## How to request Special Leave using

Career & Development

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

Employment

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

Other				Q (+	Add other
Start date 💌	End date	Туре	Position	Authorisation	Attaciment
22 Nov 2019	22 Nov 2019	Special Leave - Bereavement	Workforce Systems	Authorised	e
3 Oct 2019	4 Oct 2019	Training & Development - Tra	Workforce Systems	Authorised	e

## Other Absence Details

Absence

Pay & Benefits

Personal

Absence type • Please choose Absence period • Please choose V 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

O Oct

✓ 2019

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Goals & Performance

## 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 in then select the date you wish and when you are finished click **Done** 

6. Once you have entered the dates click Save 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 eschelpdeskteam@northlan.gov.uk