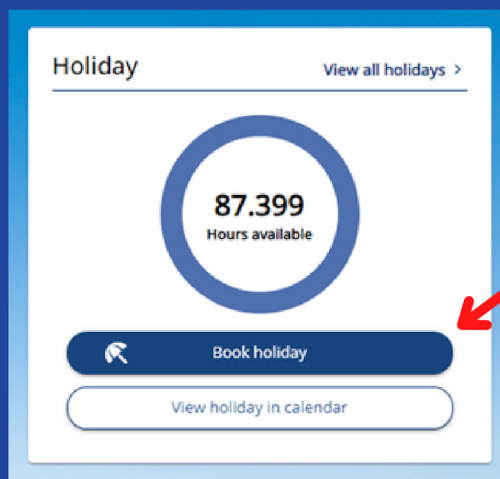


How to Book Annual Leave on mySelf

Log into mySelf, ensure you use the correct link by visiting;
www.northlanarkshire.gov.uk/myself

Scroll on
your dashboard
and locate the
Holiday tab

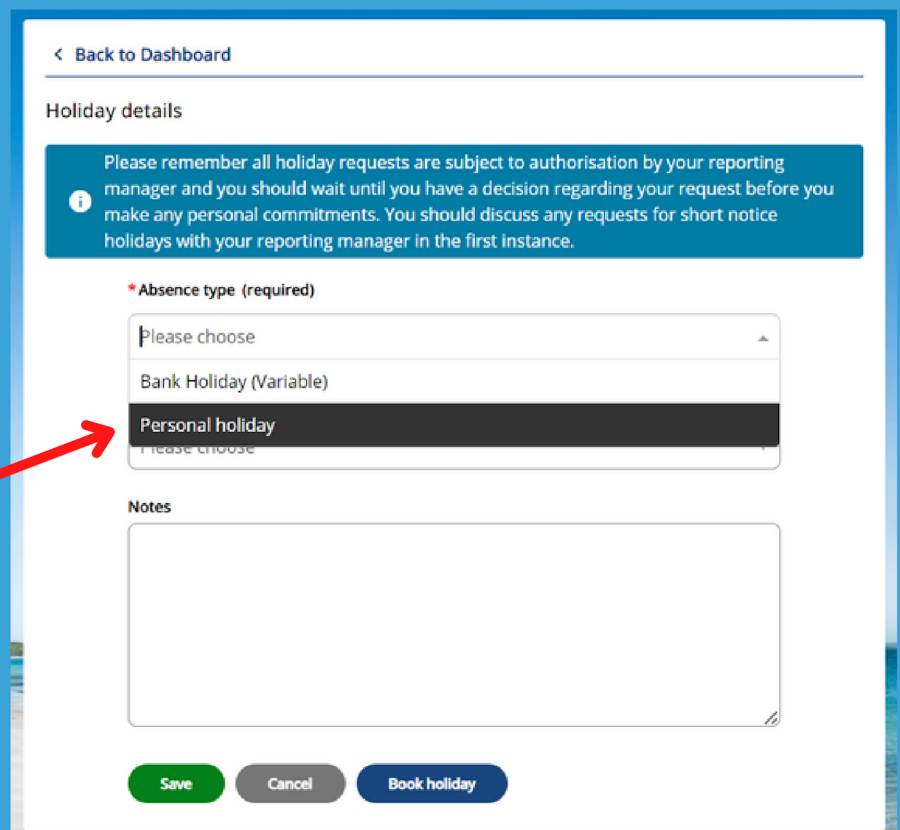


The screenshot shows a 'Holiday' dashboard with a circular gauge indicating '87.399 Hours available'. Below the gauge are two buttons: 'Book holiday' and 'View holiday in calendar'. A red arrow points from the 'Book holiday' button to the 'Book Holiday' text in the adjacent callout.

Select
'Book Holiday'

Complete the form
using the drop down
options.

Select Absence Type;
Personal Holiday



The screenshot shows the 'Holiday details' form. It includes a warning message, a dropdown menu for 'Absence type (required)' with 'Personal holiday' selected, a 'Notes' text area, and 'Save', 'Cancel', and 'Book holiday' buttons at the bottom. A red arrow points from the 'Personal Holiday' text in the adjacent callout to the selected option in the dropdown menu.

< Back to Dashboard

Holiday details

Please remember all holiday requests are subject to authorisation by your reporting manager and you should wait until you have a decision regarding your request before you make any personal commitments. You should discuss any requests for short notice holidays with your reporting manager in the first instance.

*Absence type (required)

Please choose

*Holiday period (required)

Please choose

- Part day
- Full day
- More than one day

Save Cancel Book holiday

Select which you Require;

- Part Day
- Full Day
- More than One Day

Select
Holiday Start
(and End Date if More than One Day)

< Back to Dashboard

Holiday details

Please remember all holiday requests are subject to authorisation by your reporting manager and you should wait until you have a decision regarding your request before you make any personal commitments. You should discuss any requests for short notice holidays with your reporting manager in the first instance.

*Absence type (required)

Personal holiday

*Holiday period (required)

Full day

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

14/07/2022

* Position (required)

Caretaker (South Area Ann Hours (003), Manager Name

Notes

Save Cancel Book holiday

Choose your position and please ensure your authorising Manager is shown in this area.

* Position (required)

<All jobs>

Notes

Save Cancel Book holiday

Select **Save** to save your request. This is important to ensure your request is sent to your authorising manager.

For further information regarding Annual Leave and How its Calculated please visit;

www.mynl.co.uk/knowledge-base/annual-leave/



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