University of Essex

HR Organiser

Annual Leave

Log in here
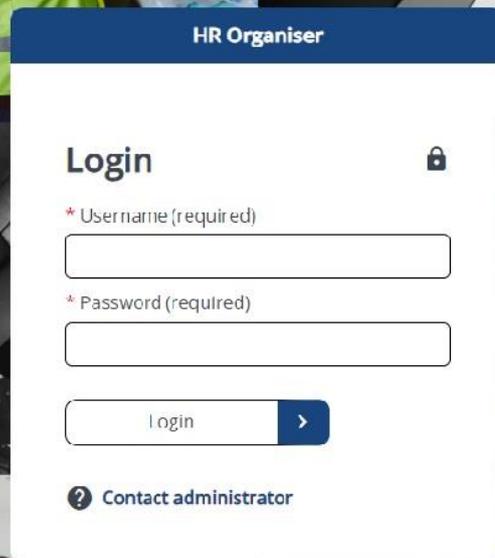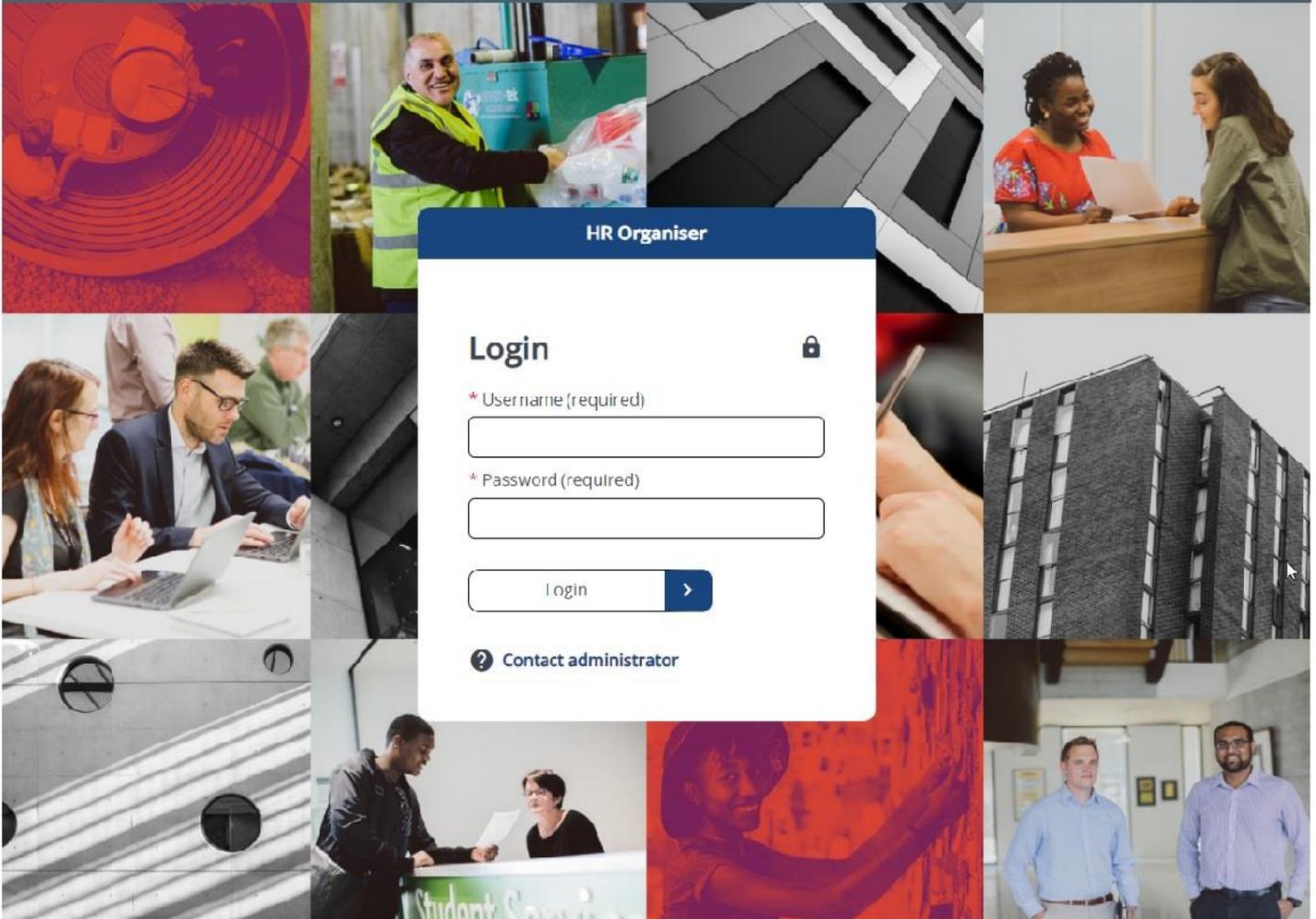
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Summary

HR Organiser will show your pro rata annual leave balance; this is what you have available to book as leave following any deductions for bank holidays or closure days. More information on taking holiday, including how your holiday entitlement was calculated, can be seen on the annual leave pages of the staff directory.

