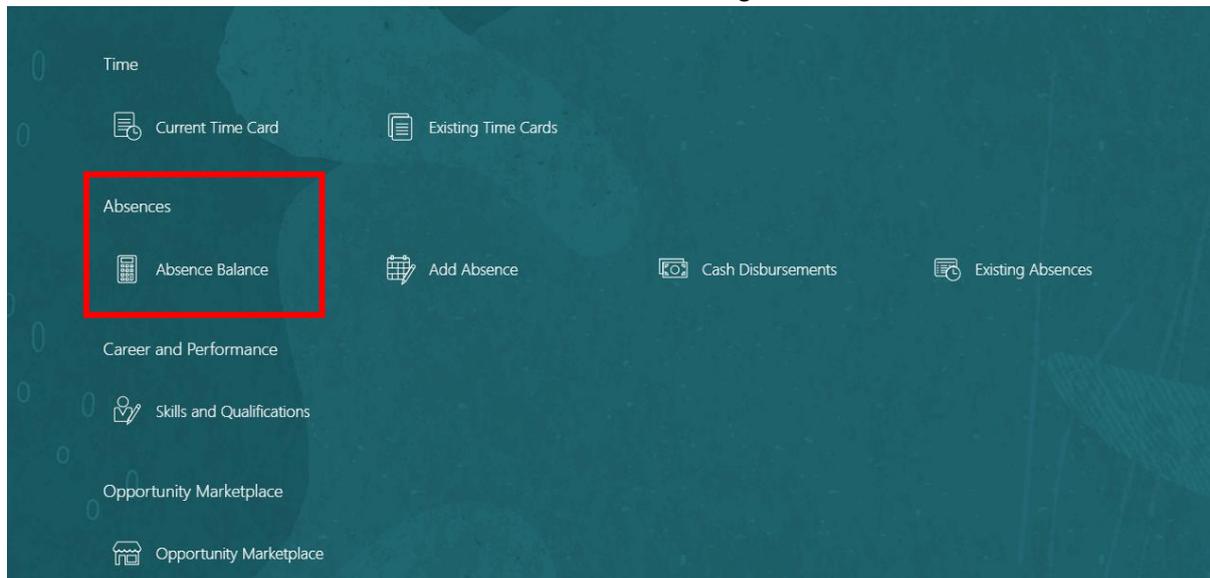




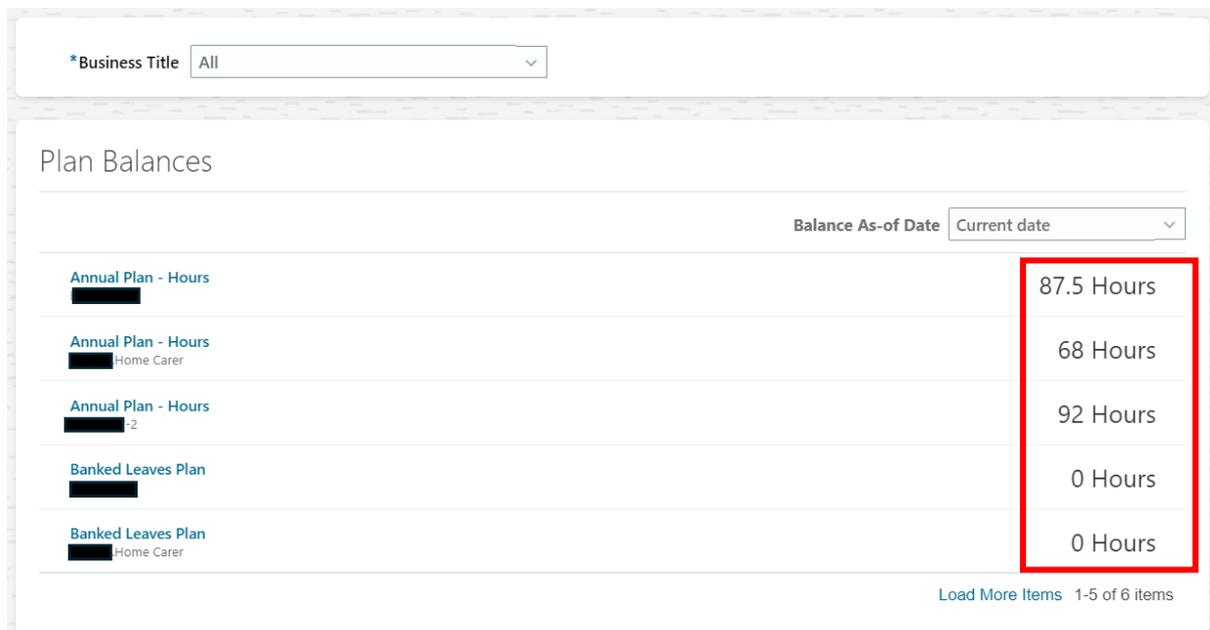
To view or check your annual leave balance you need to navigate to the “Me” tab on the home page then scroll down to show more under the quick actions.

Click on “Absence Balance” under the Absences heading.



You will see your balance for all assignments and any banked leave you may have too.

**Note:** - The balance you see when you look at the page will be for all leave approved up to the current date, if you have future dated annual leave approved you need to select last calculation date from the drop-down list this will give you the balance remaining to the end of the year.



## Go Live

From go live until 31 December 2024, employees with more than one assignment will request leave against their primary assignment.

**January 2025**

From 1 January 2025 your total balance for the year will now include your public holiday entitlement that you will have to enter as an absence to ensure it is deducted from your balance. If you think your balance is wrong, please speak to your line manager.

Employees with more than one assignment will submit annual leave requests separately against each post and annual leave requests will be sent to the relevant line manager to approve.

**If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email [equalities@southlanarkshire.gov.uk](mailto:equalities@southlanarkshire.gov.uk).**