

Oracle Fusion

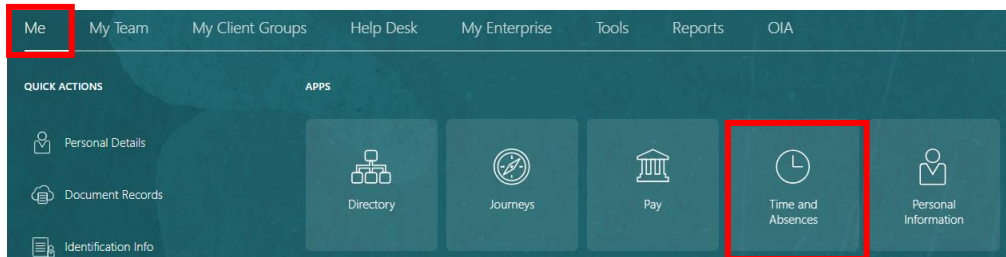
Employee Guide

How to apply for special leave

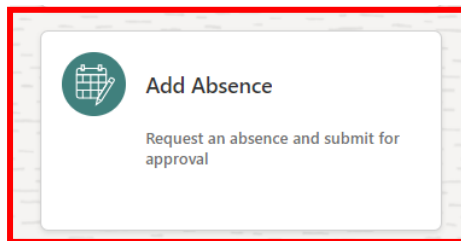


Special Leave is available to all council employees for a wide range of reason which may be with or without pay. A list of the different reasons for special leave and if it is paid or unpaid can be found [Special Leave | myWorks \(southlanarkshire.gov.uk\)](https://www.southlanarkshire.gov.uk/myWorks/SpecialLeave) however if you are still unsure of this you should ask your line manager.

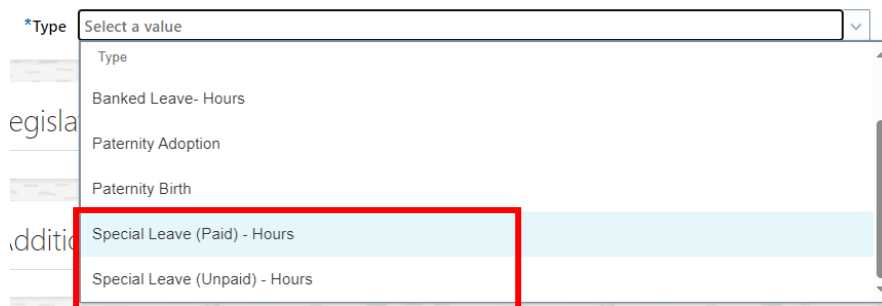
Under the “Me” tab in Oracle Fusion find the “Time and Absences” tile and click on it.



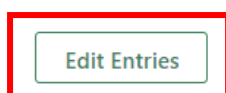
Once the time and absences page open click on the “Add Absence” tile.



From the drop-down menu select either Special Leave (Paid) or Special Leave (Unpaid) depending on the type of Special Leave you are requesting.



Enter the start and end date of your Special Leave request, this will automatically update the hours based on your work pattern. You can edit the hours by clicking the “Edit Entries” button.



Note: - If your working hours are incorrect, you should check your work pattern. If you think your work pattern is incorrect contact your line manager who will make the necessary amendments via Personnel.

Once complete, you can leave any comments or attachments to further validate your claim in the relevant boxes.

Under “additional information” please select the correct absence reason.

Additional Information

*Absence Details

Click "Submit" at the top right of the page once you have completed the request and it is ready to be submitted to your line manager for approval. You will receive notifications to the bell icon if your manager has requested further information or once the request has been approved.



If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk.