

Oracle Fusion

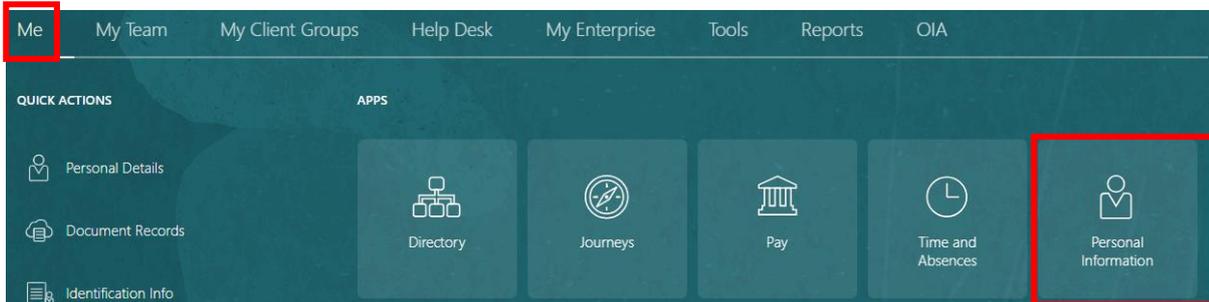
Employee Guide

How to apply for enhanced and banked leave

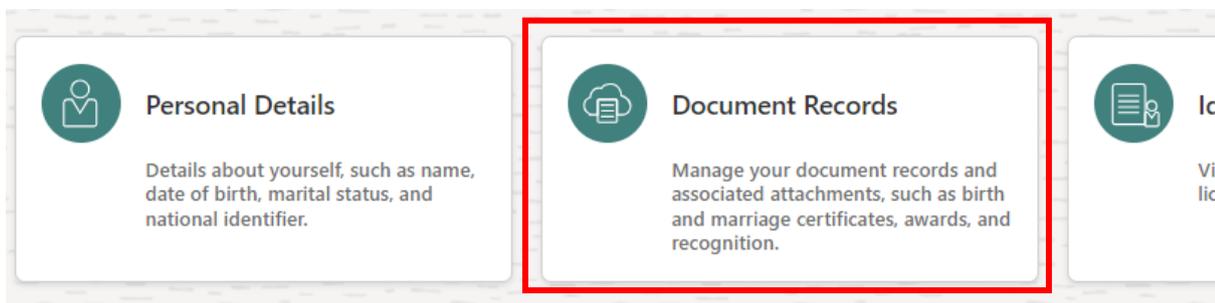


Employees can currently buy leave (up to a maximum of their normal working hours) and bank leave for use in a future agreed leave year. Personnel Services will advise when the window of opportunity is open and enhanced/banked leave can only be made during this period.

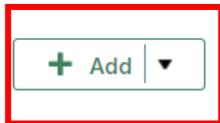
Under the “Me” tab in Oracle Fusion, click on “Personal Information”



Click on the “Document Records” tile



Once into Document Records, click the “add” button at the top right-hand corner of the page.



This will direct you to a new page, under the heading “Document Type” find “SLC enhanced leave” and select it.



If you have more than one post, you can choose the assignment you wish to apply for enhanced leave under “Business Title”.

When applying for leave, make sure that the requested number of hours does not exceed your weekly contracted hours and if you have more than one assignment, you will need to request enhanced leave for each assignment.

Complete the number of hours required (no minus or plus is required). Select whether you wish to bank or buy the leave and enter the year of the claim as the year following your application. You can add any relevant comments for your manager’s information.

If you want to request both bought and banked leave, two separate Document Record transactions will be required.

When you have completed the form, you may submit this for approval to your manager by clicking the "Submit" button at the top right of the page.

Note: - You need to ensure you select the correct option under Buying/Banking Leave.



Once submitted you will see this message and your claim below



You can edit your claim by clicking on the glasses icon to view the details and then clicking the edit icon to amend the details, this will submit your claim again to your line manager for approval. Please note, the edit facility will only be available until the end of the published window of opportunity. After this date amendments will not be permitted.

Please note, bought / banked leave will only be visible in your banked leave / annual leave plan, after the document record has been approved by your line manager and if you date track to the 1 January of the following year.

Using OIA to estimate the cost of your enhanced leave

Before submitting your request, you may wish to obtain an estimate of the cost of your enhanced leave. You can do this by accessing the OIA link from the banner at the top of the Oracle Fusion home page.

Click on the enhanced leave tile to input your details and receive your quote which will be based on gross salary information.

Please note, using the OIA facility is for your own information only; should you wish to proceed with your application you need to complete the enhanced leave document record as detailed in this document.

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.