



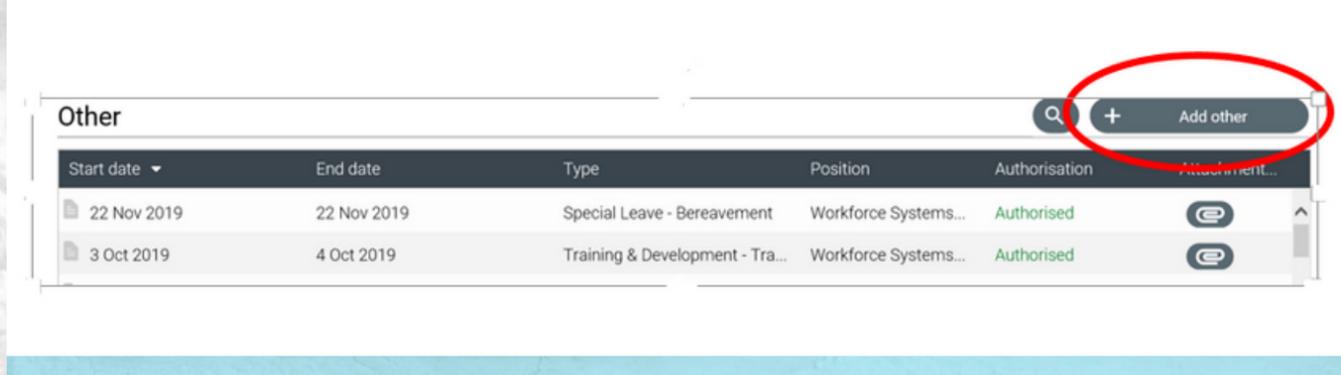
How to request Special Leave using



1. Go to www.northlanarkshire.gov.uk/myself
2. On the menu bar, click on the Absence tab.



3. Scroll down to Other and click on 'Add Other'



Other Absence Details

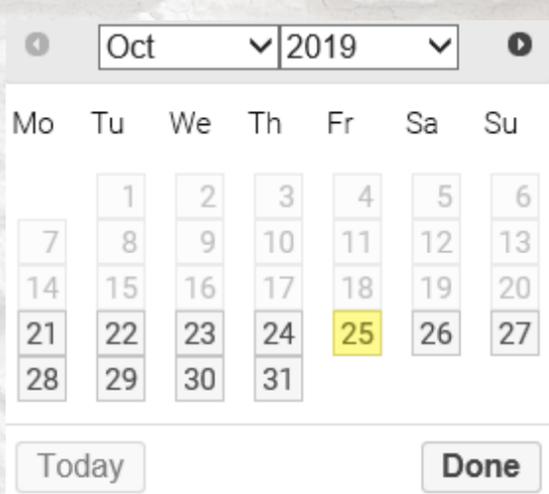
Absence type •
Please choose ▾

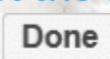
Absence period •
Please choose ▾

4. Chose the relevant reason (absence type) from the drop down list. Then select how long the Special Leave is for (absence period)

5. You will then need to select the start and end date of the leave you are requesting.

If you have chosen Full Day then an end date is automatically applied



You can access the calendar by clicking  then select the date you wish and when you are finished click 

6. Once you have entered the dates click  The request will now have been sent to your manager for consideration.

You can find the special leave policy by typing this link into your web browser:

<https://mynl.co.uk/knowledge-base/special-leave/>

If you need any further support, please call the ESC People Helpdesk on 01698 403151 or email esc-helpdeskteam@northlan.gov.uk