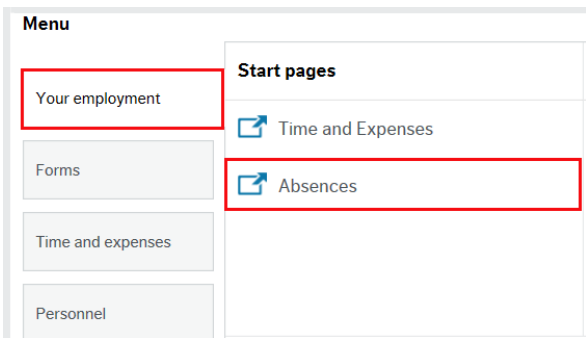
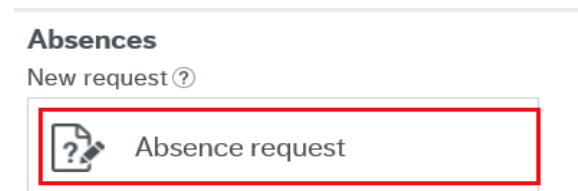
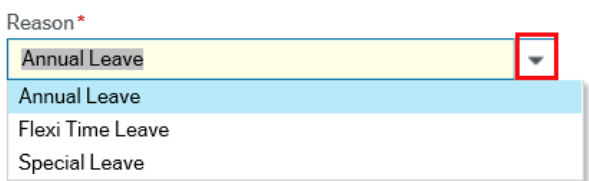





How to request half-day planned leave

There is now an updated process to request half-day planned leave in Business World. Please follow the steps below.

NOTE: Business World does not link to Etarmis, therefore you must ensure you update this as normal, so your Flexi balance is correct.

1		<p>Navigate to 'Your Employment' tab then click on the 'Absences' button in the Start pages section.</p> <p>This will open the absences window.</p>
2		<p>Click on the 'Absence request' button to open a new planned absence request.</p>
3		<p>Click on the triangle to select the type of planned leave you wish to request from the dropdown.</p>
4		<p>Click on the calendar icon to select the date(s) you are requesting.</p> <p>Or type the date in DDMMYY format.</p>
5		<p>If you have a single position this will auto-populate.</p> <p>If you have more than 1 position, use the dropdown to select a specific position or all positions. If you select All Positions, each line manager will receive the request to approve.</p>
6		<p>To request a half-day, click 'No'.</p>

How to request half-day planned leave

7	<div><div>Enter your part time absence</div><div>AM/PM</div><div>First day<div>AM</div><div>PM</div></div><div><div>OK</div><div>Cancel</div></div></div>	Click on AM for a half-day in the morning or click on PM for a half day in the afternoon & then click OK .
9	<div><div>Summary</div><div><div>Number of days</div><div>1</div></div><div><div>Number of hours</div><div>3.57</div></div></div>	The summary section will now show half-day hours.
10	<div><div>Additional information</div><div></div></div>	If you wish to add any detail to your request, you can type a message in the additional information field.
11	<div><div><div>Send for approval</div><div>Save as draft</div><div>View requests</div></div></div>	Click on ' Send for approval ' to submit your request. The request will then workflow to your line manager based on the position hierarchy to be approved.
	<p>Please note that if you are inputting 2 half days (e.g. 0.5 flexi leave & 0.5 annual leave) you will see a warning message to advise that you already have an absence in for the date selected:</p> <div><div>Last day *</div><div><div>19/03/2021</div><div><div></div><div></div></div><div>Overlap in date interval ! Annual Leave (ANNUAL) 19/03/2021 - 19/03/2021.</div></div><p>This message will not prevent you from progressing your request.</p></div>	