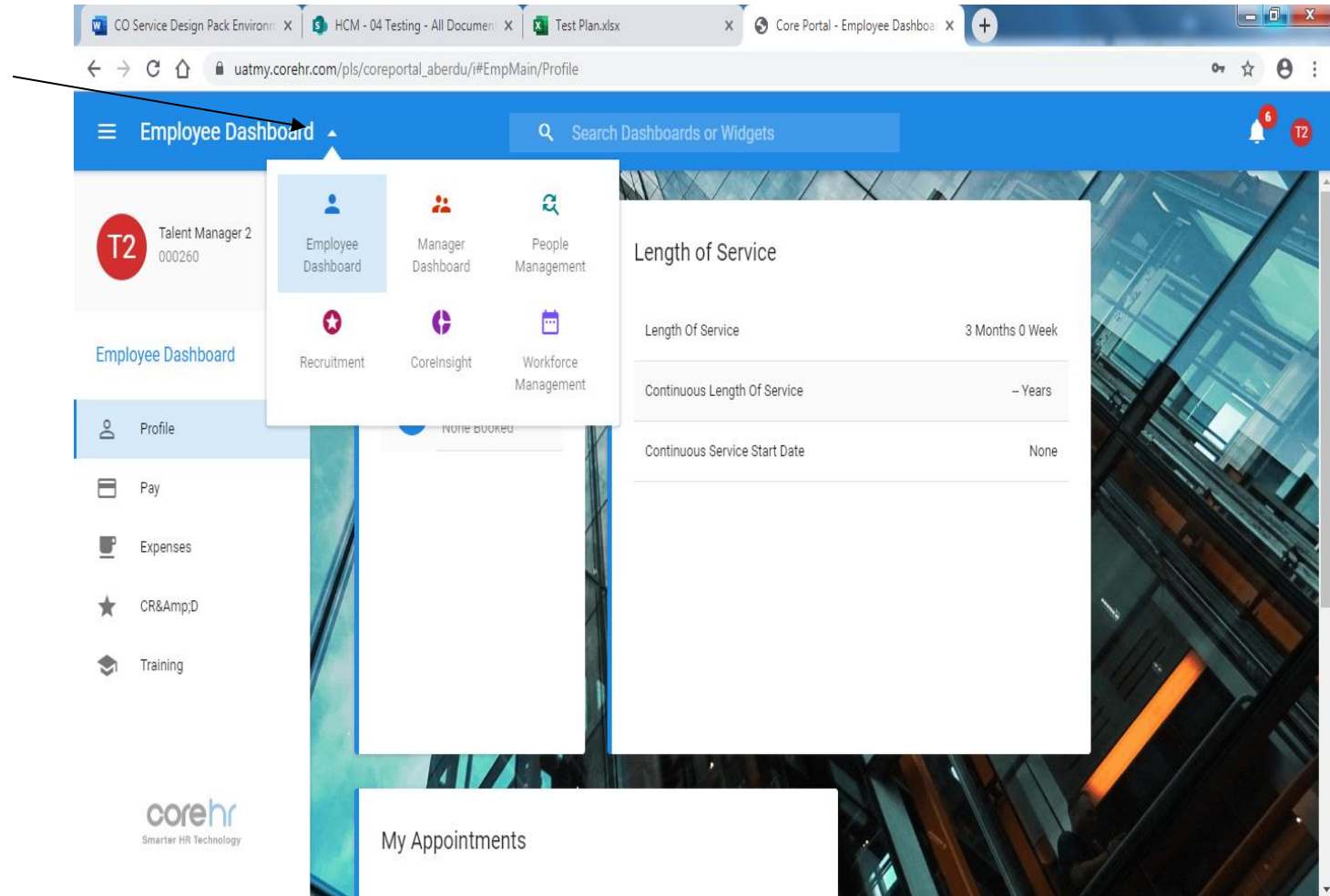# CoreHR Guide Requesting Leave

This guide will explain how to request Leave and how to amend or update these requests. This includes Annual Leave, Unpaid/Paid Special Leave and Disability Leave.
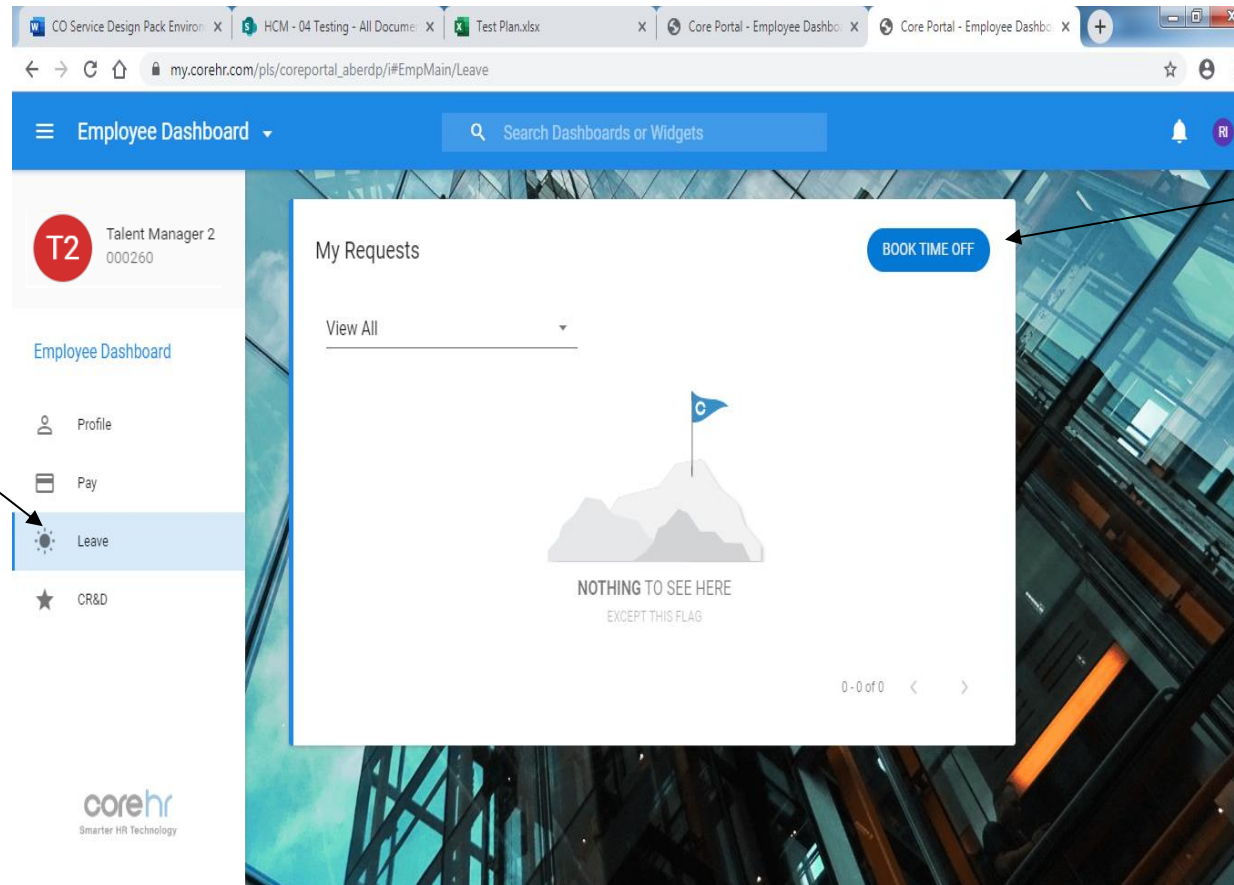
Accessing Employee Dashboard

Click on the **Drop Down Arrow** and you will see a selection of Dashboards.

Select the **Employee Dashboard.**

Accessing the Leave Tab

Make sure you have selected the **Leave Tab** on the left hand side.

Please click on the **Book Time Off Tab**.

Booking Your Leave

You will then need to complete the following options:

- **Appointment** – Drop-down menu to select the job role that your request is being assigned to.
- **Leave Type** – Please select which type of leave you wish to apply for (Annual Leave, Special Leave (Paid) or Special Leave (Unpaid).
- **Part Day** – **This is covered on the next page.**
- **Start Date** – The first date you wish to be on Leave.
- **End Date** – The last date of your Leave.
- **Reason** – Drop-down menu of the reasons for the Leave Request.
- **Comments** – A comments box where you can add in further details about your leave if required.
- **Balance Detail** – You can use this to check how much annual leave you have remaining (see later in this guide)

Input the leave details and then click **Submit**.

Booking Part Day Leave

If you only wish to request ½ a day as leave, select the **Part Day Option** halfway down the screen, you will then need to complete the following options:

- **Time of Day** – Select Morning or Evening
- **Part Day** – Select the ½ Day Option.

- **Alternatively, for less than ½ day leave, select Choose a Time– This is covered on the next page.**

Input the leave details and then click **Submit**.

