





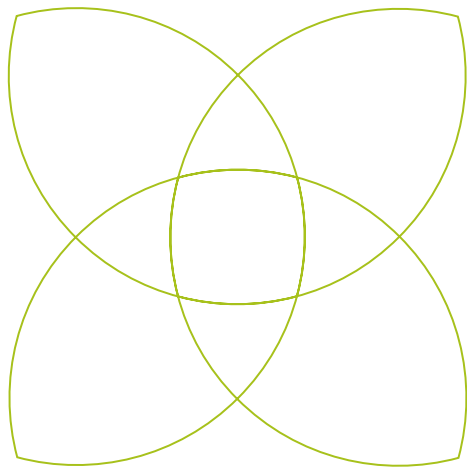




eLeave
User Guide

Medical Revalidation	
360	
Job Planning	
eLeave	
Nurse Revalidation	
Appraisal 4 All	


eLeave User Guide





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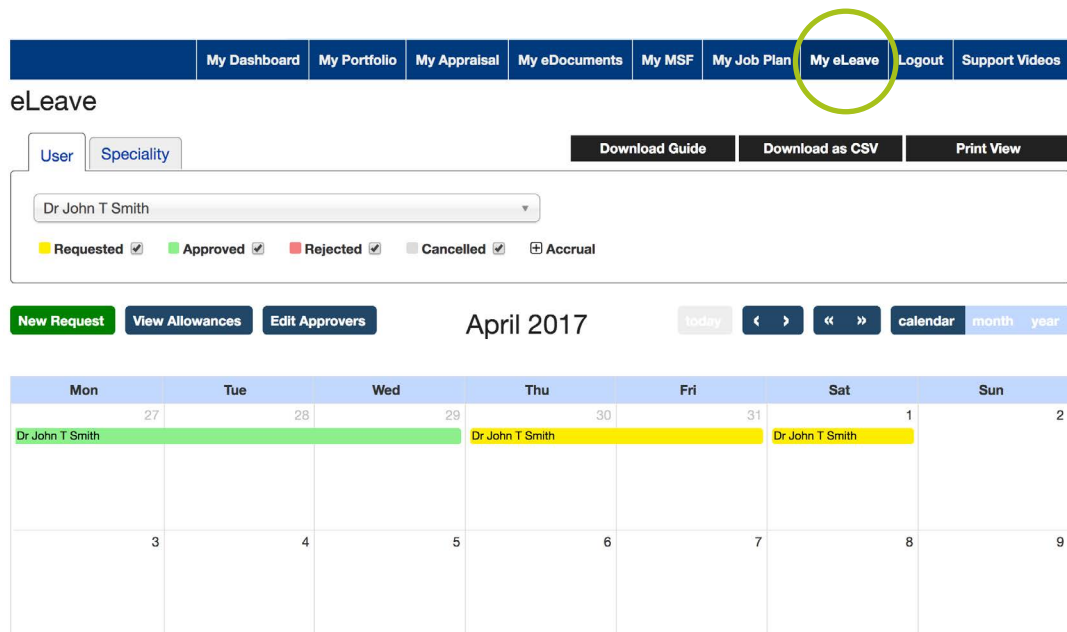
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eLeave

User Guide

Clicking on the 'My eLeave' tab at the top of your dashboard will take you to your eLeave, where you can view your allowances, request leave, view your booked leave and view the booked leave of your colleagues. Approvers can manage leave for their approvees in the same section.

