



Applying for leave

Instructions on use of Self Service for staff

Since you log in to a personal leave administration, a password is required to protect your information. Your working schedule, i.e. the exact days when you work and the number of hours you work per day, has already been recorded in the system. Your applications for leave will be processed in line with this schedule. This takes place automatically. For this reason it is important that any changes to your working schedule are notified to your personnel department as soon as possible.

Applying for leave

Step 1

Logging in

- Go to the homepage of Leiden University (www.leidenuniv.nl).
- Click on 'Self Service' under Staff. You will now come to the log-in screen. Enter your ULCN user-name and password (if you do not have this information, click on www.ULCN.leidenuniv.nl/medewerker).
- Click on 'Log on'. You will now come into the calendar.

Step 2

Applying for leave

- Per application, you can only request leave for one continuous period. The system automatically takes account of weekends, public holidays and days on which the University is closed.
- The programme is based on your personal work schedule. If you work half-days, for example, for one day of leave, 4 hours will be deducted.
- If you wish to take a number of hours leave per day, you are required to submit a *separate application for each day*. For example, if you wish to take 2 hours leave on three (consecutive) days, you should submit three applications.
- You will now see a calendar on which your leave will shortly be indicated.
- Go to the fill-in menu under the calendar in order to make your application.
- Select the type of leave: holiday leave or short term extraordinary leave. This last type of leave, such as relating to family circumstances or a removal, will **not** be deducted from your balance. All types of leave other than holiday and special leave will be dealt with by your personnel department. Under 'More information' in the left hand column, you can find the full description of the leave regulations.
- If you want to take one day free, fill in the same date twice.
- If you want to take one or more consecutive days free, fill in the dates, **up to and including** the date when you wish to have leave.
- If you want to take part of a day as leave, enter the date (the same date twice) and the number of hours you wish to be free.
- Under Approver you will see the name of your supervisor. Should this not be correct, you can see whether your leave can be approved by another supervisor. You can do this by clicking on the box at the end of the field. You will see a search screen in which you can replace the surname with an *. If you now click on 'Go', a list of possible persons authorized to approve leave. You can select the correct person by clicking on the name of the relevant person.
- Under 'Comments' you can add any explanatory information for your supervisor. You should in any event add this information if you are requesting special leave.
- Click on 'Review'.
- If the information you have entered is correct, click on 'Send'. If not, click on 'Back' and correct.

Step 3

Continue or close

Your leave application is now complete. If you want to apply for further leave, select 'Other absence'. If not, click on 'Log off' at the top of the blue column.

- *Your supervisor will receive an e-mail when you submit a leave application. Once he/she has confirmed your application, your leave balance will automatically be adjusted. In the calendar, the coloured blocks indicate the status of your leave application.*

Cancelling a leave application

Step 1

Log in

- Log in as described under Step 1 above. You will see the calendar again.

Step 2

Cancelling an application

- Click top right on the calendar on 'Show overview'.
- Click on the leave that you wish to cancel. You will now return to the calendar.
- Click on 'Cancel' at the bottom of the page.
- The leave to be cancelled is now orange. Click on 'Review' at the bottom of the page.
- Check that this is the leave you wish to cancel, click on 'Cancel'. You will see that your leave application has been cancelled.

Step 3

Continue or close

You can now make a new leave application or close the programme.

- *Your supervisor will receive an e-mail notification.*

Other information available on screen

Above the calendar:

'Show team calendar'

Here you can view the presence or absence of your colleagues (leave and sickness).

To return to the calendar, click on 'Show calendar'.

'Show time account'

Here you will find an overview of the balance of your leave and saved hours. Your leave balance is made up of different components: leave entitlement carried forward from the previous year, any age-related days and holiday leave from the current year. Your leave will be deducted from these components in this order.

In the summary you will also find your saved hours and any holiday accumulation.

'Show leave overview'

Here you will find an overview of the leave requested, the leave taken and any days of absence due to sickness.

'Inbox' (in the blue column on the left)

This is in fact an action list. It includes the leave applications which have to be dealt with by the supervisors. If a leave application is refused, you will receive an e-mail; any requests which have been refused will also be included in the inbox. You can then submit a different request, possibly after discussion with your supervisor.

Special cases

Double appointment

If you have a double appointment, you should submit your leave application per position. You can do this from one workplace. Once you have logged in, you will first come to an interim screen where you can click on your different places of work.

O&O annual target

If you have an O&O annual target, then you are not required to apply for leave. You can view any saved holiday entitlement in Self Service, by clicking on 'Show time account'.

