

Online Leave Recording user guide

- Click on the link to the [Leave Recording](#) system, or enter its address <https://leave.ch.cam.ac.uk/> into your browser. Log in with your Raven account.
- If any data appears incorrect please contact [Emma Graham](#) or [Kathleen Pickett](#).

To book your own leave:

1. Select 'manage' for your job role.

Department of Chemistry
Leave Recording

Home

Welcome to the Chemistry leave requesting and recording system for assistant staff

Hi Joe

Your leave

Please select the role that you wish to manage from the list below:

Job title	Line manager	Start date	Category	Manage leave
Trainee	Erica Smith	2020-11-11	Assistant staff	Manage

If you believe the above list of roles is incorrect, please contact the admin team who can correct the Chemistry admin database.

People you line manage

You are not listed in the Chemistry admin database as being anyone's line manager. If that is incorrect, please contact the admin team.

Calendar view (read-only)

[View own and managees' leave bookings together in a calendar layout](#)

2. Select the year to want to book leave for e.g. 2020

Manage leave for Joe Bloggs / Trainee

(line managed by Erica Smith)

Leave year	Period available
2020	2020-01-01 to 2020-12-31
2021	2021-01-01 to 2021-11-12

3. Click on the calendar day you want to start your leave e.g. 4 – 5 Jan 2021

Manage leave for Joe Bloggs / Trainee in 2021

(line managed by Erica Smith)

2021 leave year

Viewing dates between 2021-01-01 and 2021-12-31 inclusive.

Leave entitlement for 2021

Your leave entitlement for the year 2021 is 36 days. This is broken down as follows:

Reason	Entitlement
Standard leave entitlement	36 days
Total entitlement	36 days

Leave summary for 2021

You may [request leave](#) on dates between 2021-01-01 and 2021-11-12 inclusive. You can also click on a date in the calendar view below to manage or request leave for that date. You may also book leave in [other leave years](#).

No leave has yet been recorded or requested for this post in this leave year.

Leave calendar for 2021

Month	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W
January					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
February	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
March	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

4. Complete the 'From' and 'To' fields as appropriate – weekends will automatically be excluded if you block book across them.
5. Check the half/whole day field is correct.
6. Add text to the 'Notes' field if you wish to – any notes will be visible to approvers and overseers, as well as yourself and cannot be edited later.
7. Select 'submit'.

Requesting leave for yourself / Trainee (line managed by Erica Smith)

2021 leave year

Leave type *

Annual leave

From (Inclusive) *

2021-01-04 (yyyy-mm-dd)

E.g., 2020-11-12

Enter the date on which you would like your leave to start.

To (inclusive)

2021-01-05 (yyyy-mm-dd)

E.g., 2020-11-12

Enter the date on which you would like your leave to finish (this is the last date of your intended leave, NOT the date that you return to work). If you are only requesting one day, you may either enter the same date as the start date, or you may leave it blank.

Part-day on start date

take whole day as leave

Part-day on end date

take only the morning as leave

Notes (optional)

Annual leave and half day vet appointment.

Optional to add details here

Any notes will be visible to approvers and overseers, in addition to yourself, and cannot be edited later.

Your request will be sent to your line manager Erica Smith.

Submit Cancel

- An email request will go to your line manager, which they will need to open, click on the link and agree or deny your leave request – there is a field for written text if a request is denied.
- This will show as pending until your line manager has approved/denied the leave request.

Leave summary for 2021

You may [request leave](#) on dates between 2021-01-01 and 2021-11-12 inclusive. You can also click on a date in the calendar view below to manage or book leave in [other leave years](#).

Key	Leave type	Number of days recorded (excluding pending)	Key (pending)	Number of days pending approval
	Annual leave	0		1.5

Leave calendar for 2021

Month	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
January					1	2	3	4	5	6	7	8	9	10	11	12	13	14
February	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

- You will then receive an email informing you it has been approved or denied and it will show as 'booked' on your calendar.

To cancel future leave that has not yet been approved:

- Click on the start day of leave to cancel.
- Select 'Retract request'.

Home

Manage leave for Joe Bloggs / Trainee on 2021-01-05

(line managed by Erica Smith)

Showing leave on 2021-01-05

Date from	Date to	Leave type	Notes	Status	Actions
2021-01-04	2021-01-05 morning	Annual leave	Annual leave and half day vet appointment.	Pending approval	Retract request

Go [back to the calendar](#).

- This will send an email to your line manager notifying them of the cancellation and will amend your calendar to show no leave booked.

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Leave summary for 2021

You may [request leave](#) on dates between 2021-01-01 and 2021-11-12 inclusive. You can also click on a date in the calendar view below to book leave in [other leave years](#).

No leave has yet been recorded or requested for this post in this leave year.

Leave calendar for 2021

Month	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W
January					1	2	3	4	5	6	7	8	9	10	11	12	13
February	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

To cancel future leave that has already been approved:

1. Click on the day of leave to cancel, however you need to cancel on a day-by-day basis, even if you requested the leave in a block.
 2. Select 'Cancel leave'.
 3. This will send an email to your line manager notifying them of the cancellation and will amend your calendar to show no leave booked.
- Past leave can only be cancelled by an overseer of the system (Emma Graham, Kathleen Pickett, Marita Walsh).
 - On the Home page there is an option to view a calendar layout of your own and your manager's leave bookings.

For line managers:

- On your home page by clicking on 'manage delegated approvers' you can delegate the approval of leave for any of the staff you line manage, if necessary. You won't be able to manage leave whilst someone else is delegated on your behalf.

If you have any questions regarding the processes of leave recording or the system itself please contact [Kathleen Pickett](#) or [Emma Graham](#).