If you have not already created your eLeave calendar then you will be prompted to select an Approver and create one. You will then be taken to the calendar.



eLeave

User | Speciality | Download Guide | Download as CSV | Print View

Dr John T Smith

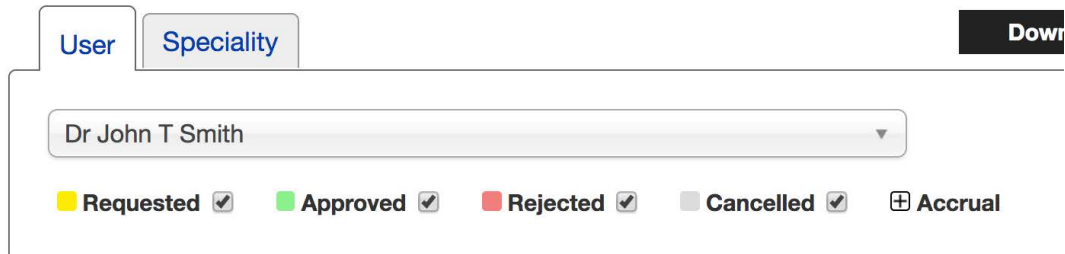
Requested Approved Rejected Cancelled Accrual

New Request | View Allowances | Edit Approvers | April 2017 | today | < > | << >> | calendar | month | year

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27 Dr John T Smith	28 Dr John T Smith	29 Dr John T Smith	30 Dr John T Smith	31 Dr John T Smith	1 Dr John T Smith	2
3	4	5	6	7	8	9

1 Users

The 'User' tab is where you manage your personal leave.



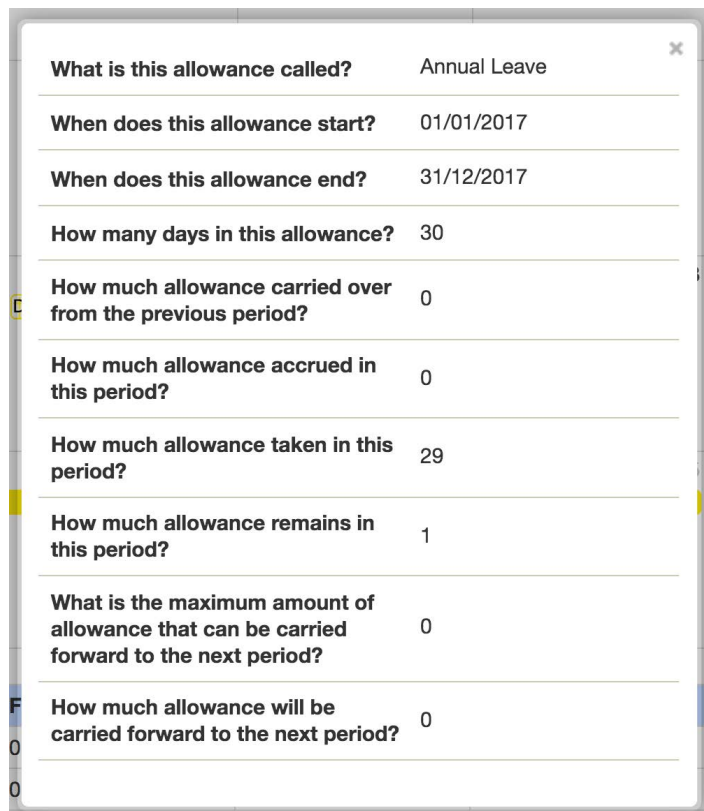
1.1 Allowances

Click 'View Allowances' to scroll down to view your Leave Allowances.

Allowance	From	To	Taken	Remaining	
Annual Leave	01/01/2017	31/12/2017	29	1	Details
Study / Professional Leave	01/01/2017	31/12/2017	0	10	Details
Leave in Lieu	01/01/2017	31/12/2017	0	2	Details

This table contains allowances which are relevant to the currently selected month. You can see when the Allowance runs From and To, how many days have been 'Taken' between those dates, and how many are Remaining.

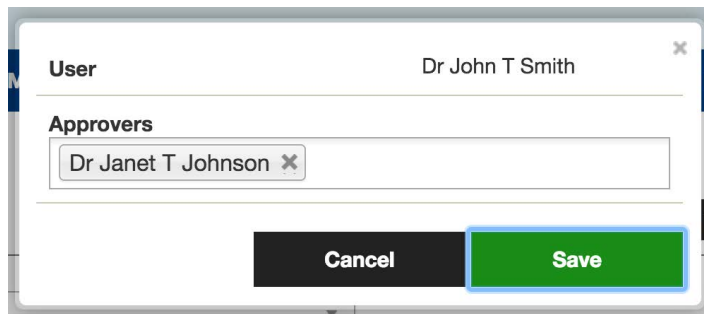
If you click 'Details' you can see more information about the Allowance.