When you make a holiday booking, the system will reference your working pattern and deduct the appropriate number of hours you were due to work on that day. It will then send the request to your manager (whoever your manager is or will be at the time of the absence). You can check both your current working pattern and reporting manager for your current position under the employment tab within 'View profile' in HR Organiser.

Holiday Balances

Your holiday balance for this year will show both on the main homepage and on the 'My leave' page. To view the number of hours you have available to book for the next annual leave year, click on the > icon to change year.
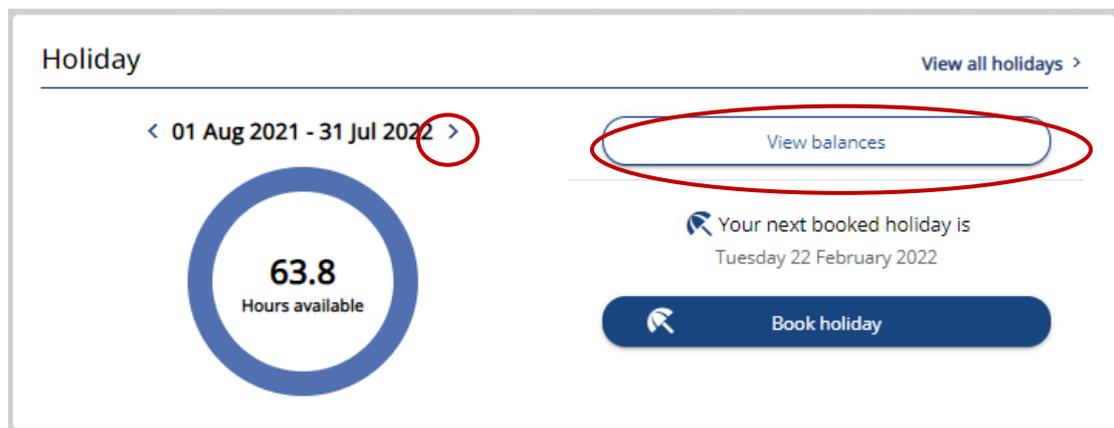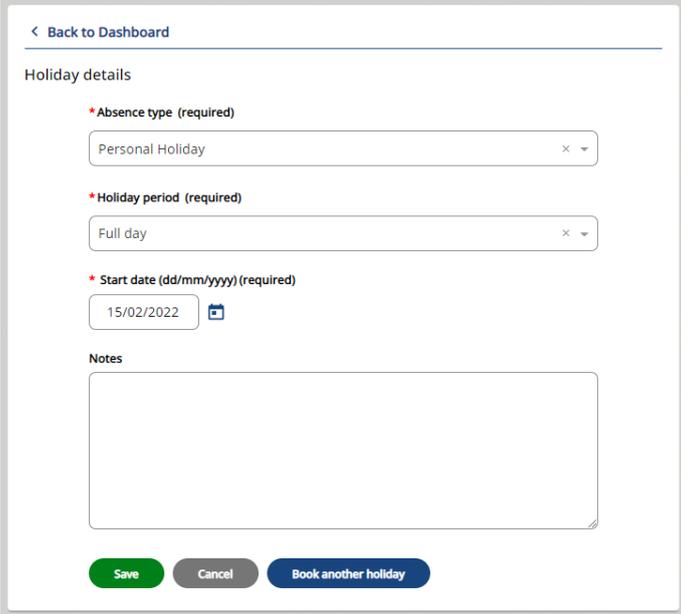

To view a full breakdown of your holiday entitlement, click on the 'View balances' link. On this screen your entitlement is broken down in to the following amounts;
- Entitlement – This is your entitlement for the year including any bank holiday and closure days
- Taken – This is any holiday or bank holiday/ closure days which have happened in the current leave year, as at today's date
- Scheduled – This is any booked holiday and any bank holidays/closure days that are yet to happen in the current leave year
- Balance – The amount you have available to book as holiday in the selected leave year

