

Wellbeing Day Leave Process

A new unavailability has been set up on the system under Other Leave called 'Well-Being Day'.

Staff can request this day selecting the option on Employee Online or Medic Online or Managers can add it to the system.

The system will pick up the default unavailability time recorded on the employee work contract; managers will need to check this corresponds to the working day chosen before approving or adding the request.

Employee Online/Medic Online

Employee logs into system, selects the leave tab then Other Leave.

Under request leave complete the date and select the reason as Well-Being Day.

Request Leave

Entitlement Balance

Taken	0 hrs
Planned	0 hrs
Requested	8.33 hrs

Request Leave Form

Full day(s) Partial day

From: 10 May 2021

Number of days: 1

End date: Mon, 10 May 2021

Posting: [Dropdown]

Reason: Well-Being Day

Notes: [Text Area]

Submit Leave Request

The leave request will go to the approving manager as normal.

For managers adding it directly to the system, they will need to add an unavailability selecting the Group Annual Leave and the Reason Well-Being Day. Work time will need to be checked to ensure the correct time is allocated to the day requested.

Group: Other Leave

Reason: Well-Being - Well-Being Day

State: Approved

Start: 10/05/2021 07:00

End: 10/05/2021 23:59

Duration: 1

Work Time

Week Start: 10/05/2021

Posting: 10/5 Mo 11/5 Tu 12/5 We 13/5 Th 14/5 Fr 15/5 Sa 16/5 Su Total Hours

1. Operations 08:20

This unavailability is only valid from 01.04.2021 – 31.03.2022 it cannot be requested outside of these dates.