# How-To Guide

Approve leave requests

Who is this guide aimed at?	This guide is for managers who need to process annual leave and TOIL requests in HR Self-Service.
Useful links and other supporting materials	HR Self-Service guidance and FAQs: www.ox.ac.uk/hrss University policy on leave: https://hr.admin.ox.ac.uk/leave#/

1. Approve/reject an annual leave request

As a manager, you will receive an email notification and in-system notification when there is a leave request awaiting approval.
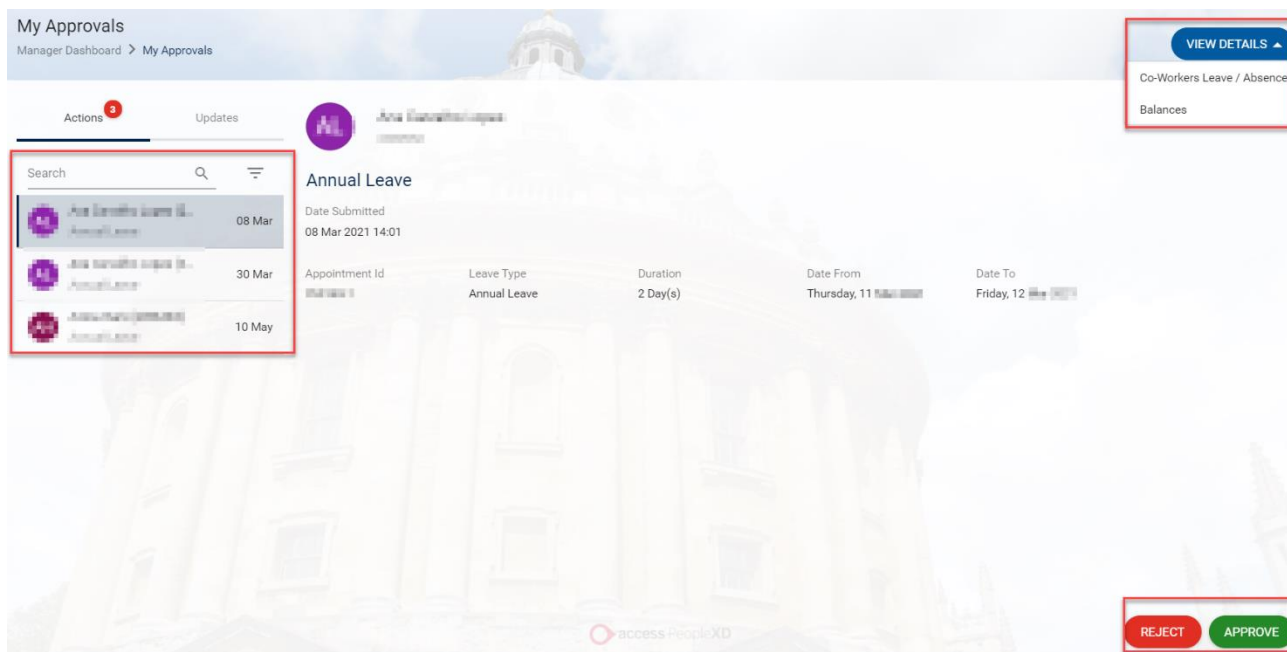
Starting point: Log in to HR Self-Service > Manager Dashboard > My Approvals

1. Click **VIEW** to see the individual employee leave request.
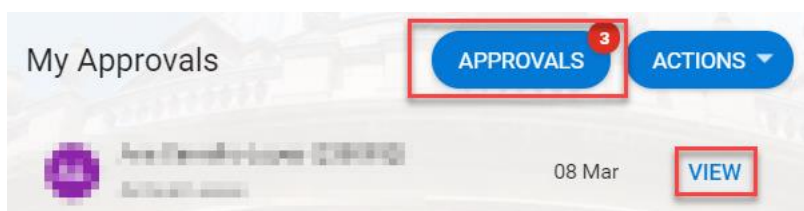
   Alternatively, click the **APPROVALS** button to see all employees leave requests. The numbered notification indicates the number of approvals outstanding.

   Both options open the **My Approvals** screen.

2. Select the individual employee to view their annual leave request details in the information displayed to the right.

3. Check the details of the employee's annual leave request. Check details under Team Roster (Calendar) and confirm the individuals leave balance via Balances as you see fit before approving/rejecting.

4. Click on either:
    a. the **APPROVE** button (bottom right) to approve the employee's annual leave request, OR,
    b. the **REJECT** button (bottom right) to reject the employee's annual leave request.

> **i** **Note *** The employee will receive a notification that their annual leave request has been approved or rejected. This may display confirmation of approval even when rejected, this error is known.
>
> The employee and team roster is updated to record the employee's annual leave. Employee balance is updated in the **Booked** tab.

Team Roster (Team Calendar)

This screen displays the leave and absence for your team.

1. From the **My Approvals** screen, click **VIEW DETAILS** (top right).

2. Select **Co-Workers Leave/Absence** from the drop down list to view the leave of the rest of the team.

3. The current period is shown, use the navigation arrows to change the presented week.

4. Review the colour coded information per person.

5. Select **My Approvals** in the breadcrumbs to return to that screen.

Balances

This screen displays the remaining annual leave balance per person for a specific appointment. This can be useful to check that the employee is managing their annual leave balance proactively, to avoid pressure on the team at the end of the annual leave year.

1. From the **My Approvals** screen, select the relevant employee and appointment ID.

2. Click **VIEW DETAILS** (top right).

3. Select **Balances** from the drop down arrow to view the employee's annual leave balance.

4. Click **VIEW** to see a detailed breakdown of the remaining balance.

5. Select either **My Approvals** or **Balances** in the breadcrumbs to return to the relevant screen.

2. Record annual leave retrospectively

There may be occasions where an annual leave request cannot be made/recorded in advance, but the manager and employee agree that the absence can be considered leave (eg an extension to a holiday due to difficulties with return travel). In such instances, the annual leave request would need to be recorded by the manager or HR administrator. Please contact your local HR team.

3. TOIL for support staff

Support staff (grades 1-5) may, with the agreement of their manager, request TOIL (time off in lieu) in respect of overtime, as per the University's overtime policy.

Where an employee has amassed TOIL days/hours, these will need to be recorded outside of HR Self-Service. However TOIL days/hours can be requested and approved through HR Self-Service in the same way as annual leave. TOIL recorded in HR Self-Service does **not** impact the employee's annual leave balance.

4. TOIL for academic-related staff

Academic-related staff do not receive overtime. In circumstances where an employee has an agreement with their manager to receive TOIL (eg in respect of work completed on a Bank Holiday) this would need to be recorded by HR administrator. Please contact your local HR team.

5. Record other types of leave

If an employee wishes to request other types of leave, such as study leave, these would need to be recorded by the manager or HR administrator. Please contact your local HR team.