Booking Holiday

Holiday can be booked as a full day or part day, or over a period of a number of days. To book a new holiday, click the 'Book holiday' link from the homepage.
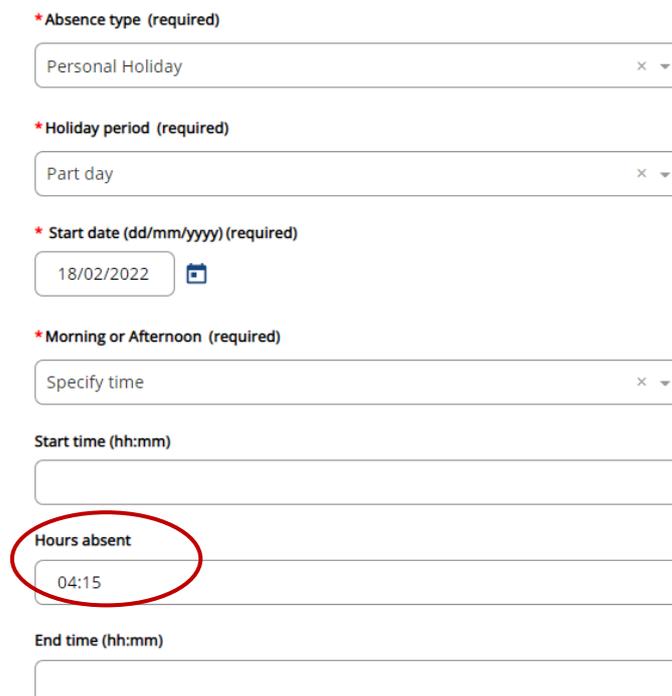
In this new screen choose the holiday period, enter the start date, and end date if you are booking more than one day, then click 'Save'. This will then notify your manager who will need to log in and either authorise or reject the request.

If booking a set number of hours, choose 'Part day' in the holiday period drop down then 'Specify time' under 'Morning or Afternoon'. Ensure the hours absent is entered in the format HH:MM as this will drive the number of hours deducted from your entitlement.
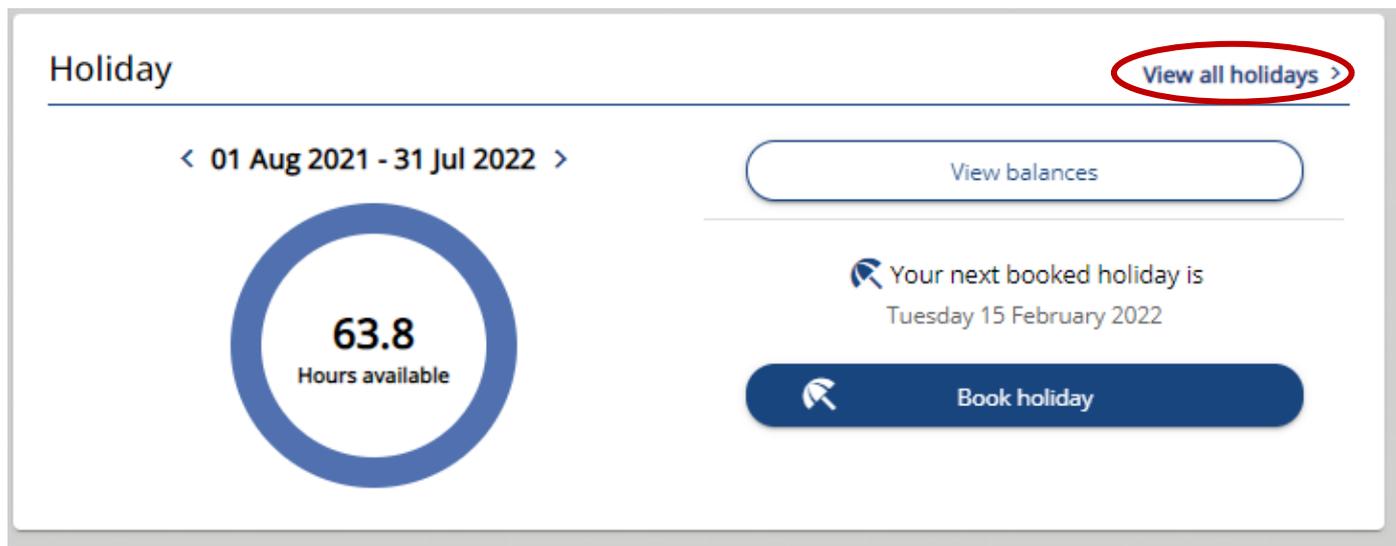
Cancelling Holiday

To cancel a holiday, click the 'My time' tab on the left side of the screen, then the 'View all holidays' link. From here select the date you wish to cancel and click delete.

Once a booked holiday period has started (or if you accidentally book a date that's in the past), you can no longer cancel this yourself. Your manager will need to update this in People Manager.

Amending Holiday

To amend your holiday booking, again navigate to the 'View all holidays' link and select the relevant date. You can amend the start date, end date or both and then click 'Save'. This will then return the booking to an awaiting authorisation state and alert your manager for approval. Once a holiday has started it is no longer possible for you to amend yourself, however your manager will be able to do this on your behalf in People Manager.

Contact Us

For general HR Organiser queries please contact the Commercial Applications Helpdesk

For any questions about the annual leave policy or the employment information held for you contact staffing@essex.ac.uk