

Where special leave is granted (see the Personnel Services website for further details), the employee's appointment must be updated at the start and end of the period, and relevant details captured. Depending on the nature of the leave it may be paid or unpaid.

What's changed?
Screenshots replaced following the implementation of Self-Service.
September 18

This guide covers the following process steps:


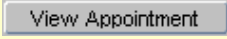
- A. Start Special Leave 1**
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Navigate to: Personnel > Maintenance > Personal Profile

A. Start Special Leave

A1. Paid Special Leave

1. Search for the employee record and go to **Select Detail** box > **Appointment Details**. The *Appointment Details* window opens.
2. If relevant, click into the **Appointment ID** to ensure the correct appointment is highlighted.


 **Note:** For Fixed Term appointments, click  and make a note of the current **Target End Date**.

3. Click the  button. The *Amend Appointment Details* window opens:

4. Enter the appointment change details as relevant:

Field Name	Description
Effective Date	Enter the date that the change will take place.
Target End Date	For fixed term posts, reapply the current target end date.
Action	Enter Special leave .
Reason Code	Enter Special Leave Paid .
Comments	Enter any relevant comments.

5. Click . The *Amend Appointment Details* window closes.

6. A message confirms that changes have been made. Click . Exit all windows back to the Personnel main screen.

A2. Unpaid Special Leave

For unpaid special leave (whether or not the individual is not going to be employed by another organisation during the leave period), follow the steps as above, selecting **Reason Code: Special Leave Unpaid**. Then update the salary as below.

1. Go to **Selection > Amend Pay Rate.**

2. Update the employee's pay record:

Field Name	Description
Effective Date	Start of pay change.
Multiplier	Select as 0 .
Reason	Select Special Leave Unpaid .
Comments	Enter comments to explain why the pay change has been made. This will be visible to the pay approver and payroll.

3. Click . The *Add Salary Amendment* window closes.

4. A message confirms that changes have been made. Click .

5. If you have Salary Approval access and it is appropriate to do so you can approve the salary change straight away. Exit all windows back to the Personnel main screen.

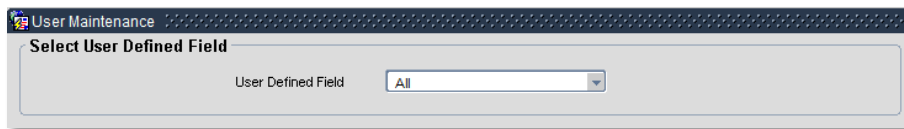
NEXT STEPS: Unless at **5** above you were able to approve the salary change, it will now appear in your approver's list for approval. Approvers should refer to **QRG: FD5_Approve (or Reject) Salary/ Allowances** for guidance on approving.

