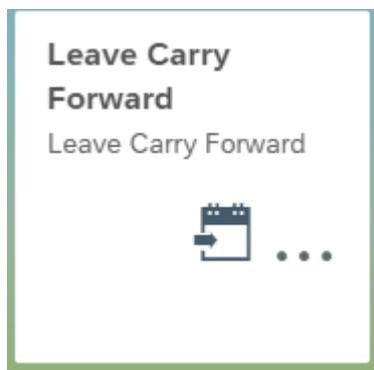




## Carry Forward Leave Tile

Untaken Annual leave may be carried forward into the first 6 months of the new leave year in exceptional circumstances

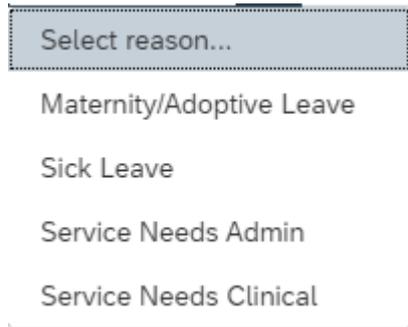
1. Enter Username and Password – Click on Log On.
2. Click on the Leave Carry Forward Tile.



The screen presents below;

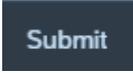
A screenshot of a web form titled "My Carried Forward Leave". The form has a blue header bar with the title. Below the header, there is a blue bar with white text: "In exceptional circumstances annual leave may be carried forward into the first six months of the next annual leave year." The form contains several input fields: "Reason:" with a dropdown menu showing "Select reason..."; "Carry forward hrs:" with a text input field containing "211.93"; "From:" with a date input field containing "01.04.2020"; and "To:" with a date input field containing "30.09.2020". Below these fields is a section for "AL Status report:" with a text area containing "AL Remaining for EE 11.93 hrs, Allowance for year 196.93 hrs." At the bottom of the form is a "Comment:" label followed by a large text area. A "Submit" button is located in the bottom right corner of the form.

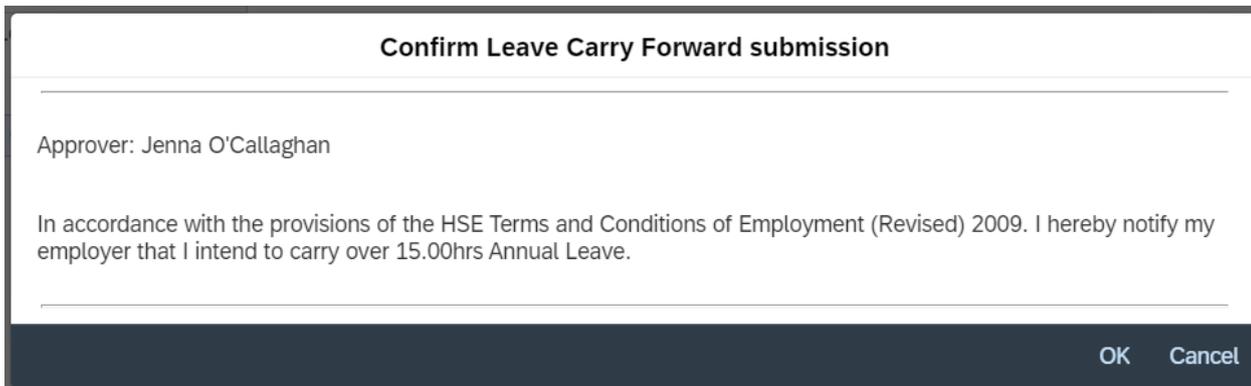
3. Select the Reason for Carry Forward Annual leave from the list below;



A dropdown menu with a light blue header containing the text "Select reason...". Below the header, four options are listed in a standard font: "Maternity/Adoptive Leave", "Sick Leave", "Service Needs Admin", and "Service Needs Clinical".

- **Carry Forward Hrs:** - Enter the number of hours that you wish to submit for approval to your Manager.  
**Note: It is not possible to enter less than 1 hour of carried forward Leave.**
- **From:** Displays the start date of the new leave year 01.04.20XX
- **To:** Displays the end date that the leave must be taken 30.09.20XX ( however this may be extended by a manager)
- **Annual leave Status Report:** This displays the annual leave balance in hours from the Annual leave status report and the annual entitlement.
- **Comment:** This field allows the user to add text relating to the reason for Carry Forward.

4. Click on  to send these changes to the Manager for approval.



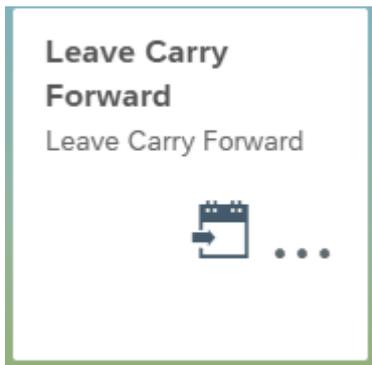
A confirmation dialog box with a white background and a dark grey border. The title bar reads "Confirm Leave Carry Forward submission". Below the title bar, there is a horizontal line. The text "Approver: Jenna O'Callaghan" is displayed. Below this, there is another horizontal line, followed by the text "In accordance with the provisions of the HSE Terms and Conditions of Employment (Revised) 2009. I hereby notify my employer that I intend to carry over 15.00hrs Annual Leave." Below this text is a third horizontal line. At the bottom right of the dialog box, there are two buttons: "OK" and "Cancel".

**“Approver”** shows who the request will be sent to and the confirmation of the leave requested i.e. 15.00hrs.

**Note:** Annual Leave Carried Forward can be re-submitted if the amount of leave taken has not exceeded the new amount being submitted – in this case changes will need to be processed by HR

## To check the status of your Carried Forward Leave Request

1. Click on the Leave Carry Forward Tile.



2. If your Carried Forward Leave has been approved it appears as follows;

 CF Leave has already been approved by your manager

In exceptional circumstances annual leave may be carried forward into the first six months of the next annual leave year.

Manager comment: **Extended out until End December**

Reason:

Carry forward hrs:

From:

To:

Approval status: Approved on: Mon Mar 30 2020 by Jenna O'Callaghan

Comment:

3. If your Carried Forward Leave has been rejected it appears as follows;

 CF Leave request has been rejected by your manager - reason given below:

In exceptional circumstances annual leave may be carried forward into the first six months of the next annual leave year.

Manager comment: **Please review leave, i believe you only have 10 hrs remaining.**

Reason:

Carry forward hrs:

From:

To:

AL Status report: No Leave carried forward found

Approval status: Rejected on: Wed Apr 01 2020 by Caitria Graham

Comment:

4. You should then re-submit your Carried Forward Leave to your manager following update.