

MyView Resource Link Guidance

Holiday Entitlement Adjustment

Created March 2020



Holiday Entitlement Adjustment

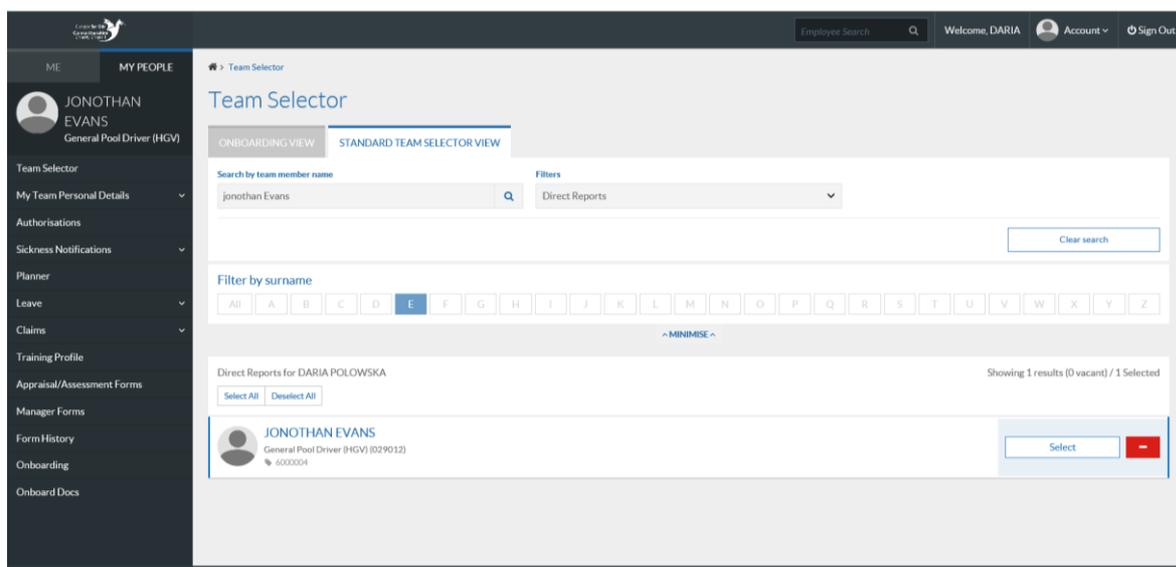
Guidance on Annual Leave entitlement can be found on the intranet:

<http://intranet/our-people/hr/time-off-work/annual-leave/>

Please check this for the most recent policy guidance. As at the time of writing this document it states that all holiday must be taken during the holiday year in which it is accrued. In exceptional circumstances a maximum of five days may be carried over from one holiday year to the next, but this can be done only with the prior written approval of the Director or your department or nominated representative. In this case, any holiday carried over must be taken no later than 3 months from the date of carry over.

Consequently, the System does not automatically carry forward any remaining days from a previous leave year. Therefore, once an employee has received authorisation to carry forward any previous leave entitlement, their manager must enter the adjustment to the employees leave record. Please note that it is the responsibility of the Manager to ensure that the appropriate approval process has been followed prior to actioning any request to adjust the annual leave entitlement.

Login to MyView, click on **My People (Team Selector)**, then **select** the appropriate employee.



Click on **Leave** in the left-hand menu, then **Additional Annual Leave/Additional Holidays**. The Holiday Extra Entitlement Request screen appears.

Select the appropriate leave year to which the entitlement change needs to be applied. At the bottom of the screen **click** into the **Entitlement Change field** and enter the number of days/hours which the entitlement needs to be amended by. i.e. if the employee is carrying forward 5 days enter 5 in the **Entitlement Change field**.

Team Selector > Additional Annual Leave

Holiday Extra Entitlement Request

Extra Entitlement Request (Days)

Employee	PHILIPPA JONES
Period	/2018 - /2019
Brought Forward	0
Entitlement	34
Extra	3
Taken	25
Remainder	12
Entitlement Change	5

Back Save Submit

Negative figures can also be entered in the Entitlement Change field, the manager need only prefix the number with a minus sign (-).

Team Selector > Additional Annual Leave

Holiday Extra Entitlement Request

Extra Entitlement Request (Days)

Employee	PHILIPPA JONES
Period	/2018 - /2019
Brought Forward	0
Entitlement	34
Extra	3
Taken	25
Remainder	12
Entitlement Change	-3

Back Save Submit

Once you have input the relevant details **Click Submit** to complete the process.

Note: Saving the change (clicking Save) will not change the leave entitlement, it will keep the changes ready for to action once you are ready to do so. **You must click Submit for it to be actioned.**

Once submitted the adjustment will show in the Extra's column (Ext) in the Leave Entitlement box, accessed via the Holidays screen, for the employee.

The screenshot displays a Leave Entitlement system interface. At the top is a calendar grid with days of the week (Mo, Tu, We, Th, Fr, Sa, Su) and months (Mo, Tu, We, Th, Fr, Sa, Su, Mo, Tu, We, Th, Fr, Sa, Su, Mo, Tu, We, Th, Fr, Sa, Su, Mo). Below the calendar are two main sections:

Entitlement (Days)

Period	B/F	Ent	Ext	Tkn	Rem
08/10/2019-07/10/2020	0.0	26.0	5.0	0.0	31.0
08/10/2018-07/10/2019	0.0	3.0	0.0	0.0	3.0

Extra Entitlement

Period	Form	Amt	Units	Status
08/10/2019-07/10/2020	0000770086	5.0	Days	Authorised

Should you need further assistance please contact us on Resourcelink@carmarthenshire.gov.uk