



Finance and Corporate Resources
Personnel Services

Guidance on the People Connect Enhanced Leave Process

Employees are currently able to buy leave (up to a maximum of 5 days per year) and also bank leave for use in a future agreed leave year. The specific guidance on these entitlements can be found in the Scheme of Enhanced Leave.

Window of Opportunity

You will be advised by Personnel Circular when the window of opportunity is open and enhanced leave requests can be made at this time

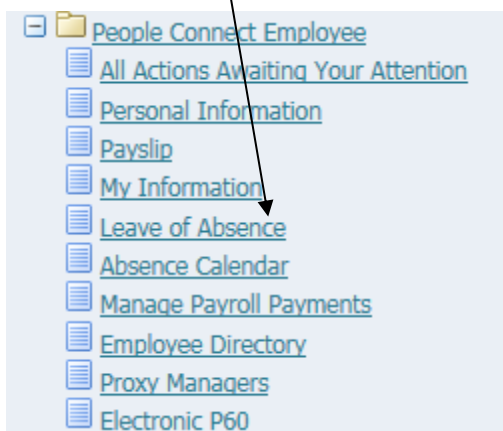
Buying Leave through People Connect

Employees can request to buy enhanced leave via People Connect using the Leave of Absence responsibility and line managers can approve these requests. This means that the annual leave entitlement is automatically updated to include the bought leave.

Line Managers can also enter enhanced leave requests on behalf of their employees. This document outlines the process to be used.

Employee Process

(1) Click the Leave of Absence menu item.



(2) Select 'Create Absence'.

(3) Then select '**Buy Enhanced Leave**'.

(4) Enter the Start Date and End Date of **1 Jan 2021**.

(5) Enter the total number of Days or Hours you want to buy, for example **21 hours** (Days should be entered if your leave allocation is in days and hours should be entered if your leave allocation is in hours).

Example 1 - Buying 5 days leave

The following screenshot shows a request to buy 5 days enhanced leave for an employee who works the same hours each day, 5 days per week and has their leave calculated in Days.

Absence Status	Confirmed			
* Absence Type	Buy Enhanced Leave (Days) 2021 ▼			
Absence Category	Vacation			
Absence Reason	▼			
	NB The Absence Reason field should be left blank when the Absence Type is Annual Leave			
Duration	* Start Date	01-Jan-2021	Start Time	
		(example: 16-Sep-2020)		HH:MM (12:00-11:59)
	End Date	01-Jan-2021	End Time	
	✓ TIP Start Date is required.			
	Days	Hours		
Total	5		Calculate Duration	

Manager approval process

- (1) Line managers receive enhanced leave requests in exactly the same manner as ordinary annual leave requests and the process to approve or reject these requests is performed in the same manner.
- (2) Line managers can also enter the request on the employees behalf in the same way as they can for any other leave types. After selecting the correct employee from the list under Leave of Absence they should follow the same process as the employee, outlined in the previous section.
- (3) If the request is approved, then the employee's leave balance for the year in question will be automatically updated with the enhanced leave by the system and no manual adjustments will be necessary. If the employee has a Plan 0 or Plan 0 Hourly leave plan then you will still be required to enter their basic entitlement for the year as normal but the adjustment for Enhanced/Banked leave will be made automatically and **you are not required to add this to the balance manually.**
- (4) For example – employee on Plan 0 leave plan requests 3 days enhanced leave which the manager approves. The employees basic entitlement is 25 days. The manager will require to enter a manual adjustment for the 25 days at start of year. The 3 days enhanced leave will be added automatically by People Connect. The employees total leave will be 28 days for the year.
- (5) If the request is rejected then the employee will be advised accordingly and no adjustment to leave will be made.
- (6) When checking enhanced leave requests, line managers should take care to make sure that the employee has entered their request in the correct format. If this has not been done correctly it could result in complications when the request is applied to the system. Managers should check that:
 - The correct effective start date and end date of 1 Jan 2021 has been used;
 - That the request has been made correctly in days or hours depending on the employee's leave plan

If the manager requires to return the request to the employee for correction they should ensure that the use the 'Return for Correction' link at the bottom left of the Notification under the 'Related Applications' heading. Using this allows the employee to amend and resubmit the request.

Related Applications

 [Return For Correction](#)

- (7) The line manager should also be aware that should an employee switch from a daily to hourly leave calculation or vice versa AFTER they have submitted a future dated request then they will have to contact Personnel in order to get the request corrected to the appropriate format as this will not be updated automatically.

Example of Leave Balance before and after approval is shown below for request above in Example 1


Absence Summary **Entitlement Balances**

Personalize "Entitlement Balances"

[Hide Accrual Balances](#)

✓ **TIP** The accrual balances are as of: 01-Jan-2021.

✓ **TIP** Enter the date for which you wish to view Leave accruals.

Effective Date 

(example: 16-Sep-2020)

Plan 3 (+2) **32**


Absence Summary **Entitlement Balances**

Personalize "Entitlement Balances"

[Hide Accrual Balances](#)

✓ **TIP** The accrual balances are as of: 01-Jan-2021.

✓ **TIP** Enter the date for which you wish to view Leave accruals.

Effective Date 

(example: 16-Sep-2020)

Plan 3 (+2) **37**

You can see the Entitlement has been increased from 32 to 37 days – so the 5 days purchased have been added to the balance. The Enhanced Leave amount will be added manually to the Entitlement Balance for 2021 by Personnel Services.

If you need this information in a different language or format, phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk.