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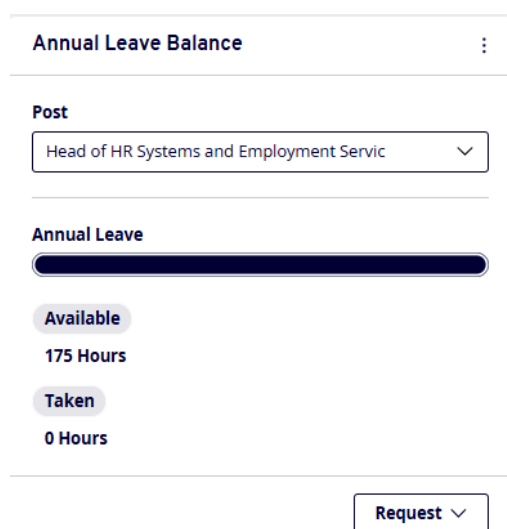
Leave Management within MyHR allows you to book annual leave and view your current and future entitlements.

Visit StaffNet if you are looking for detailed guidance on [MyHR](#), including how to log in, update your personal information or submit a Form.

Accessing Leave Management

There are 2 ways to access Leave Management in the MyHR 'Me' tab

1. By accessing the Leave Management widget on the Dashboard

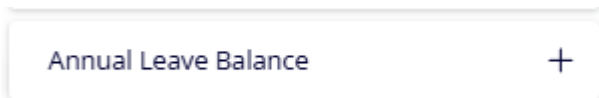


The screenshot shows a widget titled 'Annual Leave Balance' with a vertical ellipsis menu icon on the right. Below the title is a 'Post' dropdown menu currently set to 'Head of HR Systems and Employment Service'. Underneath is a horizontal bar chart labeled 'Annual Leave'. Below the chart are two buttons: 'Available' and 'Taken'. The 'Available' button shows '175 Hours' and the 'Taken' button shows '0 Hours'. At the bottom right of the widget is a 'Request' button with a dropdown arrow.

- If the Leave Management Balance Widget is not immediately available select 'Edit Dashboard'



- And select 'Annual Leave Balance' from the available options



2. The second route is by selecting 'Leave Management' on the left-hand navigation menu.



Both options allow you to book leave. The Leave Management menu will provide additional information. This is covered in further sections.

Viewing Current Balance

Your balance is displayed in hours.

The Widget will present:

- Your available hours
- The hours you have taken
- Any pending hours (these are requests for leave that have been submitted but have not yet been approved)

Annual Leave Balance

Post

Senior HR Partner (Internationalisation)

Annual Leave

Available

304 Hours

Taken

0 Hours

+80 hours pending

Request



The post to which the Leave Balance applies to will be shown. If you have multiple posts, you will be able to switch between the posts as required. You will need to book the required leave against each of your posts. If you only have one post, the title will not be shown.

The Leave Management screen will present the same information and provides the option to view entitlements in more detail.

My leave summary for post

Senior HR Partner (Internationalisation)

Annual Leave entitlement

from 1 Oct 2025 to 30 Sep 2026

304 hours

Leave available

0 hour

Leave taken

+80 hours pending

384 hours

Total entitlement

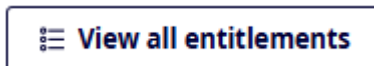
Book new leave

View all entitlements

View All Entitlements

From the Leave Management screen you can select 'View all Entitlements'

1. Select View all entitlements...



... and select 'Annual Leave' from the drop-down menu presented.



2. Your entitlements will be presented. You can select to view previous and future year entitlements where data is available. Entitlements will display the following information:
 - a. **Entitlement Period:** the annual leave year. E.g. 01/10/2026 to 30/09/2027
 - b. **Current Post:** the selected post to which the leave applies
 - c. **As at date:** this will be set to the current date for current posts, entitlement information for previous years and future years will display the end or start date of each holiday year respectively.
 - d. **Unit Type:** this will confirm entitlements are based on hours
 - e. **Entitlement:** this will show the original entitlement before any leave has been taken
 - f. **Mid Cycle C/fwd entitlement:** this displays any allowance that has been carried forward from previous years (For the first year of use this will set to 0 and any carry forward will be manually added)
 - g. **Carry Forward:** This shows how many hours have been carried forward. The calculation is set to allow for the equivalent of 7 days, pro rata to be carried over. This is calculated based on the FTE of the post and the duration of the post.
 - h. **Carry Forward Use by Date:** this is always set to the 1st March of the annual leave year, unless the post is projected to end sooner.
 - i. **Taken:** shows annual leave that has been booked and taken (leave is in the past)
 - j. **Booked:** shows annual leave that has been booked (submitted and authorised) but has not yet taken place (leave is in the future)
 - k. **Current Balance:** Entitlement + Carry Over – Taken Leave
 - l. **Outstanding Balance:** Entitlement + Carry Forward – Taken – Booked. This shows what is available to be booked. Although some leave may not have been taken, this would need to be cancelled before that allowance became available to re-use.

