

Annual leave carry forward – employee 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 your manager has submitted your annual leave request via email as of 22/01/2021, 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 your line manager. 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.

To view how much remaining entitlement you have from 2020:

- Log into your MyView
- Go to 'My Absence'
- Select 'Entitlement'
- Select 'Hols' from the drop down
- Select previous. The 'Outstanding balance' is how much entitlement you have left to carry over from 2020

To request a carry forward of annual leave to 2021:

- Log into your MyView
- Select 'Annual Leave – Carry Forward'
- Select 'Request Carry Forward to 2021'
- Add the amount in hours of the leave you wish to carry forward
- Check the confirmation box to confirm that the remaining carry forward hours are correct.

Your manager will receive notification that you have sent a request. Your manager will be able to log into MyView and authorise or reject this request.

You will receive an automated email once your line manager has either approved or rejected your request. If your request hasn't been approved within 5 days, it will escalate to the manager above your line manager. If the request does not get approved by either within 10 days, you will receive a email explaining that the request has timed out.

When will my carried forward leave be added to MyView?

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 so please make sure that if wish to carry forward leave, the form is submitted before then.