Purpose

Use this procedure to submit requests for the following leave absences:

- **Special Leave with full pay** - used to request a leave for the following reasons:
  - **Studies/Research** - used for advanced study or research that is approved as being in the interests of the organization.
  - **Adoption** - used when adopting a child.
- **Special Leave without pay** - used to request a leave for the following reasons:
  - **Studies/Research** - used for advanced study and research that does not fall under the list of approved studies/research.
  - **Family Leave** - used when the staff member needs to take leave to take care of family (child care, family emergency, death in the family etc.)
  - **Government Service (technical)** - used when the staff member wants to take leave of absence to work for a government to render temporary services involving functions of a technical nature.
  - **Military Service** - used when the staff member needs to take leave to serve in the armed forces of their country.
  - **Employment Outside UN** - used when the staff member wants to take temporary employment outside the UN.

* In addition to the ESS leave request, these activities require an offline request to the HR partner requesting permission to carry out outside activities.

Intended Audience

- **Staff Member**

Global Process

This process begins after the staff member has logged into the Umoja Employee Self-Service application.
1. **Staff member** submits a request for special leave through the Umoja Employee Self-Service portal.

2. **Time Manager** verifies and reviews the request through the Umoja Approver Work Centre.
   a. If the Time Manager endorses the request, and a notification is sent to the **staff member** and **HR Partner**.
   b. If the Time Manager rejects the request, the **staff member** is notified. The **staff member** will need to create and submit a new request.

3. **HR Partner** checks eligibility and reviews the request for special leave through the Umoja Approver Work Centre.
   a. If the **HR Partner** approves the special leave, the **HR partner** will process a Personnel Action in ECC granting the special leave and then approve the leave request in the ESS Portal. The special leave absence is recorded in ECC and a notification is sent to the **staff member** and **Time Manager**.
   b. If the **HR Partner** rejects the request, the **staff member** and **Time Manager** are notified. The **staff member** will need to create and submit a new special leave request.

* Time Administrator can submit an application on behalf of the staff member when the staff member does not have access to ESS.
Objectives

As part of the demonstration, we will show you:
1. How to submit a special leave request
2. How to ensure your secondary time manager(s) receive notification of your request.
3. How to check the status of your request.

Scenario

A staff member was accepted to a 1 year masters program and submits a request for special leave without pay for 1 year starting 1 May 2015 and ending 30 April 2016.

Menu Path

Use the following menu path(s) to begin this process:

Employee Self-Service SM > Overview > Time Management > Create Leave Request

Procedure

Before we submit a leave request, we will be showing you how to check the time managers and time administrators assigned to you. Every staff member is assigned a primary time manager who is responsible for approving your time related requests. Your primary time manager can delegate the role of time approver to one or more secondary time managers.
1. To find out who are your assigned Time Manager(s) and Time Administrator(s) click on the User Map link.

User or Employee Search

![User Map and Employee Search](Image)
2. All managers and administrators assigned to you are listed in the My Approvers table, to view the managers and administrators associated with time, select Time from the View drop-down menu.

User or Employee Search

3. The Time Manager(s) and Administrators are listed. Your primary manager is JANE ROSELINE who has assigned four secondary time managers.

Next, we will be demonstrating how to create a request for Special Leave without pay.

4. Start the transaction using the menu path:
   Employee Self-Service SM>Time Management>Create Leave Request

User Map - Umoja training portal - T2J - Windows Internet Explorer
5. Click on the Employee Self-Service tab.

Employee Services

Time Management

6. Click on the Time Management link.

Time Management

Absence and Attendance Request

Create Leave Request

You can request leave and other types of absences here.

Leave Overview
You can display the Leave Overview and review, change, or delete existing leave or other types of absences here. You can also request additional leave.

View Absence Balances
You can display your absence balance information here.

