

## MyView Guide

### MyView Leave of Absence for Teachers

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#### What is MyView Leave

MyView Leave is the system used by the Council to assist employees/managers to request and record leave, such as Carer Leave, Compassionate Leave etc.

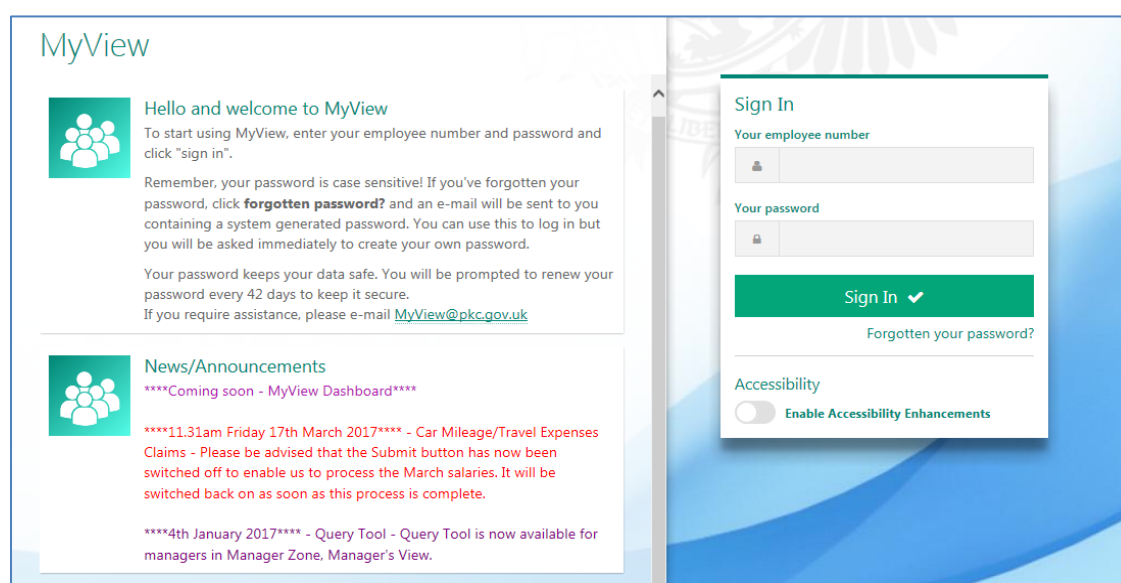
Entitlements are in line with the “Leave of Absence Guidelines for Teaching Staff” which is available on eric.

Queries regarding entitlements should be directed to the Employment and Payroll Services either by e-mailing [EmploymentandPayroll@pkc.gov.uk](mailto:EmploymentandPayroll@pkc.gov.uk) or calling 01738 475555 and selecting Option 3.

Queries regarding access to MyView should be directed to the MyView Team either by e-mailing [MyView@pkc.gov.uk](mailto:MyView@pkc.gov.uk) or call 01738 475555 and selecting Option 5.

#### How to Access MyView Leave

- To access MyView, from the home page of eric, click on MyView under Useful links and the login screen will appear as shown below.



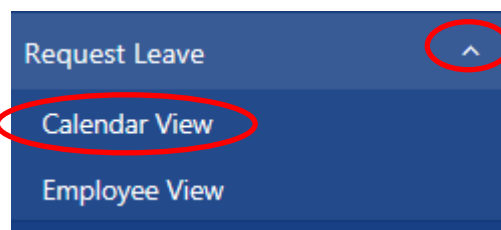
- Log into MyView by entering your Employee Number and MyView Password.

## How to Raise a Request for Leave

- Click **Request Leave**



- Click on the triangle icon to expand further options and select **Calendar View**.



- If you have more than one post, select from the drop down menu, the post you wish to book your leave with.



- Teachers will have the option to select from the three options as shown below:
- To request leave click on **Request New** next to the relevant leave type.

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

This will take you back to the **Leave Request form** as below.

- Check you have selected the correct **Type** of leave from the Category drop down list.

