

# HOW TO REQUEST SPECIAL LEAVE USING



1. On your Home Screen Dashboard, navigate to where it says 'Other Absence' > '+ Add Other Absence'



2. Choose from the required drop-down menu below to select the relevant reason for your Special Leave *i.e.*, *Special Leave – Jury Service etc*

Other absence details

\*Absence type (required)

3. Below this, select how long the Special Leave absence period is for *i.e.*, **Part Day / Full Day / More than one day** and enter the date from the calendar which you are requesting off

\*Absence period (required)

4. If you selected 'Part Day' please complete the below options from **Morning / Afternoon / Specify Time**: -

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

07/12/2021

\*Morning or Afternoon (required)

Specify time

Start time (hh:mm)

09:00

Enter Start Time of Leave

Hours absent

02:00

Enter how many hours absent (HH:MM)

End time (hh:mm)

11:00

Enter End Time of Leave

Save

5. After you have completed this, please select

Your line manager will then be notified of the Special Leave Request via email notification and will authorise/reject in due course.

You will be notified via email of the outcome.

If you need further support -

For staff live on myNL Portal, please raise a People Helpdesk General Enquiry request form.

For staff not yet live, please email [ESC-HelpDeskTeam@northlan.gov.uk](mailto:ESC-HelpDeskTeam@northlan.gov.uk)