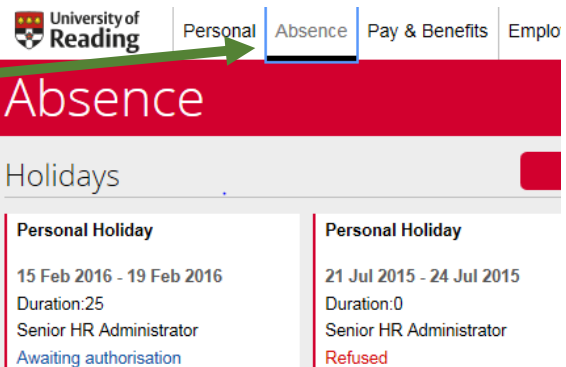


EMPLOYEE SELF SERVICE

Compassionate Leave: entitlement and requesting Compassionate leave

This Quick Reference Guide is for staff who need to book leave when a close family member or friend dies, is taken seriously ill or has a serious accident. Under these circumstances the University will grant paid leave of up to 3 days over a 12 month period.

Once you have logged into Employee Self service on the ESS homepage, click on the **Absence** tab



Holidays

Holiday balances My calendar Add holiday

Start date	End date	Duration	Type	Position	Authorisation
18 Feb 2016	18 Feb 2016	1.0	Personal Holiday	Senior HR Administrator (P...	Authorised
4 Jan 2016	4 Jan 2016	1.0	Personal Holiday	Senior HR Administrator (P...	Authorised
22 Dec 2015	22 Dec 2015	1.0	Personal Holiday	Senior HR Administrator (P...	Authorised
4 Dec 2015	4 Dec 2015	1.0	Personal Holiday	Senior HR Administrator (P...	Authorised

Other

Add other

On this page you will find 2 options one marked **Holidays** and an additional one showing **Other**.

Because there is no automatic entitlement for **Other** types of leave this will not have any entries, until a request has been made.

Select **Add other** which will be to the right of **Other**.

Add other

Other Absence Details

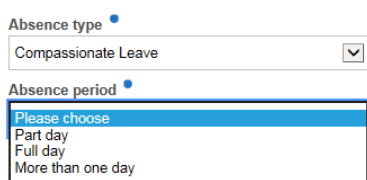
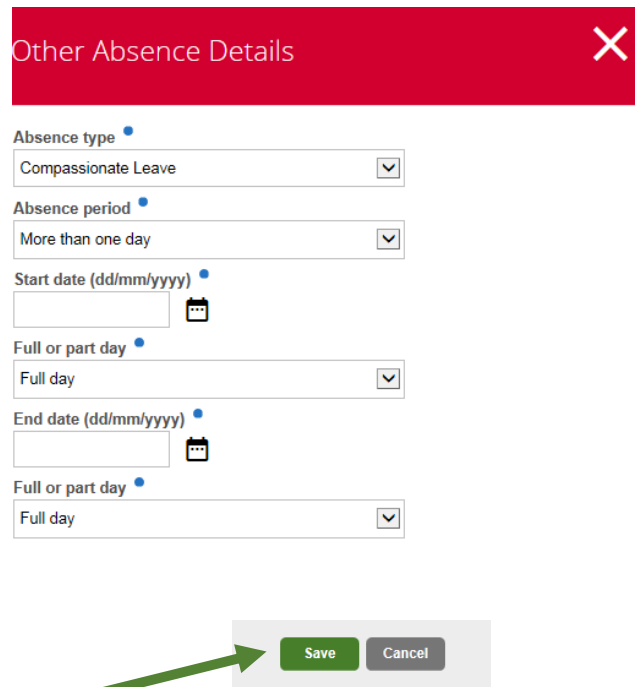
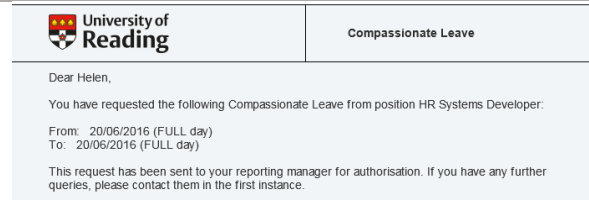