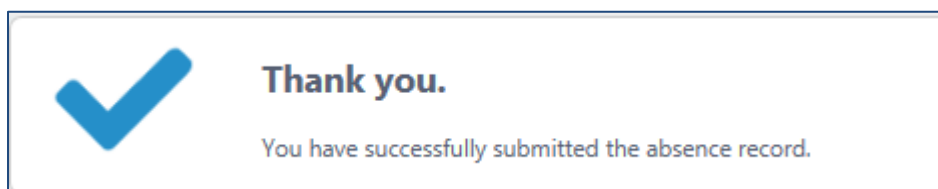
The screenshot shows a form titled "Teachers Leave of Absence". It has a "Type" field with a dropdown menu currently showing "Job Interview", which is circled in red. Below this is a "Comments" text box. There are two radio buttons for "Full Day" and "Part Day", with "Full Day" selected. The "Dates" section shows "From" and "To" both set to 13/03/2017. Below the dates, there are input fields for "hours" (8), "mins" (0), and "hrs decimal" (8.00).

- Add further details in the Comments section if required.
- If a full day's leave is requested, then the Teachers standard day of 7hours will be allocated to the request. To book a full day, enter the "**From**" date and select full day, enter "**To**" date, the total time will show as 7hours.
- Part days can also be booked in hours. Click part day, enter a start time and the number of hours required.
- If you are a teacher working less than 7 hours per day, you should request the actual number of hours taken, i.e. time tabled hours only.

The screenshot shows a form titled "Teachers Carer Leave". It has a "Type" field with a dropdown menu currently showing "Carer Leave". Below this is a "Comments" text box. There are two radio buttons for "Full Day" and "Part Day", with "Part Day" selected. The "Dates" section shows "From" and "To" both set to 27/02/2017. To the right, there are input fields for "Time" (08:45) and "Hours off" (3 30 3.50). Below the dates, there are input fields for "hours" (3), "mins" (30), and "hrs decimal" (3.50).

- Once you have completed the request form click **Submit**

A confirmation message will be displayed to acknowledge you have submitted your request.



**PLEASE NOTE:-** If your line manager does not authorise/reject your leave within 8 days it will escalate to their line manager. If they do not authorise/reject within 8 days your request will automatically be rejected and you will have to re-apply.

### Carer Leave

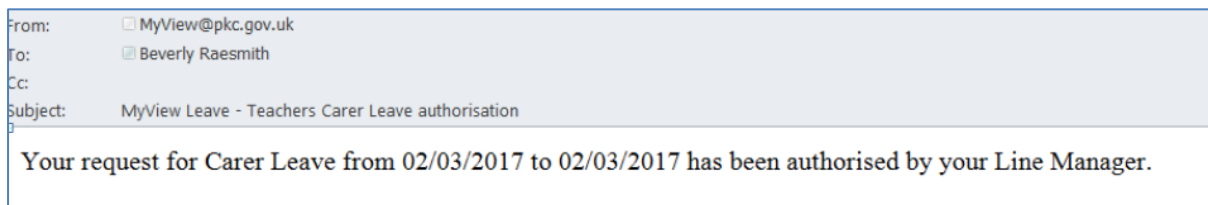
In line with Council policy, consideration can be given to allow up to a maximum of 3 days Carer Leave in a calendar year (1 January to 31 December). This will be calculated in hours and part-time/job share workers will be on a pro-rated basis.

