

## Annual leave carry forward – manager user guide

For all employees using MyView to record absences, annual leave carry forwards from 2020 to 2021 can now be requested through employees MyView. If you have already submitted your employees annual leave carry forward via email as of 21/01/2021, there is no need to complete this form.

Employees are allowed to carry over a maximum of 10 days of their unused leave from their 2020 leave entitlement into 2021. Any leave carried forward to 2021 will need to be approved by you. Carried forward leave or additional annual leave bought through the buying additional annual leave scheme, can be carried over for up to two years, i.e. into 2021 and 2022.

When your direct employee submits an annual leave carry forward request, you will be notified by email. To view, the request log into your MyView. On your dashboard in your authorisations widget you will see the pending request.

To view how much remaining annual leave for your team:

- Select your My People tab
- Select 'Time Management'
- Select 'Time Management – Calendar View'
- Select your employee and hit next
- Scroll to the bottom of the screen and select 'view entitlements details'
- Select 'Hols' from the absence type dropdown
- You will see 2021 holiday entitlements for your employee
- Select 'previous' to view 2020 outstanding entitlements
- Your employees carry forward leave request should not exceed the 'outstanding balance'

To approve your employees carry forward request

- Select 'Dashboard' on your 'Me tab'
- Select your 'Authorisation' widget. If your authorisation widget is not on your dashboard, select 'Edit dashboard' and elect the authorisation widget
- To view the request, select the drop-down arrow, then select the date the request was sent
- You can then review the submitted hours and either authorise or reject

Authorised carry forward leave will be loaded weekly to employees MyView every Friday morning by the Peoplelink team. Leave authorised after this will be loaded into MyView the following Friday morning. The final upload for carry forward leave will be done on 31/03/2021, please make sure all carried forward leave has been authorised before then.