What is this allowance called?	Annual Leave
When does this allowance start?	01/01/2017
When does this allowance end?	31/12/2017
How many days in this allowance?	30
How much allowance carried over from the previous period?	0
How much allowance accrued in this period?	0
How much allowance taken in this period?	29
How much allowance remains in this period?	1
What is the maximum amount of allowance that can be carried forward to the next period?	0
How much allowance will be carried forward to the next period?	0

1.2 Choosing Your Approver

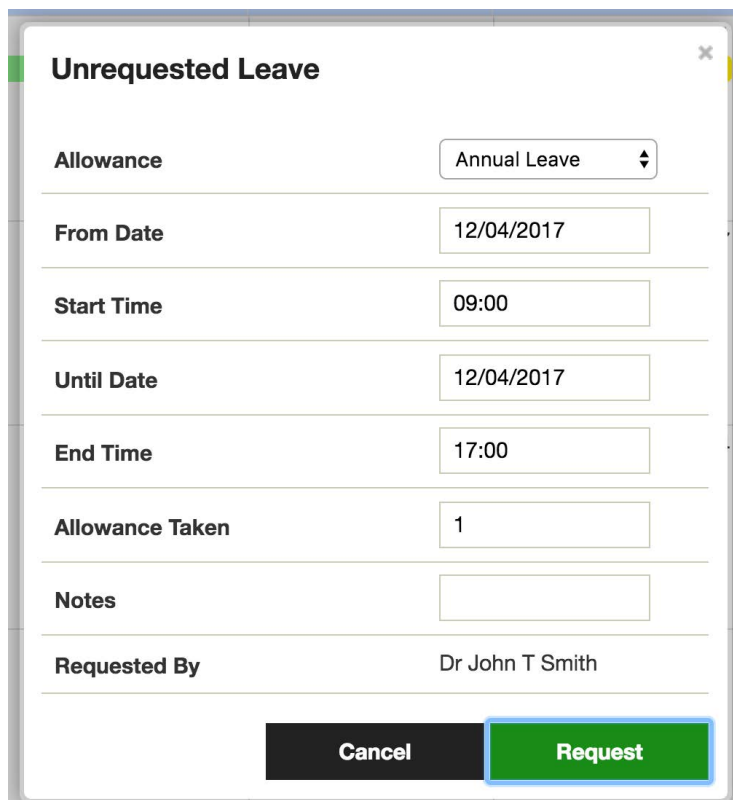
Click 'Edit Approvers' to select Approvers, who will be able to view, approve, reject and cancel your leave. They will be notified of all requests and cancellations you make.



The screenshot shows a dialog box titled 'User' with the name 'Dr John T Smith'. Below it, there is a section for 'Approvers' with a list containing 'Dr Janet T Johnson'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Save'.

1.3 Requesting Leave

To request leave, you can click 'New Request', or click on the day you wish the leave to start. A pre-populated leave request form for that day will be created. You can modify the details of the leave as necessary. The 'Allowance Taken' field will update automatically to keep track of the number of days between the dates, but you can override this by changing the value manually. When you are happy with the details, click 'Request'. Your Approvers will be sent a notification prompting them to review and approve the request.



The screenshot shows a form titled 'Unrequested Leave'. It contains the following fields: 'Allowance' (set to 'Annual Leave'), 'From Date' (12/04/2017), 'Start Time' (09:00), 'Until Date' (12/04/2017), 'End Time' (17:00), 'Allowance Taken' (1), 'Notes' (empty), and 'Requested By' (Dr John T Smith). At the bottom, there are 'Cancel' and 'Request' buttons. A green arrow points to the 'Request' button.

