

MyView Leave - FAQs

This question and answer sheet should assist with queries you may have in the following areas:

[How to process a leave request](#)

[How annual leave is calculated](#)

[Managing public holidays in MyView](#)

[Managing carry forward leave](#)

[Sickness absence](#)

PROCESSING A LEAVE REQUEST

Q1 I have two posts, do I have to book leave in both posts?

A1 Yes – entitlement will be calculated in both posts. You will need to select, from the drop down menu, the post you want to take leave in.

For example – **Post 1** is 18 hours, working Monday, Tuesday, Wednesday (am), and, **Post 2** is 18 hours, working Wednesday (pm), Thursday, Friday.

If you were booking one day's annual leave on a Friday, you would need to select **Post 2** to request the leave.

Q2 I have input my leave – what happens next?

A2 Your line manager will receive an e-mail and they will be asked to go into MyView and authorise it. You will receive an e-mail confirming your request has been authorised.

Your line manager may decline your request, and you will receive an e-mail confirming your leave request has been rejected. You should contact your Manager to discuss further.

Q3 I have received an e-mail to say my leave has been authorised but it's not showing in my flexi account on Optimum – why?

A3 This is because Optimum system is updated overnight so your balance should be correct the following day.

Q4 What happens if my line manager is on leave?

A4 Managers can nominate someone else to authorise your leave in their absence via the Managers delegation option in MyView. If your manager has not set up a delegation and your request has not been authorised 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-apply.

Q5 Can I apply for other types of leave, such as, carer leave, compassionate leave, TOIL, unpaid leave etc. through MyView?

A5 Yes, you can book various types of leave via MyView, specific to your Terms and Conditions.

Please see the following guidance for further information:

[Non Teaching Guidance](#)

[Teaching Guidance](#)

CALCULATING ANNUAL LEAVE

Q6 How is my annual leave calculated?

A6 Annual leave is calculated based on your contracted hours and your continuous local government service.

Your annual leave entitlement also includes public holidays and is calculated in hours. For example:-

Full-time employee - working 36 hours per week, with 25 days annual leave and 7 days public holiday, you will have an entitlement of 230.40 hours:-

Annual Leave	25 days
Public Holidays	<u>7 days</u>
Total	32 days x 7.2 hours per day = <u>230.4</u> holiday hours.

Part-time employee - working 20 hours per week, with 25 days annual leave and 7 public holidays, would show an entitlement of 128.00 hours:-

Annual Leave	25 days
Public Holidays	7 days
Total	32 days x 7.2 hours per day = 230.4 holiday hours

Part-time entitlement

Full-time = $230.40 \text{ hours} \times \frac{20 \text{ part-time hours per week}}{36 \text{ full-time hours per week}}$
= 128.00 part-time holiday hours

Compressed hours employee - working Monday to Thursday on a compressed hours working pattern, working 36 hours per week, with 25 days annual leave and 7 days public holiday, will have an entitlement of 230.40 hours. When requesting leave this employee would have to book 9 hours for one working day as per their work pattern.

Q7 How do I check my leave calculation is correct?

A7 You can check a breakdown of your annual leave entitlement in MyView by selecting **Calendar View**, and then **View Entitlement Details**. This will provide a breakdown of your hours, including any carry forward from the previous year.

There is also an [Annual Leave Calculator](#) available on MyView and on eric to check your calculations. If you think the calculation is incorrect, please contact the MyView team as soon as possible, on 01738 475555 option 5 or e-mail MyView@pkc.gov.uk who will be able to assist you.

Q8 Why is my leave entitlement calculated in hours?

A8 MyView Leave can only be set up in either days or hours, not both. The majority of Council employees work part-time or compressed hours, where they already have their leave calculated in hours, this is why hours have been chosen in the set up.

Q9 What happens to my annual leave balance if I change my post/hours/work pattern during the leave year?

A9 Your leave entitlement is automatically updated based on the start/end dates of the change and an email is sent advising you to delete and rebook any leave requests that have been booked after the date of the change.

However MyView may also have to make some manual adjustments to an employee's leave entitlement dependant on the complexity of the change.

PUBLIC HOLIDAY BOOKING

Q10 How do I book public holidays?

A10 Each year, the 7 standard public holidays for the following year, are automatically uploaded on MyView. This normally takes place in November. However there are some exceptions:

- If you commence employment after this date you will have to book your own public holidays by requesting annual leave for these dates.
- If you have a Fixed Term contract, dates will be uploaded up to your contract end date. If your contract is extended, you should book the Public Holiday(s) that fall in the extended period via MyView
- Regular reports will be run to monitor public holidays and any missing dates should be added in for you.

- It is your responsibility to check your public holidays are recorded accurately.

Q11 What happens if I have to work on a public holiday?

A11 You are required to enter the day into MyView if your working pattern/rota dictates you would normally work on this date. However in order to recoup the time back, you should also be claiming TOIL Accrued via MyView. Please refer to the Public Holiday Working guidance.

Q12 Can I use flexi leave or TOIL Taken to book public holidays?

A12 No. Your annual leave entitlement includes public holiday so should be booked only on that basis.

CARRY FORWARD ANNUAL LEAVE

Q13 I have leave to carry forward, will this be included in my entitlement?

A13 If you wish to carry forward leave into the following leave year, you must seek approval from your Line Manager to do so.

Your carry forward entitlement, up to a maximum of your contracted hours, will automatically transfer to the following leave year.

Leave which is carried forward to the following leave year must be used by no later than 31st March. Any remaining carry forward not used by this date will be removed from your entitlement.

Q14 Can I use carry forward leave to book the January public holidays?

A14 Yes.

SICKNESS ABSENCE

Q15 My manager has recorded my sickness on MyView and my annual leave has now disappeared, what do I do?

A15 You must resubmit requests for any leave that has been removed due to your sickness absence, this includes any public holidays.

You must also resubmit requests for any leave which fell during your period of sickness and you don't have a doctor's line to cover the days for. If you have been absent continuously for a period exceeding 3 months, see **Q16** instead.

Please note, you can only resubmit leave requests once your manager has closed off your sickness absence in MyView.

Q16 I have been absent through sickness absence for a period of more than 3 months; how do I check my leave entitlement is correct?

A16 As your leave is reduced if you have been absent for a continuous period exceeding 3 months, please contact the MyView team to ensure that your entitlement is updated and this calculation has been carried out.

Q18 What happens if I am sick on a public holiday, will I get my annual leave back?

A18 No, annual leave is not reinstated if sickness occurs on a public holiday.

Any other questions?

If you have any questions or queries, please contact Human Resources as below:

1. If your leave entitlement looks incorrect, contact the MyView Team on 01738 475555, select Option 5 or e-mail MyView@pkc.gov.uk
2. If your working pattern is incorrect on MyView please contact Employment and Payroll Services on 01738 475555 then select option 3 or email EmploymentandPayroll@pkc.gov.uk