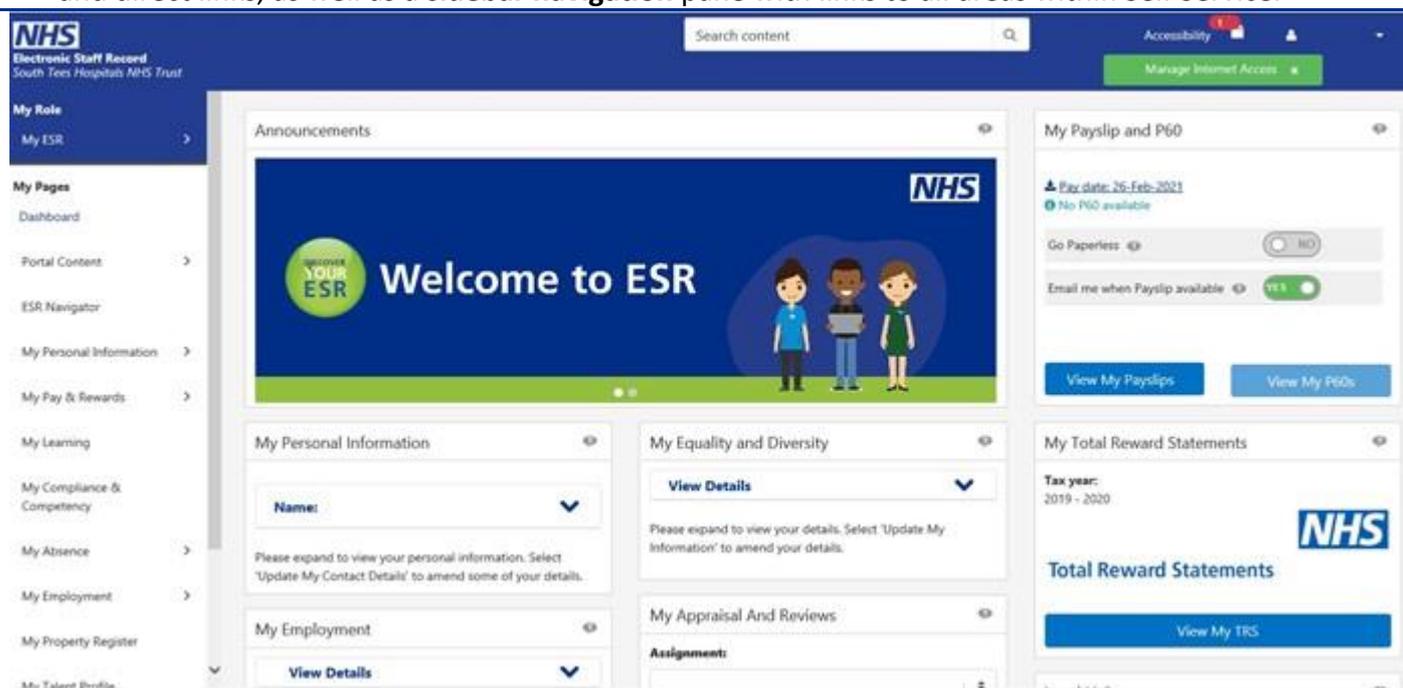


# How do I view my absence history, calendar and annual leave entitlement balances?

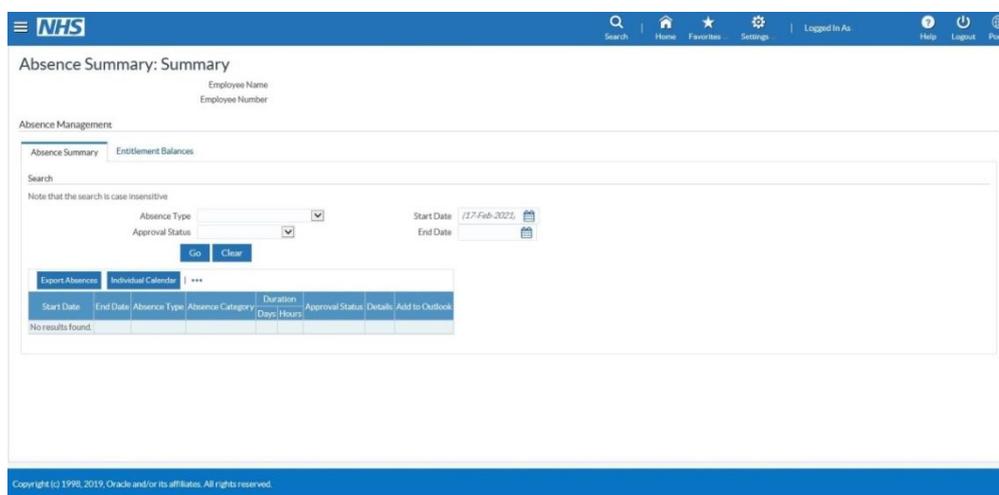
You are able to view your absence history and your entitlement to annual leave using the Employee Self Service. You can view the history for specific absence types, reasons, and start and end dates.