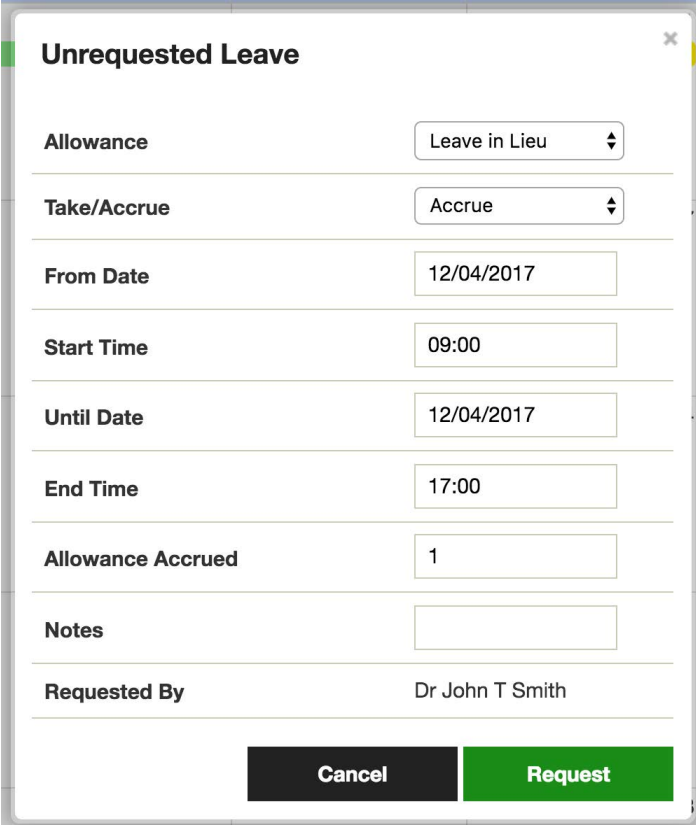
1.4 Adding/Cancelling Historical Leave

Leave that has already been taken can be requested and approved retroactively.

Approved leave that took place in the past can only be cancelled by the Approver or Administrator.

1.5 Leave In Lieu

The system can be used to both Accrue and Take Leave In Lieu. To Accrue Leave In Lieu (i.e. to work a day when you normally would not), select 'Leave In Lieu' from the 'Allowance' drop-down and select 'Accrue' from 'Take/Accrue':

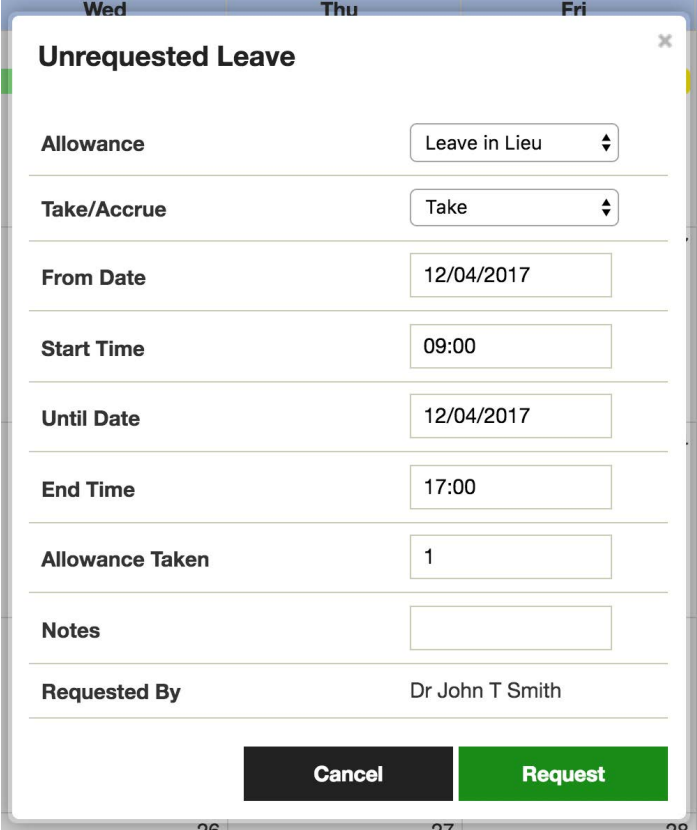


Allowance	Leave in Lieu
Take/Accrue	Accrue
From Date	12/04/2017
Start Time	09:00
Until Date	12/04/2017
End Time	17:00
Allowance Accrued	1
Notes	
Requested By	Dr John T Smith

