

MyView Leave Manager Guidance (Teaching Staff)

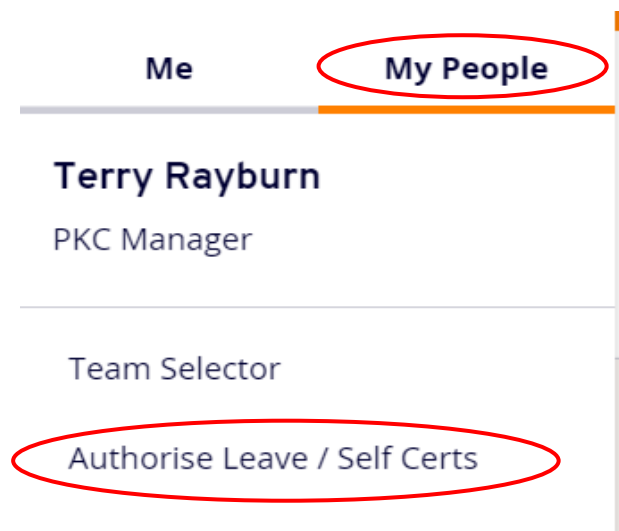
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How to Access & Authorise MyView Leave Requests

As a Head Teacher/ Depute/ Principal Teacher or Business Manager you will receive an email notification to advise your employee has submitted a leave request.

- Go to your **My People** tab and click on **Authorise Leave / Self Certs**



The Authorisation module will show all MyView requests awaiting authorisation, including the time remaining until the request escalates to the next manager or will auto reject.

- To view the employee's leave request, click the link under **Description**.

The screenshot shows the 'Authorise Leave / Self Certs' page. On the left is a sidebar with navigation options: 'My Team's Leave Balance', 'Authorise Leave / Self Certs' (highlighted), 'Input Sickness / Absence', 'Query Tool', 'MyTeam Leavers', and 'PKC Dash'. The main content area has a 'Results per page: 20' dropdown. Below is a table with the following data:

Description	Event	Time Remaining ^	Submitted Date
*TCHA: From 30/05/2023 - To 30/05/2023	Absence	8 Days	30 May 2023

The employee's leave request form will now be displayed.

Type Teachers Paid Leave

Category Trade Union Duties

Comments

Dates	Full Day	Part Day
From 30/05/2023	<input checked="" type="radio"/>	<input type="radio"/>
To 30/05/2023		
hours	mins	hrs decimal
Total Time 7	00	7.00

- To check whether any other member of your team has leave already booked, click on **View Team Calendar**. Once reviewed, click **Return** to be taken back to the employee's leave request.

Always check the details of the request are correct prior to authorising. Pay particular attention to the number of hours requested to ensure they are in line with the employees daily working hours.

For example –

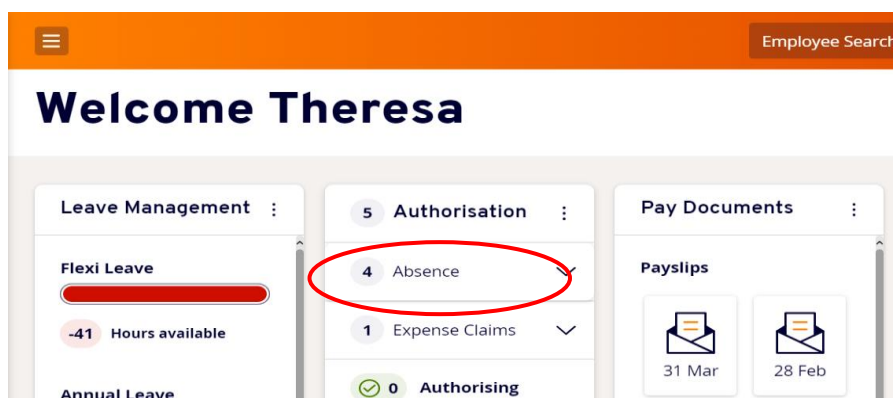
- (1) An employee may be job-sharing and only works 3hours 30minutes per day. If they were requesting this amount of time off, they would be required to enter their leave request as **part day**, then enter the number of hours to be taken.
- (2) An employee working 7 hours per day and requesting this amount of time off, they would be required to enter this as a **full day**.

- Once you've reviewed your employee's leave request, click on **Authorise** or **Reject**.

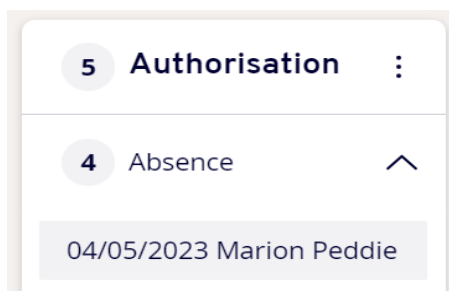
Authorise Leave Requests - Authorisation Box

Your MyView Dashboard also contains an **Authorisation box** which offers easy access for managers to action their employee's MyView requests as shown below.

- Any leave requests awaiting authorisation will be listed as **Absence** and **Attendance**.



- Click on the employee's name listed in the Authorisation box to be taken to their leave request.



Please note, the Authorisation box is the main area to authorise Car Mileage and Expenses Claims so this box will be removed during the payroll processing period. Once payrolls are complete, the box will be put back on the MyView Dashboard.

During payroll period, you can authorise leave requests from your left-hand menu.

Carer Leave

In line with Council policy, consideration can be given to allowing up to a maximum of 3 days Carer Leave in a calendar year (1 January to 31 December). This will be calculated in hours and part-time/job share workers will be on a pro-rated basis.

Unpaid Leave

There is a two-stage authorisation process for Unpaid Leave. Once you have authorised the employee's request, an email will be sent to the Payroll Team, who will authorise and make a deduction from the employee's salary. **Please note, the Payroll Team is not responsible for validating whether the request fall under the Unpaid Leave Guidance.**

Additional information

If you do not authorise or reject the employee's request within 8 calendar days, it will escalate to your line manager. If the next manager doesn't authorise/reject within a further 8 days, the request will automatically be rejected, and the employee will have to re-apply. Managers should action leave requests as quickly as possible to avoid further escalation and possible auto rejection.

It is a manager's responsibility to ensure the employee is requesting leave which follows Council's Policies and Procedures.