Oracle Fusion
Employee Guide
How to apply for annual leave

Go Live
From go live until 31 December 2024, employees with more than one assignment will request leave against their primary assignment.

January 2025
From 1 January 2025 your total balance for the year will now include your public holiday entitlement that you will have to enter as an absence to ensure it is deducted from your balance. If you think your balance is wrong, please speak to your line manager.

Employees with more than one assignment will submit annual leave requests separately against each post and annual leave requests will be sent to the relevant line manager to approve.

How to apply for leave
To apply for annual leave via Oracle Fusion you need to navigate to the "Me" tab on the home page, then scroll down to show more under the quick actions. You should navigate to the Absence section, if you need to check your outstanding balance first, you should select Absence Balance. If you want to apply for leave you will need to click the back arrow and go through the process again only this time you should click on Add Absence.

On the next screen you need to click on the drop-down menu under type and select Annual Leave – Hours.
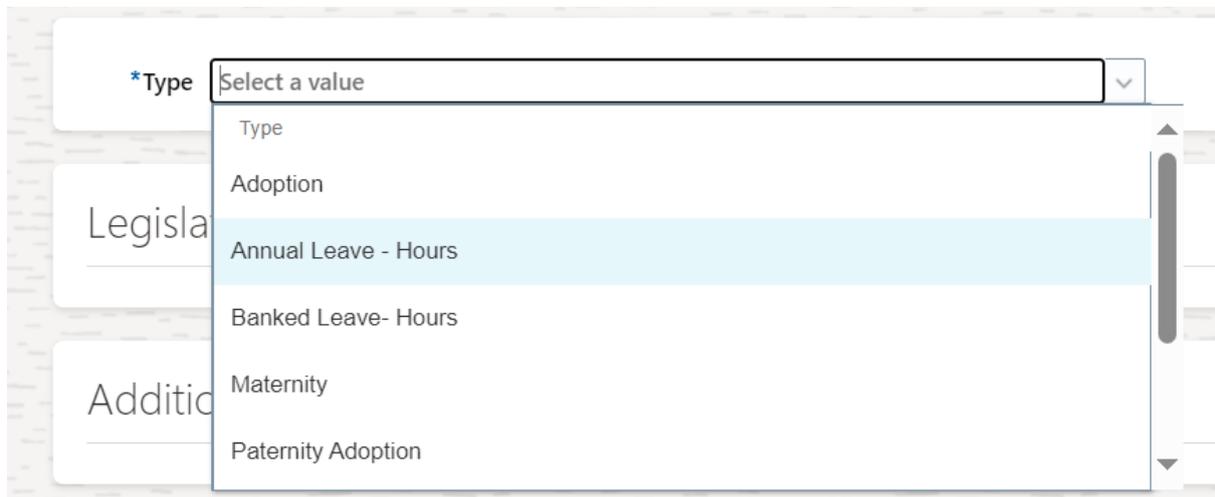
Once you click on this a drop-down menu will appear under Business Title. This will show you all the assignments you have.

Note: - From 1 January 2025, if you have more than one assignment it is important you select the correct assignment and apply for the hours for that post. You will need to apply for leave for each post you have.

You should then enter the start and end dates.

Start Date and Duration

26-Jul-2024   7 Hours

End Date and Duration

09-Aug-2024   7 Hours

Absence Duration **77** Hours

The system will calculate how many hours you need based on your work pattern. This means you don't have to manually change the balance, unless you only want to take a half day etc.

If you want to change the hours on any of the dates you have selected, you need to click on edit entries. This will show every day you have selected above and allow you to amend any of the hours within that period.

26-Jul-2024	3.5
E8329597-2	Scheduled duration is 7 hours
27-Jul-2024	0
E8329597-2	
28-Jul-2024	0
E8329597-2	
29-Jul-2024	7
E8329597-2	

You then need to click on submit. This will send the request to your manager for approval, this will also show as Awaiting Approval on your existing Absence screen.

Once your line manager has approved your request you will receive a notification via the bell icon. It will also update in Existing Absences screen to Scheduled (future entries).

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.