

## How to Request Employer Supported Volunteering Leave on MyView

This guide provides an overview of how an employee can request leave on MyView if they have been granted time off to participate in Employer Supported Volunteering projects. For further information relating to this policy, please refer to the link below:

### [Employer Supported Volunteering](#)

#### How maximum paid leave is calculated.

The Volunteering entitlement is calculated in hours based on weekly contracted hours and is pro-rated for part time employees. The table below outlines the maximum paid leave per year for full time employees.

Weekly Contracted Hours	Maximum Employer Supported Volunteering Paid Leave
37	*7.40 hours (7hours 24mins)
36.25	*7.25 hours (7hours 15mins)
36*	*7.20 hours (7hours 12mins)
35	*7 hours

\*matched by employee through annual leave/flexi/toil

Below are some further examples of how maximum paid leave is calculated for part time employees (\*based on standard 36 hours)

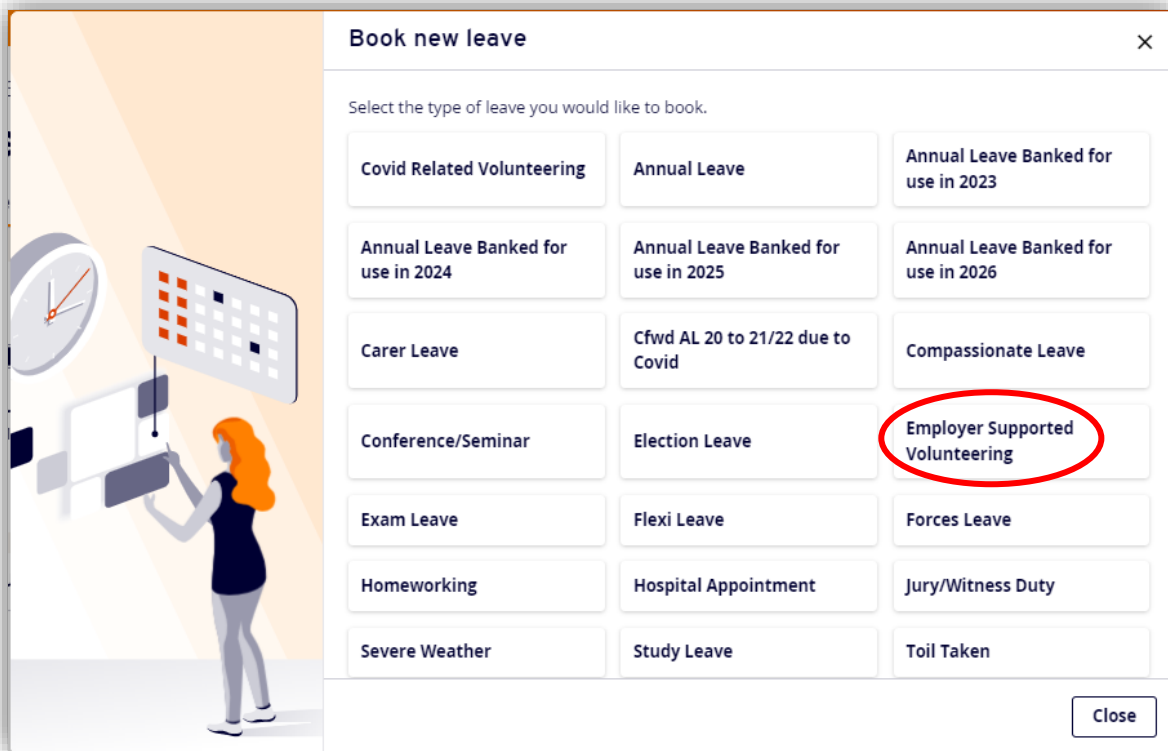
Weekly Contracted Hours	Maximum Employer Supported Volunteering Paid Leave (pro-rated 7.20 hours)
34	6.8 hours (6hours 48mins)
28	5.6 hours (5hours 36mins)
18	3.6 hours (3hours 36mins)

#### Requesting Volunteering Leave on MyView

- Go to **Request Leave** and select **Leave Dashboard**
- Click **Book new Leave**

The screenshot shows the 'Leave Management' dashboard. At the top, there are tabs for 'Leave Dashboard' and 'Team Leave Calendar'. Below this is a 'My leave summary' section with a progress bar. To the right of the progress bar, the 'Book new leave' button is circled in red. Below the progress bar, there are three cards: 'Annual Leave entitlement from 1 Jan 2023 to 31 Dec 2023', '237.6 hours Leave available', '0 hour Leave taken', and '237.6 hours Total entitlement'. On the right side, there are three buttons: 'Book new leave' (circled in red), 'Log new attendance', and 'View all entitlements'.

- Go to **Employer Supported Volunteering**



- Once the leave type has been selected, the request form will appear.
- In the **Comments** box, enter some details of your volunteer project.
- For a **full day** request, enter the **From** and **To** dates of your leave request.
- The **Total Time** field will display a default number of hours based on the equivalent of one standard working day, i.e. 7hours 12mins (7.20).
- If you are contracted to work less than 7hours 12mins (7.20) for that day, and/or are part time, you will need to change your request to **Part Day** as detailed below, or you will receive an alert advising ***“Insufficient Entitlement balance available for this absence type”***.
- As per the policy, participation in **Employer Supported Volunteering** is based on **shared contribution** for the time required out of the workplace. Therefore, you should match this by also requesting the equivalent time as annual leave, flexi leave or TOIL.

### Full Day Request

## Half /Part Day Request

- For half/part day volunteering requests, click **Part Day**.
- **Time** and **Hours off** fields will appear. Enter the time the leave is due to start and the number of hours and minutes to be taken off for that day.
- Please note, the hours and minutes recorded will feed onto your Optimum timesheet if applicable.

The screenshot shows a form for 'Employer Supported Volunteering'. The 'Comments' field contains 'Litter picking around Perth'. The 'Dates' section shows 'From \*' and 'To \*' both set to '31/05/2023'. The 'Full Day' radio button is unselected, and the 'Part Day' radio button is selected. The 'Time' section shows a start time of '08:30'. The 'Hours off' section shows '3' hours and '36' minutes, resulting in a 'Total Time' of '3.60' hours. A legend indicates that 'e.g. 15:30 for half past three' corresponds to 'hh' (15), 'mm' (30), and 'hrs decimal' (15.30).

Dates	Full Day	Part Day	Time	Hours off
From *	<input type="radio"/>	<input checked="" type="radio"/>	08:30	3 36
To *				
			hours mins	hrs decimal
Total Time			3 36	3.60

- Once you have entered the correct details for your request, click **Submit** and your request will go to your manager for authorisation.

## All Non-Optimum Users

If your volunteering activity (less any travel time to/from the start/finish of your volunteering activity) is less than your contracted hours for the day your volunteering activity will take place, you should discuss/agree with your manager locally how to make up the shortfall.