

ResourceLink MyView Dashboard Guidance

Adjusting Annual Leave

March 2021

[Resourcelink.gov.wales](https://resourcelink.gov.wales)

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Carmarthenshire
County Council



Holiday Entitlement Adjustment

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

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

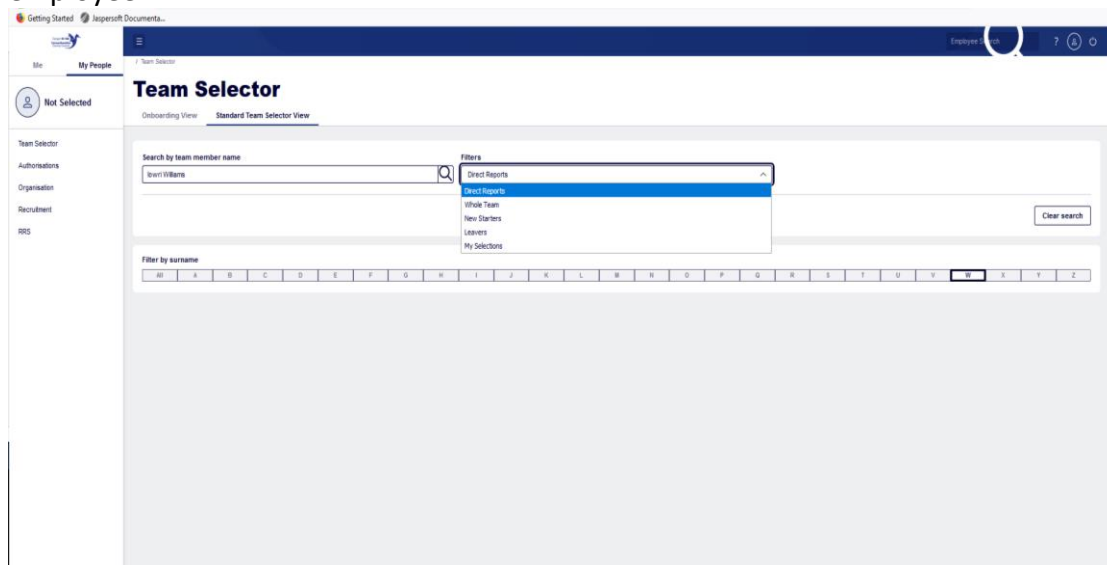
Please follow the above link for the most recent policy guidance.

Due to the exceptional circumstances that we currently find ourselves in it has been agreed that a maximum of five days may be carried over from one holiday year to the next and the system will automatically do so for the next year (reviewed in May 2021). Any holiday carried over must be taken no later than 3 months from the date of carry over.

The system will adjust the carried forward figure by the number of days remaining in an employee's leave balance up to a maximum of 5 days. If agreement is reached and approved that the employee can carry forward more than 5 days, then 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 an additional 2 days (on top of the 5 automatically carried forward) then you should enter 2 in the **Entitlement Change field**.

Home > Team Selector > Additional Annual Leave

Holiday Extra Entitlement Request

Extra Entitlement Request (Days)

Employee	<input type="text" value="PHILIPPA JONES"/>
Period	<input type="text" value="1/2018 - 31/12/2019"/>
Brought Forward	<input type="text" value="0"/>
Entitlement	<input type="text" value="34"/>
Extra	<input type="text" value="3"/>
Taken	<input type="text" value="25"/>
Remainder	<input type="text" value="12"/>
Entitlement Change	<input type="text" value="5"/>

Back Save Submit

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

Home > Team Selector > Additional Annual Leave

Holiday Extra Entitlement Request

Extra Entitlement Request (Days)

Employee	<input type="text" value="PHILIPPA JONES"/>
Period	<input type="text" value="1/2018 - 31/12/2019"/>
Brought Forward	<input type="text" value="0"/>
Entitlement	<input type="text" value="34"/>
Extra	<input type="text" value="3"/>
Taken	<input type="text" value="25"/>
Remainder	<input type="text" value="12"/>
Entitlement Change	<input type="text" value="-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 update 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 calendar grid at the top with days of the week (Mo, Tu, We, Th, Fr, Sa, Su) and a corresponding grid of shaded cells. Below the calendar, there 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