

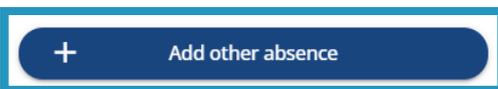
Summer Placements Recording Days Off on mySelf

This document provides a guide on how to record any days you are not attending your summer placement for example holidays, appointments, days off etc. These should be discussed with your placement manager prior to recording them on the system.

Step One: Login to your mySelf Account.

Step Two: Scroll down to *Other absence* and click *Add other absence*.

Other absence [View all other absence >](#)



[View other absence in calendar](#)

Step Three: Select *Special Leave - Other Special Leave (Unpaid)* from the Absence type drop down.

If you are taking a half day, you will select Part day from the Absence period drop down, if you are take one full day, you will select Full day from the Absence period drop down and if you are taking more than one day in a row e.g. a week, you will select More than one day from the absence period drop down.

If you are recording a half day you will be asked if it is morning or afternoon, select the appropriate option.

Select the Start Date and End Date for your absence. See the next page for examples of recording for a half day, full day and more than one day.

Once you have completed the information click

Other absence details

* Absence type (required)

Special Leave - Other Special Leave (Unpaid) x v

* Absence period (required)

Full day x v

* Start date (dd/mm/yyyy) (required)

14/02/2025 

Notes

Save

Cancel

Once you have clicked Save the request will go to your placement manager for approval.

Example of recording a part day absence e.g, you are recording a half day afternoon for Friday 14th February 2025

* Absence type (required)

Special Leave - Other Special Leave (Unpaid) x ▾

* Absence period (required)

Part day x ▾

* Start date (dd/mm/yyyy) (required)

14/02/2025 📅

* Morning or Afternoon (required)

Afternoon x ▾

Notes

Save

Cancel

Example of recording the Monday to Friday off e.g. you are recording Monday 17th February to Friday 21st February (inclusive) off which means you are returning to placement on Monday 24th February.

* Absence type (required)

Special Leave - Other Special Leave (Unpaid) x ▾

* Absence period (required)

More than one day x ▾

* Start date (dd/mm/yyyy) (required)

17/02/2025 📅

* Full or part day (required)

Full day x ▾

* End date (dd/mm/yyyy) (required)

21/02/2025 📅

* Full or part day (required)

Full day x ▾