awaiting approval
Annual Leave Domestic Assistant	5/04/2025 - 11/04/2025 25 Hours	Completed
Annual Leave Domestic Assistant-2	4/04/2025 - 11/04/2025 18 Hours	Completed

- c. Click on the pencil icon against the individual entry you would like to edit/delete. The job title will be displayed above each date that was requested in the original request.

HH Edit Absence Hilary Haricot-Bean		Cancel	Withdraw	Submit
Duration	26/05/2025 - 29/05/2025	32 Hours		
<input type="button" value="+ Add"/>				
Domestic Assistant-2	26/05/2025	3 Hours		
1 Domestic Assistant	26/05/2025	5 Hours		
2 Domestic Assistant-2	27/05/2025	3 Hours		
Domestic Assistant	27/05/2025	5 Hours		
Domestic Assistant	28/05/2025	5 Hours		
Domestic Assistant-2	28/05/2025	3 Hours		

- d. Select **Delete** to remove the specific date from the absence request. Repeat steps c. and d. until you have removed all of the relevant absences.

7. Add or amend any additional **Comments** or **Attachments** to the original request, then click the **Submit** button at the top of the page to forward it to your Line Manager for approval.

HH Edit Absence
Hilary Haricot-Bean

Domestic Assistant-2
29/05/2025

3 Hours

Details

Reason
Paid leave

Comments

Attachments

Drag and Drop
Select or drop files here.

URL

Legislative information

Appendix

Appendix 1

We are aware that the field names within the Adoption and Surrogacy Leave screens may not fit your individual circumstances. Below is a table that outlines what information you should input into the fields to suit your type of leave as well as an outline for the timeframe for submission within P&M.

*Rows in Blue are Optional Fields and can be input at a later date if your circumstances change

Field in P&M	Adoption	Overseas Adoption	Surrogacy
Expected Date of Placement	Expected Date of Placement	Estimated Date of Arrival in the UK	Expected Due Date of Baby
Placement Match Date	Expected Date of Placement? ¹	Official Notification Date	Expected Due Date of Baby
Planned Start Date	Planned Start Date of adoption leave	Planned Start Date of adoption leave	Planned Start Date of surrogacy leave
Planned End Date	Planned End Date of adoption leave	Planned End Date of adoption leave	Planned End Date of surrogacy leave
Reason - Option	Option 1, 2 or 3	Option 1, 2 or 3	Option 1, 2 or 3
Actual date of placement	Date of Placement if different from Expected Date	Actual Date of Arrival in the UK	Actual Birth Date of Baby
Actual start date	Actual start date if different from planned	Actual start date if different from planned	Actual start date if different from planned
Actual end date	Actual end date if different from planned	Actual end date if different from planned	Actual end date if different from planned

Time Frame for submission within P&M	This information should be input and submitted within seven days of being matched with a child, and at least 28 days in advance of your anticipated leave start date.	This information should be input and submitted within 28 days of getting notification of the estimated date of arrival in the UK.	This information should be input and submitted at least 15 weeks before the baby's due date.
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		The actual date the child arrives in the UK can be input at a later date, within 28 days of the arrival date.	
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Version History

Version	Date	Description	Approved By
1.1	N/A	Draft	
2.0	09 June 2025	Updated guide to new format. Screenshots and content updated to reflect new Redwood screens.	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.