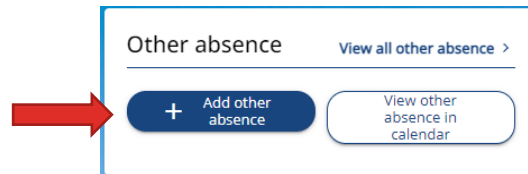


# HOW TO REQUEST SPECIAL LEAVE USING



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)

Please choose

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)

Please choose

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

Hours absent

02:00

End time (hh:mm)

11:00

Enter how many hours absent (HH:MM)

Enter Start Time of Leave

Enter End Time of Leave



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 any further support, please call the ESC People Helpdesk on 01698 403151 or email [esc-helpdeskteam@northlan.gov.uk](mailto:esc-helpdeskteam@northlan.gov.uk)