
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.

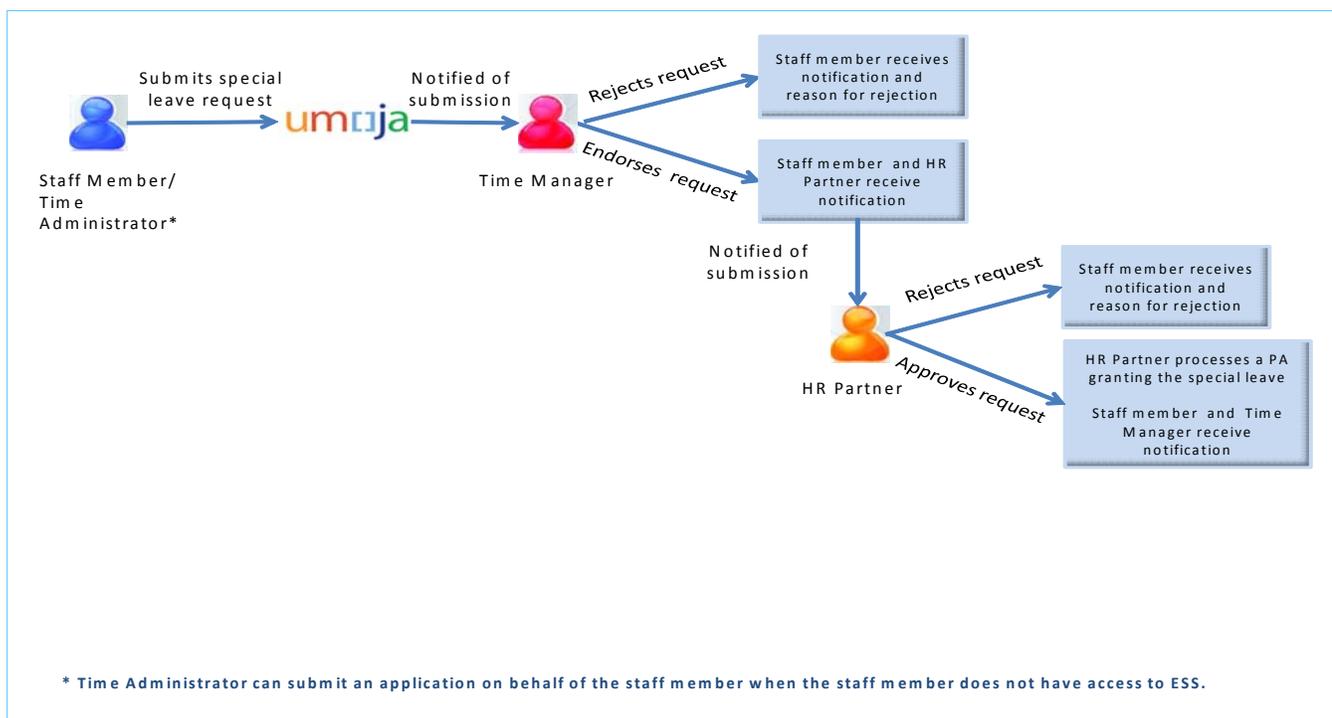
** In addition to the ESS leave request, these activities require an offline request to the HR partner requesting permission to carry out outside activities.*

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.

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

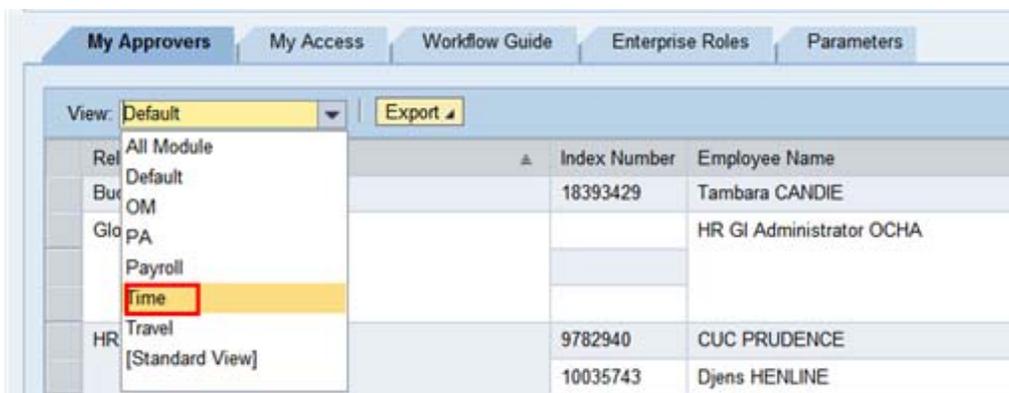
Before we submit a leave request, we will be showing you how to check the time managers and time administrators assigned to you. Every staff member is assigned a primary time manager who is responsible for approving your time related requests. Your primary time manager can delegate the role of time approver to one or more secondary time managers.