B. Logging Special Leave Details

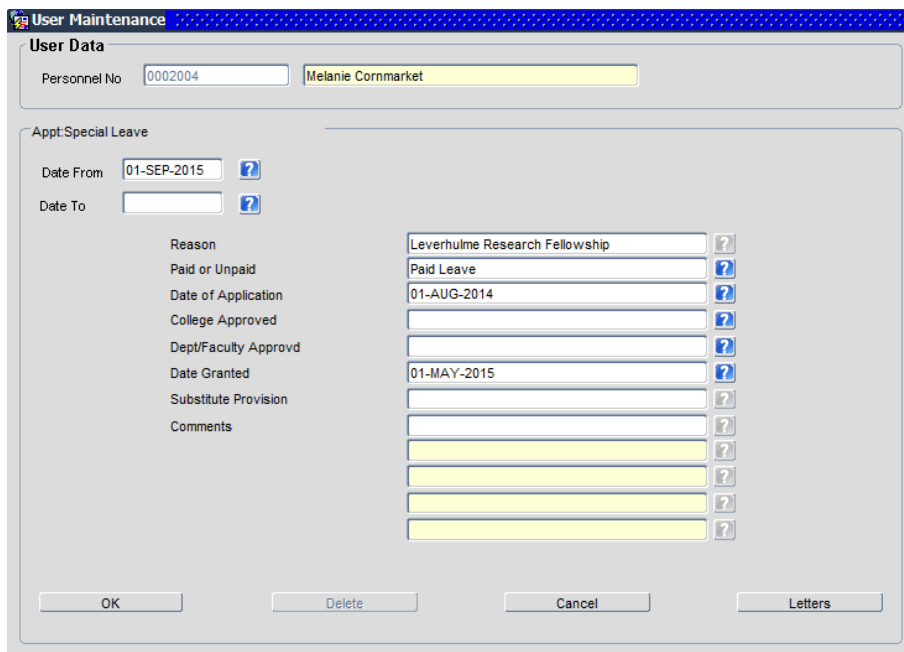


Note: In order to be able to report on multiple periods of special leave, this guidance should be followed for each period of leave, rather than information being overwritten.

1. Search for and open the employee record and go to **Select Detail** box > **Appointment Details**. The *Appointment Details* window opens.
2. If relevant, click into the **Appointment ID** to ensure the correct appointment is highlighted. Click the **Appointment Details** button. The *Post Appointment Maintenance* window opens.



3. Go to **Selection** box > **User Data**. The *User Maintenance* window opens.
4. Click to display **User Defined Field** List of Values.
5. Select **Appt: Special Leave**.
6. Click **New**.



7. Complete relevant details as below:

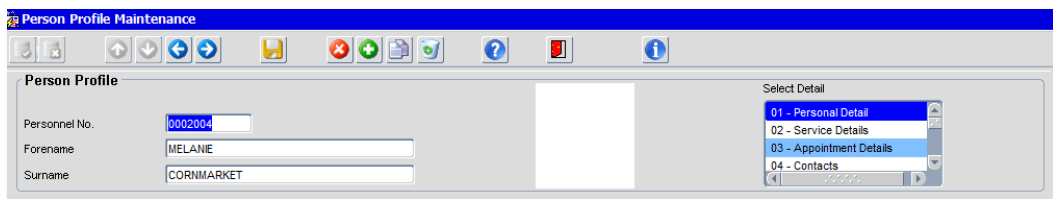
Field Name	Description
Date From	Start date of special leave
Date To	Expected end date of special leave
Reason	Free text field to enter details of reason for request
Paid or Unpaid	Select as appropriate.
Date of Application	Date request received.
College Approved	Date College Approved (if applicable)
Dept/Faculty Approved	Date Department or Faculty Approved
Date granted	Date leave confirmed to individual.
Substitute Provision	Free text field to enter details of back fill etc.
Comments	Enter as required.

8. Click .

C. Return from Special Leave

C1. Paid Leave

1. Search for and open the employee record and go to **Select Detail** box > **Appointment Details**. The *Personal Profile Maintenance* window opens:



2. Go to **Select Detail** box > **Appointment Details**. The *Appointment Details* window opens.

3. If relevant, click into the **Appointment ID** to ensure the correct appointment is highlighted. Click the  button. The *Amend Appointment Details* window opens:

4. Enter the appointment change details as relevant:

Field Name	Description
Effective Date	Enter the date that the change will take place i.e. first day back from special leave.
Target End Date	For fixed term appointments ensure the planned contract end date is entered.
Action	Enter Special leave .
Reason Code	Enter Special Leave Return .
Comments	Enter any relevant comments.

5. Click . The *Amend Appointment Details* window closes.

6. A message confirms that changes have been made. Click .

C2. Unpaid Special Leave

For unpaid special leave, follow the steps as above, then update the salary as follows:

1. Go to **Selection > Amend Pay Rate:**

2. Update the employee's pay record:

Field Name	Description
Effective Date [A]	Start of pay change
Multiplier	Update to previous rate.
Reason	Select Special Leave Return .
Comments	Enter comments to explain why the pay change has been made. This will be visible to the pay approver and payroll.

3. Click . The *Add Salary Amendment* window closes.

4. A message confirms that changes have been made. Click .

5. If you have Salary Approval access and it is appropriate to do so you can approve the salary change straight away.

NEXT STEPS: Unless at **5** above you were able to approve the salary change, it will now appear in your approver's list for approval. Approvers should refer to **QRG: FD5_Approve (or Reject) Salary/ Allowances** for guidance on approving.