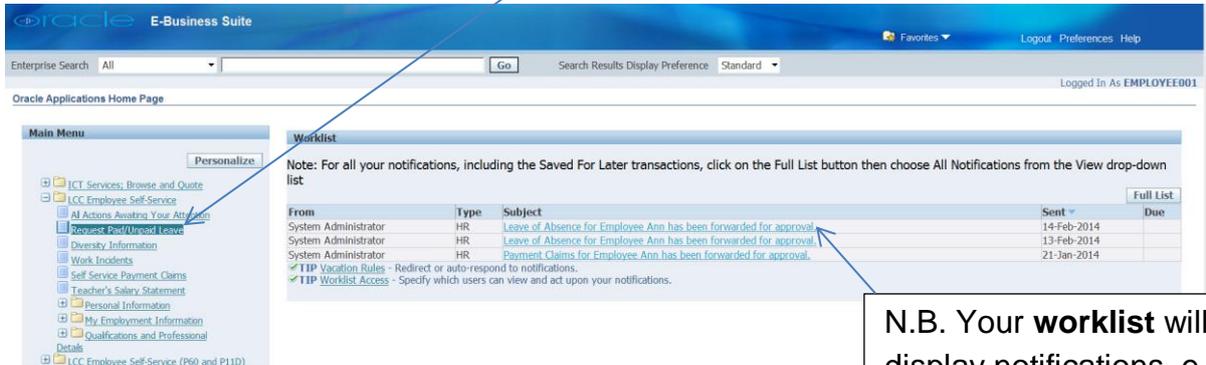


# Oracle Annual Leave guide

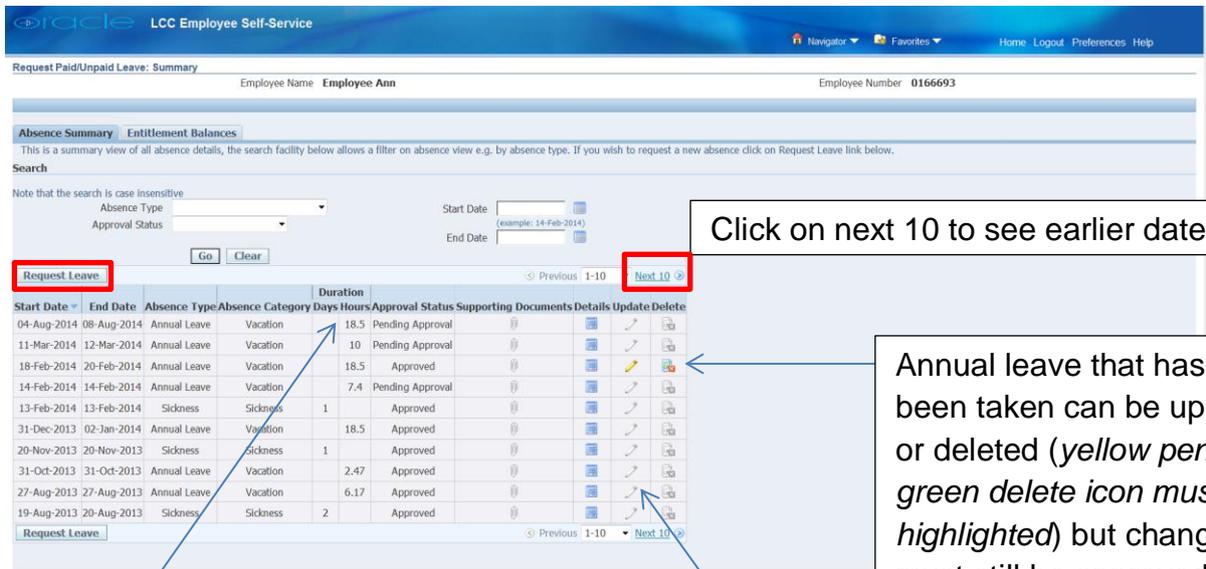
To view absence summary or make a new leave request:

Go to Employee Self Service, click on **Request paid/unpaid leave**



N.B. Your **worklist** will display notifications, e.g. when a leave request is submitted to your manager or when it is approved

You will now see a summary of all your absences



Click here to make a new leave request

Click on next 10 to see earlier dates

Annual leave that has not yet been taken can be updated or deleted (yellow pencil or green delete icon must be highlighted) but changes must still be approved by your manager

Sickness absence is in days, annual leave is in hours

Absences in the past cannot be deleted or updated, see your manager if any changes are required

Click on the **Entitlement Balances** tab

This will show you how many hours of leave you have remaining. Change the **effective date** to check how much leave you will have at a later date, e.g. to check leave remaining at the end of the leave year, enter 31-Mar-2018 and click **Go**.

Click on **Request Leave** from the main summary page to make a new leave request

Enter:

- **Type:** Annual Leave,
- **Reason:** Annual Leave,
- **Start/End dates** – using calendar
- **Hours** (in hours and decimals).

**Tip:** click in date field then click on a date in the calendar on the right hand side to input in correct format.

Click **Next** twice. You will be able to check the details as shown below before you submit to your manager for approval.

Proposed

Absence Status Confirmed

Absence Type Annual Leave

Absence Category Vacation

Absence Reason Annual Leave

Start Date 20-Feb-2014

End Date 20-Feb-2014