

Trade Union Duties – MyView Guidance

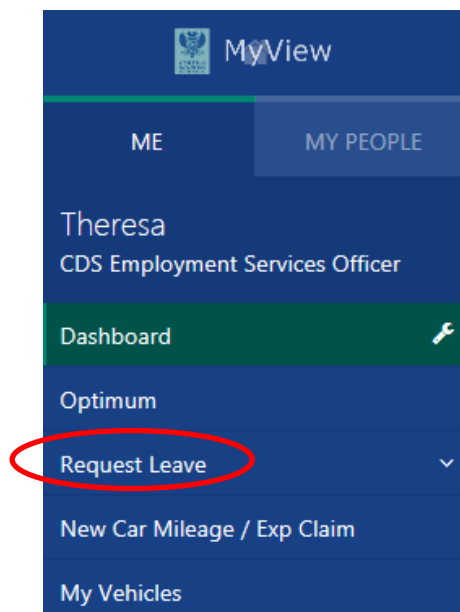
MyView Leave is a system used by the Council to assist employees to record all Trade Union activities and duties. This involves recording all hours spent during your contracted working hours on any trade union activities which may include attending a meeting to support a colleague as a trade union representative or carrying out any other trade union duties and activities including attendance at AGM, Health & Safety meeting etc. This also includes any trade union activities which are carried out during non-class contact/reduced class contact.

This facility is for statutory recording purposes only and has no impact on any holiday entitlement and does not override any working times held on the system.

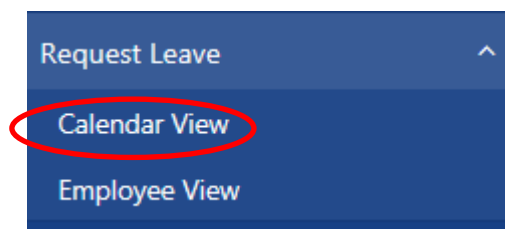
Please ensure you do not record any time under the Trade Union Duties where you have attended a meeting **but not** as a Trade Union representative.

How to request leave for Trade Union duties

- Log into MyView and click **Request Leave**.



- Select **Calendar View**.



Calendar View Display.

Events Calendar

2017
 October
 November
 December

2018
 January
 February
 March
 April
 May
 June
 July
 August
 September
 October
 November

Annual Leave SICK Flexi Leave

Absence / Attendance

Type	Description	Action
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Non-Teaching Staff

- To raise a request for **Trade Union Duties**, scroll down the page and select **Request New** against this leave type.

TOILAC	Toil Accrued	Request New	Open TOILAC History
TRAINL	Training/Course Leave	Request New	Open TRAINL History
UNION	Trade Union Duties	Request New	Open UNION History
UNPAID	Unpaid Leave	Request New	Open UNPAID History

Teaching Staff

- To raise a request for trade union duties, scroll down the page and select **Request New** against **Teachers Leave of Absence**.

Type	Description	Action
*TCHA	Teachers Leave of Absence	Request New Open *TCHA History
*TCHC	Teachers Carer Leave	Request New Open *TCHC History
*TCHU	Teachers Unpaid Leave	Request New Open *TCHU History

- Select **Trade Union Duties** from the **Category** drop down list.

Type

Category *
 Teachers Leave of Absence

Comments

From *

To *

Total Time

[--Select--](#)
 Court Appearance
 Examination and Preparation Leave
 Funerals/Compassionate
 Graduation/Passing Out Ceremony [Part Day](#)
 House Removal
 Job Interview
 National Educational Duties
 Personal Health/Business
 Professional Duties
 Public Duties
 Religious Practice
 Royal Gatherings
 Severe Weather
[Sport/Cultural Activity](#)
[Trade Union Duties](#)
 Volunteer Forces
 Wedding

This will take you to the **Trade Union Duties** request form.

Once you have completed and saved the next screen, this screen will re-appear, click **[Submit]**. A confirmation message will appear, click **[Close]**.

Type Trade Union Duties

Comments

Dates **Full Day Part Day**

From *

To *

hours mins hrs decimal

Total Time 0.00

Comments

- Enter comments where applicable in the leave request form.

Leave Request Period

- Enter the **From** and **To** dates you require your leave to start and end by clicking on the calendar icon and selecting the dates required.

Part Day Leave Request

- If requesting a **Part Day**, click on **O**, enter the time that your leave will start, and enter the number of hours and minutes to be taken.

Full Day Part Day Time Hours off

e.g. 15:30 for half past three

3.60

hrs mins hrs decimal

Please note the hours and minutes entered in this section will also feed into your Optimum timesheet (if applicable).

Confirm Plan Work Time (*not applicable for Teaching staff*)

- Click on **Confirm planned work time** to check your working pattern for that week is correct.

hours mins hrs decimal

3 36 3.60

This will take you to the screen below. Check your working pattern is correct. If it is incorrect, please contact the Employment and Payroll Team on 01738 475555 (option 3) or e-mail EmploymentandPayroll@pkc.gov.uk

- Select **Save** if you're happy the work pattern is correct.

Week Ending	SUN	MON	TUE	WED	THU	FRI	SAT	Weekly Hours		
	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hours	mins	hrs decimal
01/04/2017	0:00	7:00	9:00	7:00	9:00	0:00	0:00	32	0	32.00

This will take you back to the **Trade Union Duties** request form.

- Once you're happy with the information entered, click on **Submit** and a confirmation message will be displayed.
- Your line manager will be notified of your submitted request.

Type: Trade Union Duties

Comments:

Dates:

From *

To *

Total Time:

- Please note, if your line manager does not authorise/reject your leave request within 8 calendar days, it will escalate to their line manager. If they do not authorise/reject within a further 8 calendar days, your request will automatically be rejected and you will have to re-submit.

If you require assistance submitting your leave request, please contact myview@pkc.gov.uk or telephone 01738 475555 and select option 5.