Booking Part Day Leave (Hours)
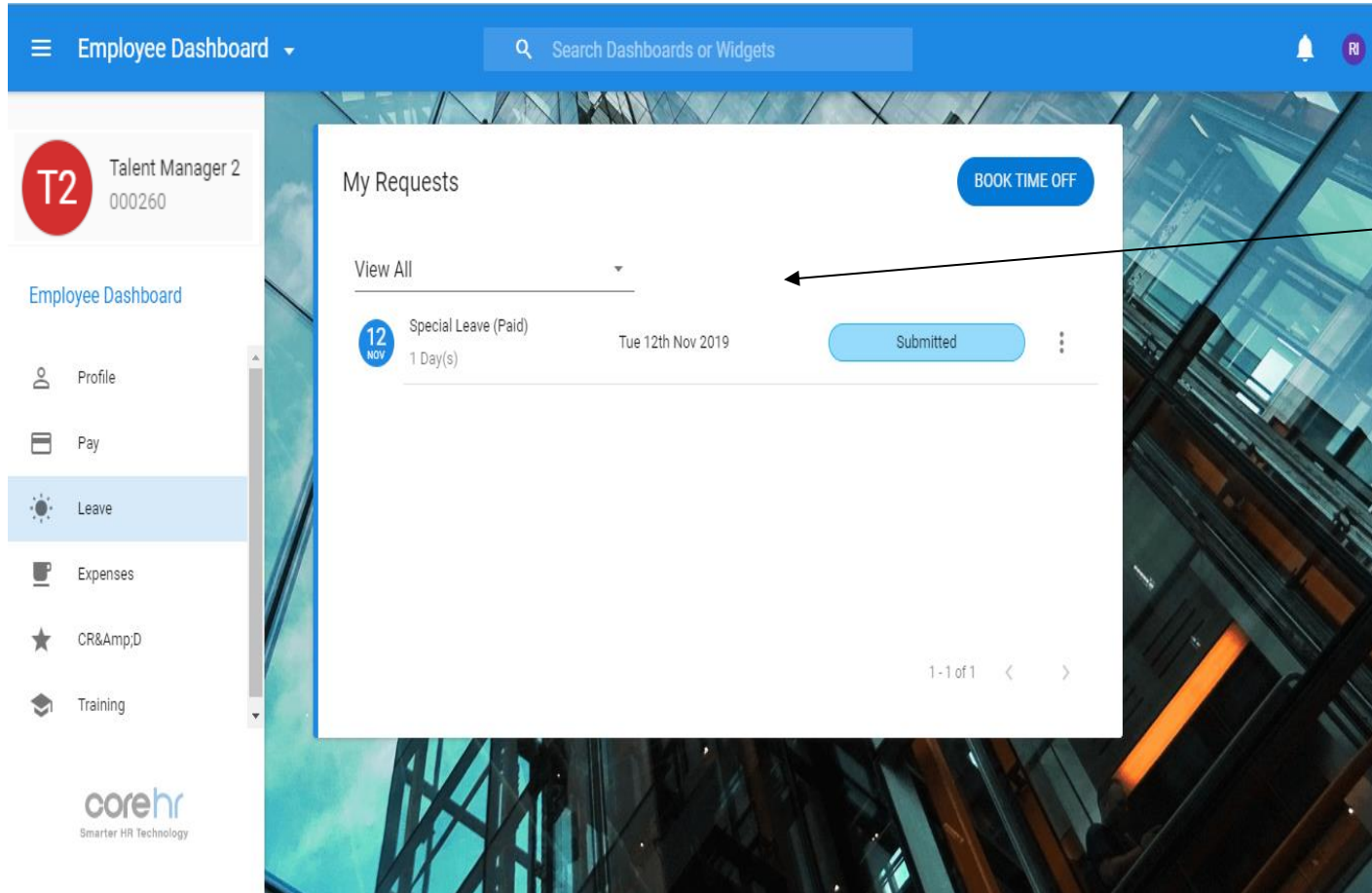

Once you select the **Part Day and Choose a Time options Option** halfway down the screen, you will then need to complete the following details:

- **Time of Day** – Select Morning or Evening
- **Hours** – Enter the number of hours.
- **Minutes** – Enter the number of minutes

Input the leave details and then click **Submit**.

Pending Approval

You will see your Leave Request displayed under **My Requests.**

Your line manager will receive a notification of your request and they will need to approve it. You can track the status of your requests as well as deleting or amending your requests.

You will receive email notifications of updates to the status of your request.

Checking Your Annual Leave Balance

You will see your Remaining Annual Leave Balance under **Balances**

Click on the **Balance** button to view your annual leave balance in more detail

Checking Your Annual Leave Balance

You will see your Leave Balance displayed in more detail under **My Balances.**

This view will show you
❶ Whether your leave is in days or hours
❷ If you receive additional leave based on your length of service
❸ If you have carried forward leave
❹ How much leave you have already taken
❺ How much leave you have left to take