This functionality can be accessed from the My ESR Dashboard for users of the Employee Self Service and Employee Self Service (Limited Access) URP's.

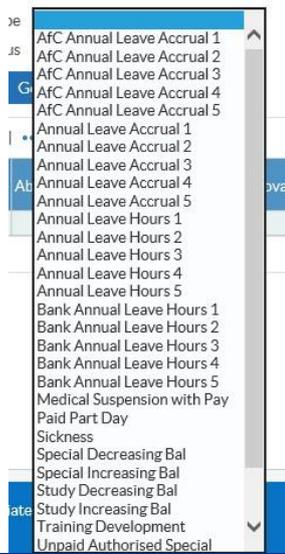
- Log in to ESR
- In your **My ESR Dashboard**, you will find a number of **portlets** providing easy access to key information and direct links, as well as a **sidebar navigation** pane with links to all areas within Self Service.



- Select **My Absence** from the sidebar navigation pane, on the left.
- Click the **Absence Summary** link in the My Absence area.
- Your absence history is displayed, showing previous absences taken, future planned absences, and absences awaiting approval from your manager.



**You can view specific periods of absence by using the search criteria in the Search area. A search can be made on a specific Absence Type, Approval Status, and absences that started or ended on specific dates.**



- Select the **dropdown arrow** in the **Absence Type** field.

**The various annual leave plans relate to multiple assignments. For example, Annual Leave Hours 1 would relate to your primary Assignment and Annual Leave Hours 2 would relate to your secondary assignment, etc.**

**If you only have one assignment, then you should choose the Annual Leave Plan 1.**

- Select the appropriate absence type to view from the list.
- Click the **Go** button to perform a search.
- All of your leave records for the selected absence type will display.
- Click the **Entitlement Balances** tab on your Absence Summary page to review your annual leave entitlement balance. Here you can review the number of hours remaining for the current entitlement period.

**To view your annual leave balance for another entitlement period, enter a date in the Effective Date field and click the Go button.**

- Click the **Portal** icon  in the top right-hand corner of the page to return to the **My ESR Dashboard**.

## Absence Calendar

- Select **My Absence** from the sidebar navigation pane, on the left.
- To view your absence calendar, click the **Absence Calendar** button.
- Your individual absence calendar is displayed. Note that the current month is displayed in **bold red text**

**By default, the full year calendar is displayed. Based on a Monday to Sunday week, the grid will list 25 months down the left-hand side, with the days of the week along the top. Absences can be viewed for a two-year period (12 months prior to the current month and 12 months ahead of the current month).**

Hide Key

- Annual Leave
- Sickness
- Training / Development
- Maternity / Paternity / Adoption
- Special Leave
- Other Leave
- Mixed Leave
- Public and Bank Holidays
- Chequered Edges: Absence is pending approval

Each day of recorded absences is indicated with a coloured square. Click the **Show Key** link to view a key of the different absence types.

**An absence displayed with a chequered edge is pending approval from your manager.**

**A hover over facility is available which, when hovering over a coloured square in the calendar with the cursor, will give specific details regarding the period of absence.**

- To display a detailed view of a specific month, click the **Month** tab of the absence calendar. A detailed view of the absence taken and planned for the current month will display, as well as a summary of your annual leave entitlement balances.

- To view a different calendar month, click in the **Effective Date** field.
- Enter an effective date to view a specific calendar month, and then click the **Go** button.

**Alternatively, you can use the left- and right-hand arrows to move to previous and future months.**

Your Annual Leave record may use the following terms:

**Accrual Plan:** your plan holds information about your entitlement to annual leave based on your years of service.

**Entitlement:** Depending on how your annual leave is calculated, you will see either your full year's entitlement or your accrued leave to date in hours or days. The Entitlement figure will include leave carried forward or purchased, where this has been agreed.

**Statutory Days/Bank Holidays:** The values here will indicate whether Statutory Days/Bank Holidays are included in the Entitlement figure. These will only be displayed if you have an applicable accrual plan.

**Carry Over:** A value will only be displayed if any leave has been carried over from a previous entitlement period.

**Taken:** This figure displays your annual leave which has been approved as of today's date.

**Booked:** This figure displays your annual leave which has been booked in the future, i.e. from today's date until the end of your annual leave year, **we don't use for Annual Leave currently.**

**Remaining:** This is a calculation of your entitlement less annual leave taken and booked.