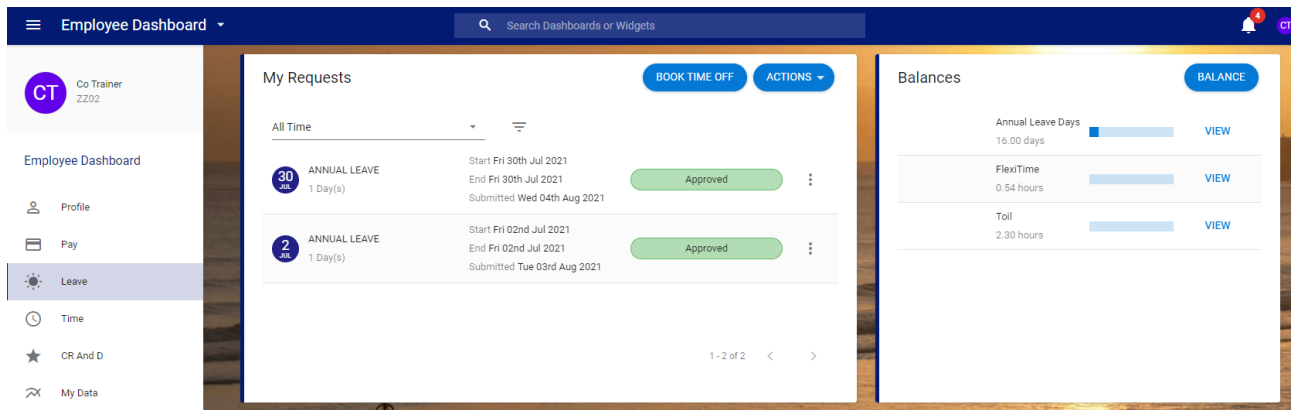


Booking Flexi and TOIL Leave



You can check your current TOIL and Flexi-time balances on the Leave tab. You will need to have sufficient balance available in order to book flexi leave or TOIL leave.

The 'Book Time Off' form is shown with the following details: Appointment is 'Admin Assistant'. Under 'Leave Type*', 'ANNUAL LEAVE' is selected from a dropdown menu. The 'Part Day' toggle is turned on. The 'End Date*' is set to '04-Aug-2021'. There is a 'Comments*' field at the bottom. A green 'SUBMIT' button is at the bottom right. A red arrow points to the 'SUBMIT' button.

To book leave, click on Book Time Off – Flexi and TOIL Leave should now be available to book. Enter the details and click submit

Please note the following:

Flexi leave – can only be booked as a full or half day. CoreHR will automatically deduct your normal working hours for that day or half day from your flexitime balance (e.g. for someone working full time on a standard 5 day pattern, it will deduct 7h24m for a full day or 3h42m for a half day). Only 1 day can be booked per flexi period

TOIL Leave – If you have enough hours, you can book Toil leave for a full or half day and it will deduct your TOIL balance as above. If you wish to book a specific number of hours, you should click on “Part Day”, then “Choose a Time” to bring up this option.

This section shows the 'Choose a Time' form for booking TOIL leave. 'Leave Type*' is set to 'TOIL LEAVE'. 'Start Date*' is '05-Aug-2021'. Under 'Time of Day', 'Select Morning or Afternoon' is chosen. At the bottom, there are input fields for 'Hours' and 'Minutes', both with a 'Select number of' dropdown menu. A red arrow points to the 'Minutes' field.

For both TOIL and Flexi leave, your balance will only update **after** your leave request has been approved.