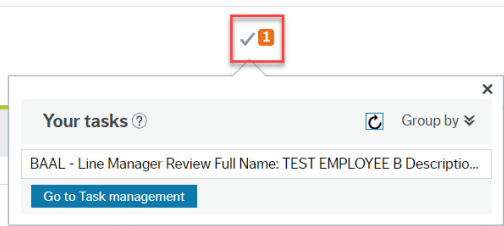

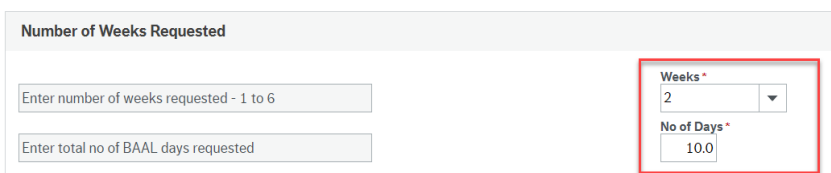



# Approving or Declining your Employee's Request to Buy Additional Annual Leave (BAAL) in Business World ERP

This guidance will show line managers how to review employee BAAL request forms and either approve or decline in BW ERP. Please check with a Senior Manager in your service to establish if requests from your employees need to be discussed at a higher level, prior to you approving or declining them.

**Please Note; Employee requests must be submitted in BW ERP by the deadline previously communicated by HR or they will be rejected. Line Managers must also adhere to the approval deadline. You may decide to approve less weeks than some employees have requested, so please ensure you allow plenty time for the employee to amend their request and re-submit this for you to approve 2<sup>nd</sup> time around before the deadline.**

1		<p>When your employee submits a BAAL request form, you will receive a task in BW ERP. Click on your <b>tasks</b> at the top-right of your screen and select the form you wish to</p>
2		<p>You should ensure you read the details on the <b>Guidance</b> tab, which includes;</p> <ul style="list-style-type: none"> <li>• The BAAL Policy</li> <li>• The Criteria &amp; Rules.</li> <li>• The Deadlines for submitting &amp; approving forms.</li> </ul>
3	<p>Now click on the <b>BAAL Request</b> tab to view the number of weeks <u>and equivalent days</u> requested by the employee.</p>  <ul style="list-style-type: none"> <li>• if you normally work a 5 day week, this is 5 days;</li> <li>• if you normally work 2 days per week, this will be 2 days;</li> <li>• if you normally work 2.5 days, this will be 3 days for 1 week;</li> <li>• if you normally work 5 days on week one and 4 days on week 2 then this would be 4.5 days for 1 week;</li> <li>• If you normally work 4 days on, 4 days off, this will be 3.5 days</li> </ul> 	<p>It is your responsibility to <b>ensure the days are correct based on the employees work schedule/pattern</b>. If the employee works a different number of shifts from week to week this number would be an average, as shown here.</p>

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You must ensure you review the details included in the **Employment Information** section. If the **Employment End Date** is prior to 31<sup>st</sup> March 2025 you must decline the request as the employee will not be in employment to make the re-payments.

Employment Information	
Resource End Date	31/12/2099
Hourly Rate	12.42
Weekly Wage	434.70
Deduction from Pay	66.69
Employment End Date	31/12/2099
Contract Hours	35.00
Total Cost	869.40

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Navigate to the **Managers Authorisation** tab and read the guidance at the top.

Guidance	BAAL Request	Managers Authorisation
Manager's Authorisation		

### Approving Employee BAAL Request

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Request Status*	Date
Approved	12/01/2024
Weeks Approved / Declined *	Days Approved / Declined *
1	5.0

In the **Request Status** field select **Approved** from the picklist.

The **Date** will pre-populate for you.

Enter the **number of weeks** and then enter the equivalent **number days** you are approving.

## Approving or Declining your Employee's Request to Buy Additional Annual Leave (BAAL) in Business World ERP

Approve Holiday Purchase

Decline Holiday Purchase

Then, click on the **Approve Holiday Purchase** button at the bottom of your screen.

You will receive a **Success message**. Click **OK** to close the message. The form will now workflow to HR for some final checks.

*If HR have any issues relating to the request, they may return the form to you with comments. If not, HR will process the form and the employee will receive an email and alert message to notify them their request has been approved. The employee will not receive confirmation that their request has been approved until HR approve all requests for your service.*

### Declining Employee BAAL Request

**You must ensure that you discuss why you are declining an employees request with them prior to returning the form to them in BW ERP.**

In the **Request Status** field select **Declined** from the picklist.

The **Date** will pre-populate for you.

Enter the **number of weeks** and then enter the equivalent **number days** you are declining (this should match what the employee has requested).

You must select a **Reason** for declining the request from the picklist and add a **comment** to instruct the employee if further action is required. For example, amend the number of days requested and resubmit.

Request Status *	Date
Declined	12/01/2024
Weeks Approved / Declined *	Days Approved / Declined *
2	10.0
Declined Reason	
Your form has not been completed correctly	
Comments	
You have requested 2 weeks BAAL and a total of 10 days. You only work 7 days over a 2 week period. Please amend and resubmit within deadline timescales.	

## Approving or Declining your Employee's Request to Buy Additional Annual Leave (BAAL) in Business World ERP

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Approve Holiday Purchase

Decline Holiday Purchase

Click **Decline Holiday Purchase** button at the bottom of your screen.

A **Success message** will appear. Click **OK** to close the message.

The form will now workflow back to the employee who can either amend and resubmit their requests for the lower number of weeks or withdraw their request. If they resubmit the form, it will come back to you to review the updated request.

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**What happens next?** – Approved forms will workflow to HR for final checking.

- If HR have any concerns, they will return the form to you with comments.
- HR will notify Payroll of all approved requests to ensure the salary deductions start in the new financial year.
- HR will also arrange for the additional leave days to be added to the employees leave balance in Business World.
- Employees will receive an alert in Business World to notify them if their request has been approved.