- If you try to book too much Carer Leave you will receive the warning message below. You should consult again with your Head Teacher/Line Manager to make alternative arrangements, e.g. Unpaid Leave

**Alerts**  
 • Insufficient holiday balance available for this absence.

<b>Type</b>	Teachers Carer Leave						
<b>Comments</b>	<input type="text"/>						
	<b>Dates</b> <b>Full Day</b> <b>Part Day</b>						
<b>From *</b>	<input type="text" value="14/03/2017"/> <input type="button" value="📅"/> <input checked="" type="radio"/> <input type="radio"/>						
<b>To *</b>	<input type="text" value="16/03/2017"/> <input type="button" value="📅"/> <input checked="" type="radio"/> <input type="radio"/>						
<b>Total Time</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right; font-size: small;">hours</td> <td style="text-align: right; font-size: small;">mins</td> <td style="text-align: right; font-size: small;">hrs decimal</td> </tr> <tr> <td style="text-align: right;">24</td> <td style="text-align: right;">0</td> <td style="text-align: right;">24.00</td> </tr> </table>	hours	mins	hrs decimal	24	0	24.00
hours	mins	hrs decimal					
24	0	24.00					

- Once your Head Teacher/Line Manager has authorised your request you will receive the following email acknowledgement.



## Unpaid Leave

Unpaid Leave is requested following the same process as Teachers Leave of Absence and Teachers Carer Leave.

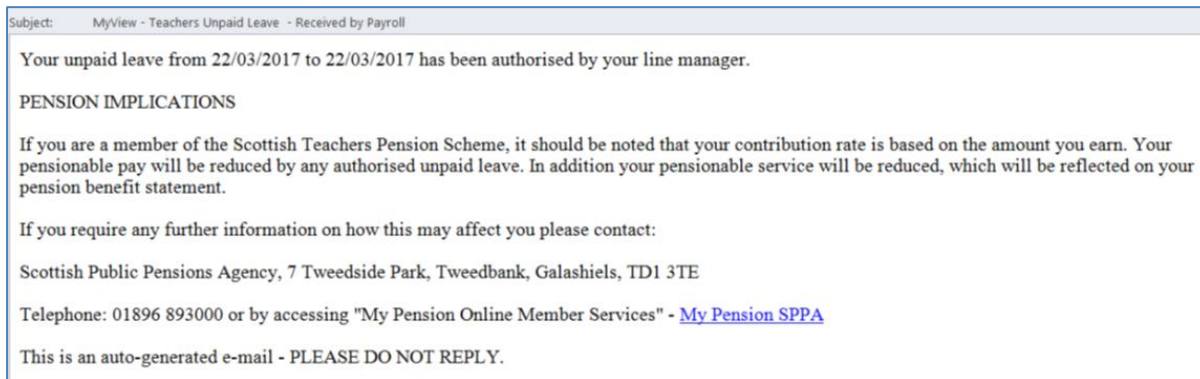
- Please ensure the comments section is completed.

<b>Type</b>	Teachers Unpaid Leave						
<b>Comments</b>	<input type="text" value="Test"/>						
	<b>Dates</b> <b>Full Day</b> <b>Part Day</b>						
<b>From *</b>	<input type="text" value="23/03/2017"/> <input type="button" value="📅"/> <input checked="" type="radio"/> <input type="radio"/>						
<b>To *</b>	<input type="text" value="23/03/2017"/> <input type="button" value="📅"/> <input checked="" type="radio"/> <input type="radio"/>						
<b>Total Time</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right; font-size: small;">hours</td> <td style="text-align: right; font-size: small;">mins</td> <td style="text-align: right; font-size: small;">hrs decimal</td> </tr> <tr> <td style="text-align: right;">8</td> <td style="text-align: right;">0</td> <td style="text-align: right;">8.00</td> </tr> </table>	hours	mins	hrs decimal	8	0	8.00
hours	mins	hrs decimal					
8	0	8.00					

- You will receive the following email once your Head/Depute Head/Principal Teacher/Line Manager has authorised your request.



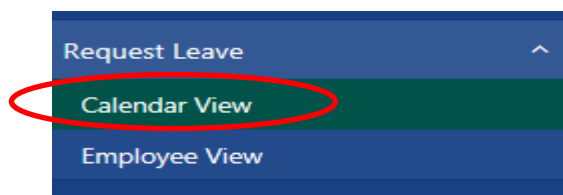
- You will not see the request on your calendar until the Payroll Team have authorised the period of unpaid leave to be deducted from salary. A further email will be sent on completion.