My leave entitlements



Select Absence Type Annual Leave



Entitlement Period from 01/10/2025 to 30/09/2026

Post : Senior

As at Date : 01/10/2025

Unit Type : Hours

Entitlement : 328

Mid Cycle C/fwd Entitlement : 0

Carry Forward : 56

Carry Forward Use By Date : 01/03/2026

Taken : 0

Booked : 0

Current Balance : 384

Outstanding Balance : 384

Previous

Next

Print

Cancel

Book Leave

The 'Book New Leave' option is available in the dashboard widget under the 'Request' section...

Annual Leave Balance

Post
Head of HR Systems and Employment Service

Annual Leave

Available
175 Hours

Taken
0 Hours

Request

Book new leave

...and the Leave management screen to the right of the Entitlement.

Both options function in the same way.

To book leave:

1. Select **Book new leave**.
2. Enter any comments relating to the leave – these will be visible to the authoriser.
3. Select the dates of the Leave. 'From' and 'To' dates using the calendar select option
 - If you are only booking a single day, enter the same date in both sections.



We are aware of issues with the display of some of the icons in this section. These will be resolved as part of a major upgrade in 2026.

4. If you are only booking part of a day, select **Part Day** and follow the onscreen instructions:
 - Enter the time the leave is due to start based on your usual work pattern
5. Enter the duration of the leave in hours and minutes.



For example, an afternoon booking may start at 1pm and last for 3.39 hours for a Full-time member of staff on grade 4. A morning off at the end of a leave period may start at 09:00 and last for 4 hours for a full-time member of staff on Grade 7.

6. Note the total time in hours and minutes is calculated automatically.

Type Annual Leave

Comments

Dates	Full Day	Part Day	Time	Hours off		
From *			e.g. 15:30 for half past three	hh	mm	hrs decimal
06/10/2025 Calendar	☐	☒	13:00	4	0	4.00
To *						
10/10/2025 Calendar	☒	☐				
	hours	mins	hrs decimal			
Total Time	36	0	36.00			

Confirm planned work time

7. Click on Confirm planned work time.



Confirm planned work time allows you to maintain your work pattern on an ad hoc basis and ensure that the system supports calculating an annual leave balance, without the need to create and maintain work patterns specific to each employee.

Confirm planned work time will display a default work pattern for the post, covering each week of leave being booked. This default pattern is based on a standard working week of Monday to Friday and will divide the number of hours worked each week evenly across all 5 days. For most full-time staff, and part-time staff who work across 5 days the work schedule will be displayed correctly.

For example, a full-time employee working 40 hours per week (including breaks) will have the work pattern shown as follows by default:

	SUN	MON	TUE	WED	THU	FRI	SAT	
Week Ending	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hours
11/10/2025	0:00	8:00	8:00	8:00	8:00	8:00	0:00	40

A part-time employee working 18.35 hours per week will be shown as follows by default:

SUN	MON	TUE	WED	THU	FRI	SAT	Weekly Hours	
hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hours	mins
0:00	03:39	03:39	03:39	03:39	03:39	0:00	18	15

Where the default work schedule is not accurate there is the option to review and change the work schedule at this point. Changes will be visible and reviewed by the authoriser.

You might need to change your confirmed planned work time in the following circumstances; there may be others:

- A full-time member of staff who works shifts or weekends
- A full-time member of staff who operates a 9-day fortnight
- A part-time member of staff who doesn't work every day (Mon-Fri)

In the part-time example, if the employee works a full day Monday and Tuesday, and a half day Wednesday, the total weekly hours worked is the same, but the distribution of hours is different. The Planned Work Time can be used to change the work pattern to account for this. The ability to change to work pattern will be particularly relevant where anything other than a full week is being booked. The revised work schedule can be entered as follows:

From 08/10/2025 Enter All Weeks ☒

To 15/10/2025 Recurring Pattern ☐ Repeat Weeks --Select--

SUN	MON	TUE	WED	THU	FRI	SAT	Weekly Hours	
hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hours	mins
0:00	07:18	07:18	3:39	00:00	00:00	0:00	18	15

8. Click **Save** when you have adjusted your planned work time and you will be returned to the main booking screen.
9. Click Submit to send your leave request. This will be sent to the Line Manager for the post, and an approval/rejection email will be received when the request has been actioned.
10. Your leave entitlement will be updated immediately and will initially show as pending



0 hour
Leave taken

+18.25 hours pending



384 hours
Total entitlement



If you try to submit a leave request without reviewing the planned work time you will receive an alert. You should go in and review confirm planned work time.