7. Click on the Create Leave Request link.
8. Select “Special Leave without Pay” from the list of options.

9. Select “Studies/Research” as the reason for the leave from the list of options.
10. Select the date the leave is to start. Dates can be selected from the calendar by clicking on the Calendar icon or entering directly into the field using the DD.MM.YYYY format. In this demonstration, select 1 May 2015 from the calendar.

11. Select the date the leave is to end. Dates can be selected from the calendar by clicking on the Calendar icon or entering directly into the field using the DD.MM.YYYY format. In this demonstration, enter 30 April 2016.
12. You may add remarks or comments in the New Note box, for example we added “I have been accepted to the Master Degree program on Human Rights. This program is beneficial to my career and the United Nations.”
13. You can request a half day leave by placing a checkmark in the half day field and selecting whether you are taking the AM or PM off. By default the range of dates are full days, if you click on half days the range of dates will be half days. In this example, the box will not be checked as we are requesting 251 full days.

14. If your request for leave is longer than 30 days and you wish to continue to participate in the insurance plans and pension fund, place a check mark next to one or more options.

- I would like to continue to participate in Health Insurance
- I would like to continue to participate in Life Insurance
- I would like to continue to participate in Pension Fund

In this demonstration, we chose to continue to participate in all the options.
Humam EVERY - Leave Request: Special Leave without Pay, 19.03.2015

If you choose not to participate in the continuation of benefits at the time of the request, and you change your mind when your leave has started, you will not be allowed to participate in these benefits.

**Selecting these options in ESS does not automatically enrol you in the continuation of benefits.** You must also contact the Benefits and Pension offices to make the necessary arrangements to enrol and pay your share and the organizations share prior to the start of the leave.
Humam EVERY - Leave Request: Special Leave without Pay, 19.03.2015

Additional Data

Half day:  
AM/PM:  

I would like to continue to participate in Health Insurance:  
I would like to continue to participate in Life Insurance:  
I would like to continue to participate in Pension Fund:  

Select time manager to e-mail:
Damilola DUA
Hyoek EWENS
GABRIEL
All

15. Select your secondary time manager from the list of managers who should receive notification of your request or select ALL and all the secondary time managers will receive a notification.

The list may be blank if your primary manager has not delegated this responsibility.

Your primary time manager will automatically receive notification of your leave request even if s/he has delegated the time approval function to a secondary manager.

If they have delegated the time responsibility to a secondary time manager, your secondary manager will not be notified of the request unless they are selected from the list of time managers.
16. Click on the [Add] button to attach all required documents. In this scenario, the staff member is taking leave to pursue a masters degree so it is necessary to attach the letter of admission to the masters program.

17. Click on the [Browse...] button.
Choose File to Upload

18. Select the document to attach.

Choose File to Upload

19. Click on the Open button.
**Upload New Attachment**

20. Click on the **OK** button. Next, scroll down to the Leave Details section.

**Humam EVERY - Leave Request: New**

21. The attached document(s) appears in the list.
22. Click on the **Check** button. This will check your request against any other requests you have submitted and your leave balances.

23. Click on the **Send** button. You will be asked to verify the information you entered for the request.

A message will appear in at the top of the screen indicating whether the check was successful or there are conflicts and the total Att./abs day will be calculated.
24. Verify the information (dates, note, calculation of days and managers who will be notified) and click on the **OK** button. Your request will be sent to your primary time manager and any secondary time manager you selected earlier.

The calculated Abs/Att days does not include weekends and UN holidays.
25. Your request will be sent to your primary time manager and any secondary time manager you selected earlier.

Create Leave Request - Umoja qa portal - Q3j - Windows Internet Explorer

26. Click on the **Overview** tab.

**Employee Services**

27. Click on the **Time Management** link.
28. Click on the **Leave Overview** link.

29. Your request has been sent to your time manager and is shown in the Leave Requests as sent. Your Primary time manager will appear in the table but the request will also be sent to any secondary manager you selected in the steps above and to the HR Partner. The status will change when the HR Partner has approved the request.

   The Att/abs days reflected in the table include weekends and UN holidays.