Absence type

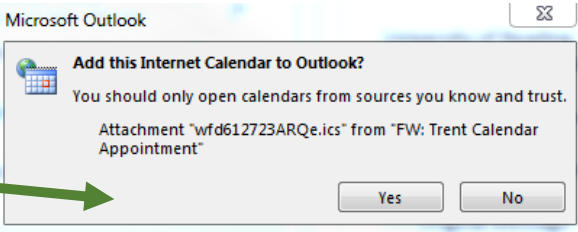
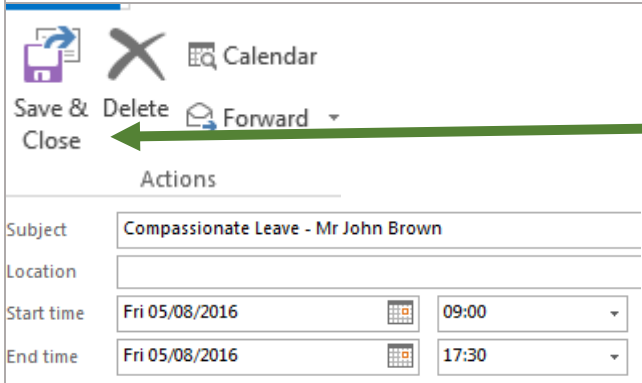
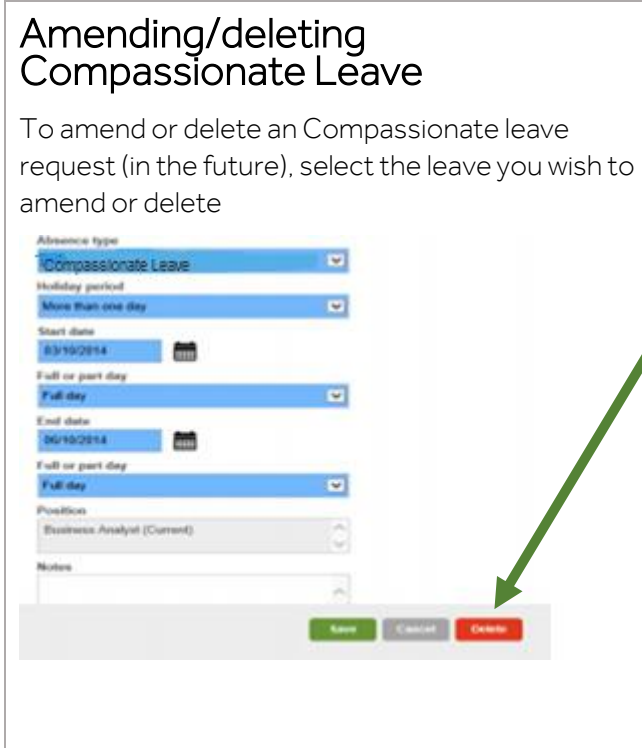
Please choose
Compassionate Leave
Unpaid leave (less than 8 weeks)
Unpaid leave (over 8 weeks)

In **Absence type** select **Compassionate Leave** from the drop down box.

EMPLOYEE SELF SERVICE

	<p>Absence period: There are 3 options, 'Part day', 'Full day' or 'More than one day'.</p> <p>Depending on which one you choose, other context-sensitive menus may appear.</p>
<p>Part day: you will be prompted for the Start Date and another menu ('Morning or afternoon') will appear. To request a half day's Compassionate Leave select 'Morning' or 'Afternoon' from this menu. <u>Note: This is half of your day according to your working pattern</u>, e.g. if you work 4 hours on a Thursday, a ½ day booking will be for 2 hours.</p> <p>Full day: Use when requesting a full single day's Compassionate Leave. You will be prompted for the Start Date.</p> <p>More than one day: This option allows you to request one or more consecutive full or part-days' Compassionate Leave. If you select this, you will be prompted for the start and end dates of your Compassionate leave. 2 menus for 'Full day or part day' will also appear to allow you to specify whether the start and end dates of your Compassionate Leave will be taken as full or half-day' Compassionate Leave.</p> <p>Click Save to request these details.</p> <p>You will receive a confirmation of the request via email and your Reporting Manager will also receive a notification via email in order to authorise or reject this request</p>	
<p>You will receive an email with this request as will your reporting manager</p>	

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<p>Once Compassionate Leave has been approved you will receive a confirmation email with a calendar invite. You will need to open the email and double click on the attachment a message box will appear select Yes</p>	
 <p>Subject: Compassionate Leave - Mr John Brown</p> <p>Location:</p> <p>Start time: Fri 05/08/2016 09:00</p> <p>End time: Fri 05/08/2016 17:30</p> <p>Compassionate Leave – Mr John Brown</p>	<p>Select Save & Close and this will add the request to your calendar</p> <p>Please note your reporting manager will also automatically receive this calendar invite.</p>
<h3>Amending/deleting Compassionate Leave</h3> <p>To amend or delete an Compassionate leave request (in the future), select the leave you wish to amend or delete</p> 	<p>Amend: By changing the dates and clicking 'Save' your Reporting Manager will receive an email alert to the amendment, and will have to authorise this in the same way. Once a decision has been made, you will receive an email notification. You will need to delete the previous calendar entry.</p> <p>To delete Compassionate Leave request, click the red delete button.</p> <p>Your reporting manager will receive a notification to advise the has been cancelled and you will need to delete the calendar entry</p>

For further information on booking Compassionate Leave via Employee Self Service, please see the ESS Absence section of the HR Website which includes a selection of guides and FAQs

<http://www.reading.ac.uk/internal/humanresources/humres-absence.aspx>