Cancel
Request

You can then set dates, times and allowance as normal, and click 'Request'. This request will then be sent to your Approver, and the days will be added to your leave in lieu allowance.

To Take your accrued Leave In Lieu (i.e. spend the extra day of leave you have accrued), create a new Leave in Lieu request and select 'Take' instead of 'Accrue':



Once requested, this amount of leave will be subtracted from your Leave In Lieu allowance.

1.6 Errors

If you make a mistake entering the leave, e.g. requesting leave which finishes before it starts, the request will not be saved and an error message will be displayed, prompting you to correct the error. Once corrected, press 'Request' again to request the leave.

Wed
Thu
Fri

Unrequested Leave ✕

Error, leave not saved!

- Until date must be on or after 2017-04-12

Allowance	<input type="text" value="Leave in Lieu"/>
Take/Accrue	<input type="text" value="Take"/>
From Date	<input type="text" value="12/04/2017"/>
Start Time	<input type="text" value="09:00"/>
Until Date	<input type="text" value="11/04/2017"/>
must be on or after 2017-04-12	
End Time	<input type="text" value="17:00"/>
Allowance Taken	<input type="text" value="1"/>
Notes	<input type="text"/>
Requested By	Dr John T Smith

Cancel
Request

1.7 Changing a Leave Request

While it is still in the 'Requested' state, you can change a leave request by clicking on the leave period:

13	14	
Dr John T Smith		
20	21	

You can then make any changes and click 'Save' to save them.

Requested Leave ✕

Allowance Annual Leave ▾

From Date 14/04/2017

Start Time 09:00

Until Date 15/04/2017

End Time 17:00

Allowance Taken 2

Notes

Requested By Dr John T Smith

Requested At 10:08 on 11/04/2017

[View Planned Activities](#)

Cancel
Save

The leave will be updated accordingly.

13	14	15	
Dr John T Smith			
20	21	22	

1.8 Cancelling Leave

To cancel leave, click on the leave in question and then click the 'Cancel' button:

Requested Leave ✕

Allowance Annual Leave ▾

From Date 14/04/2017

Start Time 09:00

Until Date 15/04/2017

End Time 17:00

Allowance Taken 2


Notes

Requested By Dr John T Smith

Requested At 10:08 on 11/04/2017

[View Planned Activities](#)

Cancel Leave



Your Approvers will be notified that the leave has been cancelled. Leave in the past which has already been approved can only be cancelled by your Approver or an Administrator.

1.9 Viewing Leave

You can view leave at any time, including after it has been cancelled, by clicking on the leave period in question on the calendar:

13	14	15	
	Dr John T Smith		
20	21	22	

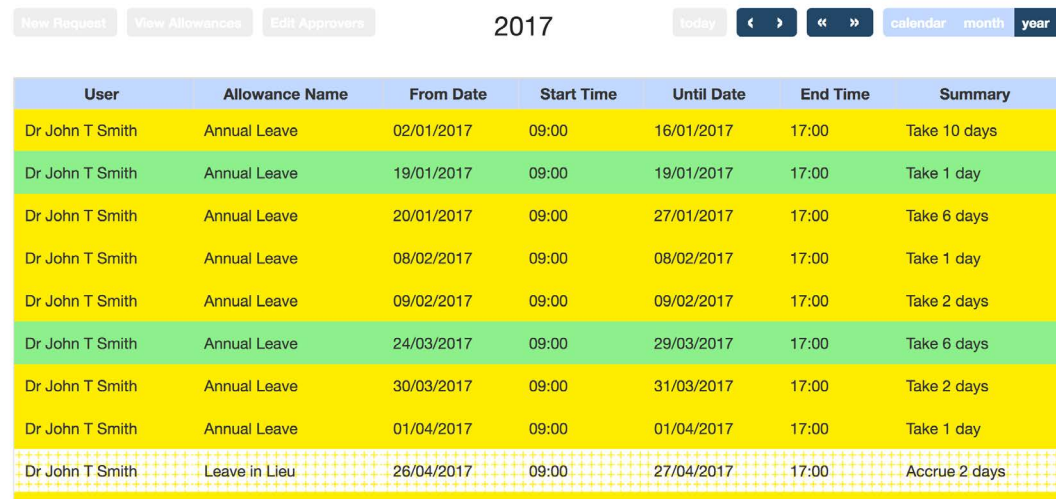
1.10 Speciality Tab

You can view the requested and approved leave of other users in your speciality by selecting the Speciality tab:



1.11 Month/Year List View

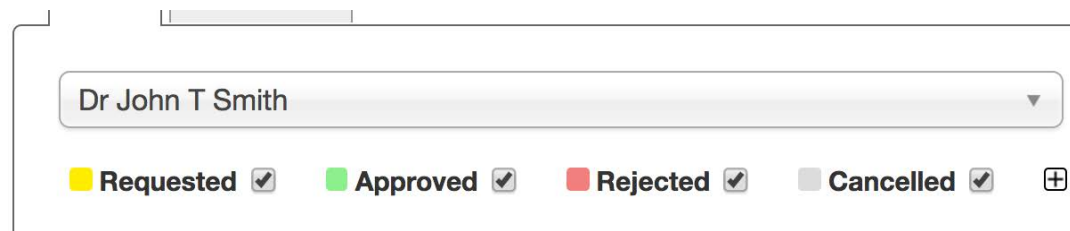
Click 'month' or 'year' to view a list of all leave during the period.



User	Allowance Name	From Date	Start Time	Until Date	End Time	Summary
Dr John T Smith	Annual Leave	02/01/2017	09:00	16/01/2017	17:00	Take 10 days
Dr John T Smith	Annual Leave	19/01/2017	09:00	19/01/2017	17:00	Take 1 day
Dr John T Smith	Annual Leave	20/01/2017	09:00	27/01/2017	17:00	Take 6 days
Dr John T Smith	Annual Leave	08/02/2017	09:00	08/02/2017	17:00	Take 1 day
Dr John T Smith	Annual Leave	09/02/2017	09:00	09/02/2017	17:00	Take 2 days
Dr John T Smith	Annual Leave	24/03/2017	09:00	29/03/2017	17:00	Take 6 days
Dr John T Smith	Annual Leave	30/03/2017	09:00	31/03/2017	17:00	Take 2 days
Dr John T Smith	Annual Leave	01/04/2017	09:00	01/04/2017	17:00	Take 1 day
Dr John T Smith	Leave in Lieu	26/04/2017	09:00	27/04/2017	17:00	Accrue 2 days

1.12 Filter View

Types of leave periods can be hidden by unchecking the checkboxes next to the key:

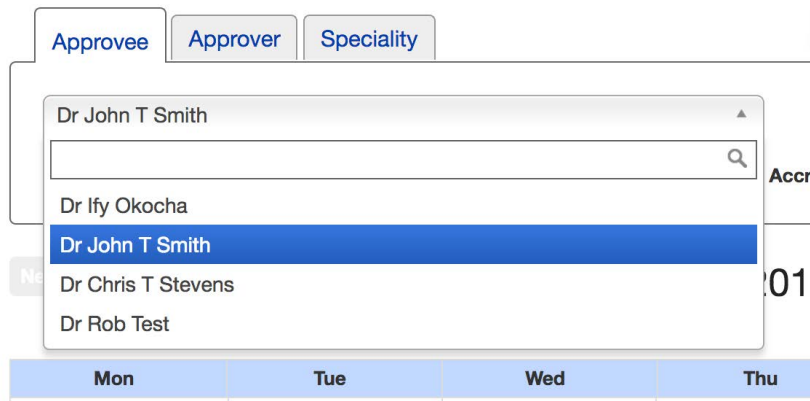


1.13 Download as CSV

Click 'Download as CSV' to download a CSV file containing the leave in the current view. This file can be opened in a spreadsheet program.