Alerts

Please review & record the planned work time before proceeding.



If you change your planned work time and the total hours do not match the records hours per week you work, you will receive a warning. You can choose to continue but be aware if the days being booked have the incorrect number of hours recorded, this will result in an incorrect recording of your leave and may be a risk of being rejected by the authoriser.

Alerts

Average hours entered is different from contract hours of 40. Are you sure you wish to continue?

Leave Management Dashboard – Additional Features

In the Leave Management Dashboard, you will also be able to view **My Upcoming Dates**, annual leave booked in the next 30 days.

My upcoming dates in the next 30 days



There is no upcoming leave in the next 30 days.

You can also view **My recent requests**, along with the authorisation status.

My recent requests

Submitted Annual Leave 08/09/2025 - 12/09/2025 (18.65 hours) View	Authorised Annual Leave 27/07/2025 - 31/07/2025 (16 hours) View	Authorised Annual Leave 25/06/2025 - 26/06/2025 (8 hours) View	Authorised Annual Leave 23/06/2025 (4 hours) View	Authorised Annual Leave 23/06/2025 (4 hours) View
View all requests				

Clicking View on any of these requests will open the booking and allow you to withdraw or edit requests depending on the status. Any withdrawals or edits will send an email to the line manager for the post and require authorisation.

Selecting **View all requests** will list all historic annual leave requests. All of which can be viewed and edited as required.

Event	Status	Raised Date
Absence	Submitted	1 Oct 2025
Absence	Withdrawn	1 Oct 2025
Absence	Submitted	18 Sep 2025
Absence	Submitted	4 Sep 2025

Team Leave Calendar

In the Leave Management Dashboard, you can select **Team Leave Calendar**

Leave Management

Leave Dashboard

Team Leave Calendar

This allows an employee to view the annual leave calendar for themselves, any direct reports, their line manager, and their peers (anyone who shares the same line manager).

[illegible]

Where you have direct reports, clicking on a date will give you a 'Book new leave' option and allow you to book on behalf of a member of staff. This will be immediately authorised, and a request email will be received.

Leave cancellation

If you want to cancel any authorised leave requests or withdraw a pending request:

1. From the Leave Management Dashboard select to View the request if visible, otherwise select View all requests
 - You will see the details of holidays already taken and future bookings
 - From the Holiday History section, click on the **Description** of the holiday request you want to cancel.
2. On the Holiday Request form, click **[Delete]** to cancel an authorised request, or **[Withdraw]** to withdraw a pending request.
3. The system will prompt you to confirm your request. Click **OK** to submit, or **Cancel**.
4. Once you have clicked **OK**, the system will display a confirmation of your request. Then, after a few seconds, you will be returned to your **Holiday Summary**. You will see a change in Status next to the request you have cancelled or withdrawn.
5. The system sends an automated email to your Line Manager advising them that your holiday request has been cancelled or withdrawn.



For **Pending** Holiday Requests, the status should now show as *Withdrawn* in the **Holiday History** section.

6. Return to the Navigation Pane to select another service, or **Sign Out**.

Change a holiday request

If you have to change an authorised holiday request:

1. From the Leave Management Dashboard select to **View** if the request is visible, otherwise select **View all requests**
 - You will see a details of holidays already taken and future bookings
 - From the Holiday History section, click on the **Description** of the holiday request you want to cancel.
2. On the Holiday Request form, click **[Edit]**, amend the dates as required, and add a reason for the change.
3. Check your holiday dates and click **[Submit]**. This will be displayed when your line manager views your amended holiday request in the system



For **Pending** Holiday Requests click **[Withdraw]** and click **OK** to submit. The status will now show as *Withdrawn* in the **Holiday History** section.

4. The system will prompt you to confirm your request. Click **OK** to submit, or **Cancel**.
5. Once you have clicked **OK**, the system will display a confirmation of your request. Then, after a few seconds, you will be returned to your **Holiday Summary**. You will see a change in Status next to the request you have changed as 'pending waiting for authorisation'.
6. The system sends an automated email to your Line Manager advising them that your holiday request has been changed or withdrawn.
7. Return to the Navigation Pane to select another service or **Sign Out**.



The **My Recent Requests** section provides a complete record of all requests you have submitted, including any annual leave edits or withdrawal requests. To view your confirmed annual leave, use the **My Upcoming Dates** section or check the **Team Leave Calendar**.

Help, support, and Feedback

If you need further help using MyHR, or if you have any feedback on this service, please contact myhr@abdn.ac.uk. All feedback will be treated in confidence.