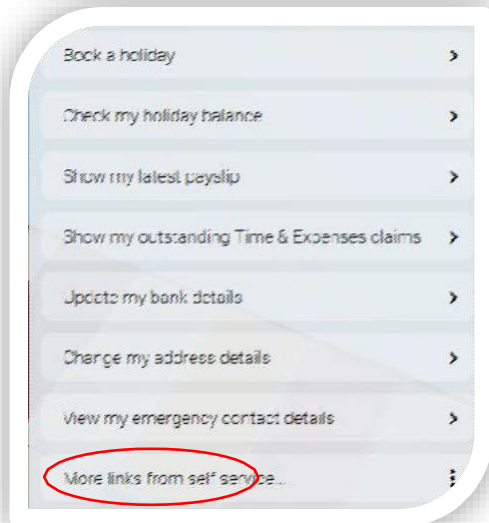
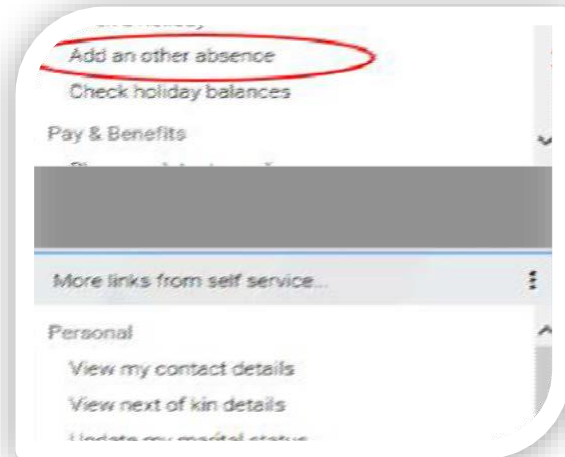


## Requesting Leave for Trade Union Duties - Other Absence on mySelf



You can request other absence in a number of different ways within mySelf.



Alternatively, select + **Add other** on the Absence Summary screen at the top of the **Other** absence details section.

You should select the type of leave by using the drop down box in '**Absence type**'

Start date	End date	Type	Position	Authorisation	Attachment
31 May 2017	3 Jun 2017	Compensatory Leave	Senior Support Officer (...)	Not applicable	
14 May 2017	14 May 2017	Special Leave - Other S...	Senior Support Officer (...)	Not applicable	
2 May 2017	2 May 2017	Unpaid Leave - Addition...	Senior Support Officer (...)	Authorised	
1 Aug 2016	9 Aug 2016	Parental Leave	Senior Support Officer (...)	Awaiting authorisation	

- **Trade Union Activities (Without Pay)**
- **Trade Union Courses (Paid)**
- **Trade Union Duties (With Pay)**
- **LOA – Teachers -**  
Attendance at meetings of trade unions or professional assoc

To request facilities time, select one of these options on the left:

For further information on these choices, please click [here](#) for the policy.

In **Absence period**, you should select 'Full day', 'Part day' or 'More than one day' from the absence period drop down box.

# Requesting Leave for Trade Union Duties - Other Absence on mySelf

Enter your absence start date in the 'start date' box.

Then click **Save**

If you have already have an absence in for the day you are requesting, you will see a warning sign similar to this.

 This absence overlaps with the following existing absence(s): 11/07/2016 - 22/07/2016 (Personal holiday)

- If you select a part day, the below screen will appear. Enter a start date.
- Select morning or afternoon. If less than a half day, you can select **'Specify time'** and enter start time, hours absent and end time.

- When using the **'specify time'** option, please ensure you enter the hours absent. This is required in order to update your flexi on Etarmis.

Once you have booked and saved your request, an email will be sent to your line manager to consider your request. You will receive an email too.

Once your Manager has considered your request, you will receive an email confirming if it has been authorised or not.

Click the **Save** button to send the request for authorisation to your reporting manager.

- Please Note: when claiming time back for Special Leave, the maximum time claimed must not exceed your daily target hours, therefore you cannot accrue flexi when claiming Special Leave.