2 Approvers

If you have the Leave Approver role, you have access to the Approvee and Approver tab where you can manage leave for your Approvees.



2.1 Approving/Rejecting/Canceling Leave

To Approve/Reject/Cancel leave, click on the leave period in question:

	9	
	Dr John T Smith	
	16	

Click View Planned Activities to view any activities in the user's job plan for the day in question. You can then Cancel, Reject or Approve the leave:

Requested Leave ✕

Allowance	Annual Leave ▾
From Date	09/02/2017
Start Time	09:00
Until Date	09/02/2017
End Time	17:00
Allowance Taken	2
Notes	Taking 2 days of al
Requested By	Dr John T Smith
Requested At	17:03 on 15/02/2017

[View Planned Activities](#)

Date	Start	End	Activity
Thursday 9 February	09:00	14:00	DCC Core Ward Rounds

Cancel Leave
Reject Leave
Approve Leave

2.2 Approver Tab

The Approver tab allows you to view all leave for all your approvees on one calendar.

Approvee
Approver
Speciality

Download Guide
Download

Dr Janet T Johnson
▾

Requested
 Approved
 Rejected
 Cancelled
 Accrual

2.3 Approving Leave via the Dashboard

As a Leave Approver, you can also approve leave via the eLeave Requests section on your Dashboard. This is a quick way to view and approve your pending requests.

eLeave Requests						
User	Allowance	From	Until	Approve	Reject	Cancel
Dr John T Smith	Annual Leave	Fri, 20 Jan 2017	Fri, 27 Jan 2017	Approve	Reject	Cancel
Dr John T Smith	Annual Leave	Mon, 02 Jan 2017	Mon, 16 Jan 2017	Approve	Reject	Cancel
Dr John T Smith	Annual Leave	Wed, 08 Feb 2017	Wed, 08 Feb 2017	Approve	Reject	Cancel
Dr John T Smith	Annual Leave	Thu, 09 Feb 2017	Thu, 09 Feb 2017	Approve	Reject	Cancel

2.4 Edit Allowances

As an approver, you can edit the allowances for users. Click on 'Details' to edit

- Number of days in the allowance
- Upper limit for number of days to carry forward to next year

What is this allowance called? Annual Leave ✕

When does this allowance start? 01/01/2017

When does this allowance end? 31/12/2017

How many days in this allowance?

How much allowance carried over from the previous period? 0

How much allowance accrued in this period? 0

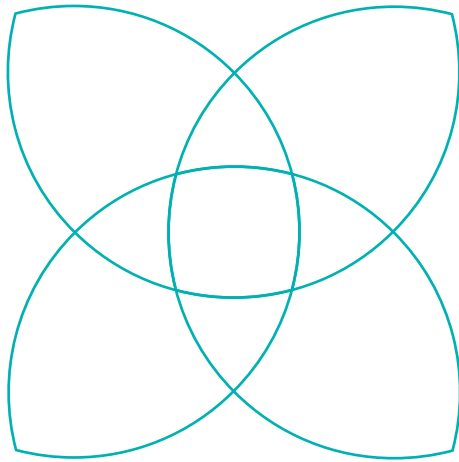
How much allowance taken in this period? 29

How much allowance remains in this period? 1

What is the maximum amount of allowance that can be carried forward to the next period?

How much allowance will be carried forward to the next period? 1

As usual let us know if you have any questions or comments via the live chat system or via email at support@sardjv.co.uk.



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Great Customer Service.



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