## View, Edit & Delete Leave Requests

Once leave has been authorised you will have the ability to View, Edit or Delete leave. Please note, if editing a change, a reason should be entered in the comments box for your Manager's reference.

- Click **Request Leave** on the left hand side menu.
- Select **Calendar View**



- Scroll to the bottom of the page and under the **Action** section, click on the relevant leave type you wish to view, edit or delete. For example click on **Open \*TCHA History**.

Absence / Attendance			
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
AL	Annual Leave	Request New	Open AL History
AWOL	Absent Without Leave	Request New	Open AWOL History
CARER	Carer Leave	Request New	Open CARER History

This will open a new panel at the bottom of the screen and show the history of the relevant leave type previously selected.

Options to **View**, **Edit** and **Delete** are then available to carry out the required action as shown overleaf.

Created Date	Employee	Type	Description	From	To	Action
15/10/2016	Theresa Reynolds	AL	Annual Leave	29/12/2017	29/12/2017	View Edit Delete
15/10/2016	Theresa Reynolds	AL	Annual Leave	26/12/2017	26/12/2017	View Edit Delete
15/10/2016	Theresa Reynolds	AL	Annual Leave	25/12/2017	25/12/2017	View Edit Delete

- Click on **Edit** if you wish to change the information on an approved request, eg the number of hours to be taken.
- Once the amendment has been made click on **Submit**. Your Head Teacher/Line Manager will receive an e-mail requesting approval.
- You may wish to **Delete** an entry, eg you have requested the wrong date. Select **Delete** and **Submit**. Your request for deletion will be sent to your Head Teacher/Line Manager for authorisation.

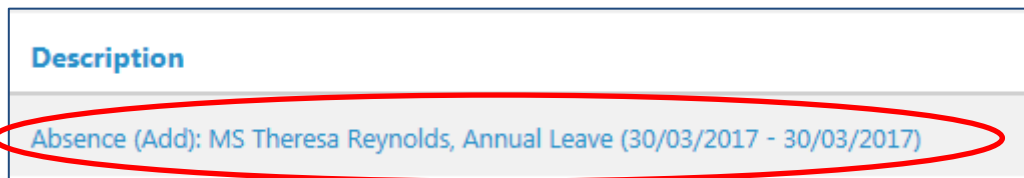
### Withdraw Leave Requests

You can withdraw a request for leave if it has not already been approved / rejected by your line manager.

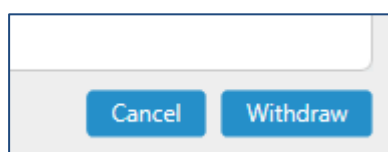
- Go to **Form History** from your left hand side navigation menu and find the request which has been submitted. Use the filters options if required.

Description	Event	Status	Raised Date
Absence (Add); MS Theresa Reynolds, Annual Leave (30/03/2017 - 30/03/2017)	Time Mgmt Absence	Submitted	28 Mar 2017
Absence (Add); MS Theresa Reynolds, Annual Leave (03/04/2017 - 04/04/2017)	Time Mgmt Absence	Authorised	23 Mar 2017

- Click on the link to the request under the Description section. This will open up the original request form.



- Click **Withdraw** at the bottom of the screen.



## Additional Information

MyView Leave will automatically delete the employees previously authorised leave requests which fall within the same **month** that their sickness absence was recorded, e.g. Employee has sickness from 15th of the month, and has leave of absence booked for the 20th of the month. The 20th will be deleted.

If the employee wishes to rebook their leave requests on their return, the manager will be requested to re-authorise their request in MyView, e.g. using the same example as above:

- Employee returns to work on 16th of the month. The employee will be required to re-book the 20th of the month.
- If the employee returns on 21st of the month, there is no requirement to book the leave of absence as the period of sickness overrides other leave types.

***If you have any queries, please email [MyView@pkc.gov.uk](mailto:MyView@pkc.gov.uk) or telephone 01738 475555 and select Option 5.***