Welcome to Umoja



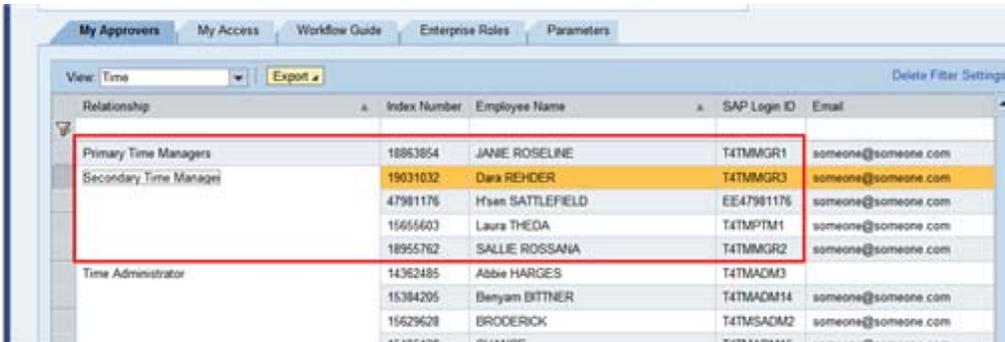
1. To find out who are your assigned Time Manager(s) and Time Administrator(s) click on the [User Map](#) link.

User or Employee Search



- 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



Relationship	Index Number	Employee Name	SAP Login ID	Email
Primary Time Managers	18863854	JANE ROSELINE	T4TMMGR1	someone@someone.com
Secondary Time Manager	15031032	Dara REHDER	T4TMMGR3	someone@someone.com
	47981176	Hsien SATTLEFIELD	EE47981176	someone@someone.com
	15655603	Laura THEIDA	T4TMP1M1	someone@someone.com
	18955762	SALLIE ROSSANA	T4TMMGR2	someone@someone.com
Time Administrator	14362485	Abbie HARGES	T4TMADM3	
	15384205	Benyam BITTNER	T4TMADM14	someone@someone.com
	15629628	BRODERICK	T4TMSADM2	someone@someone.com

- 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.

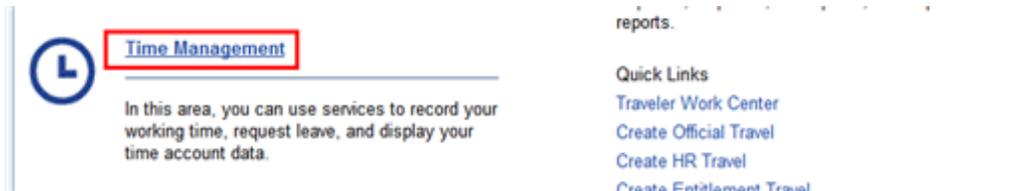
- Start the transaction using the menu path:
[Employee Self-Service SM>Time Management>Create Leave Request](#)

User Map - Umoja training portal - T2J - Windows Internet Explorer



5. Click on the **Employee Self-Service SM** tab.

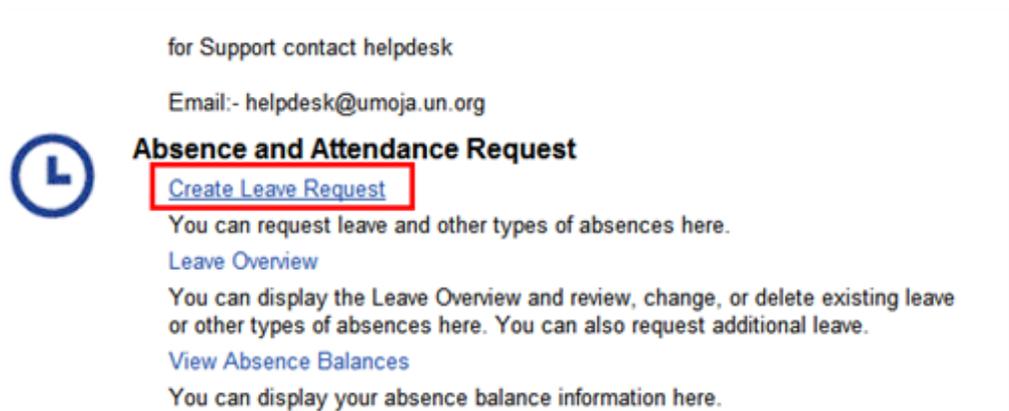
Employee Services



The screenshot shows the 'Employee Services' section. On the left, there is a clock icon and a link for 'Time Management' which is highlighted with a red box. Below this link, there is a description: 'In this area, you can use services to record your working time, request leave, and display your time account data.' On the right side of the screenshot, there is a 'Quick Links' section with several links: 'Traveler Work Center', 'Create Official Travel', 'Create HR Travel', and 'Create Entitlement Travel'.

6. Click on the [Time Management](#) link.

Time Management



The screenshot shows the 'Time Management' page. At the top, there is a link for 'Support contact helpdesk' and an email address: 'Email:- helpdesk@umoja.un.org'. Below this, there is a clock icon and a section titled 'Absence and Attendance Request'. Inside this section, the link 'Create Leave Request' is highlighted with a red box. Below this link, there is a description: 'You can request leave and other types of absences here.' There are also two other links: 'Leave Overview' and 'View Absence Balances', each with a brief description of their function.

7. Click on the [Create Leave Request](#) link.

Humam EVERY - Leave Request: New



▼ Leave Details Check

**** Please, remember to use check button to calculate the days/hours****

Additional

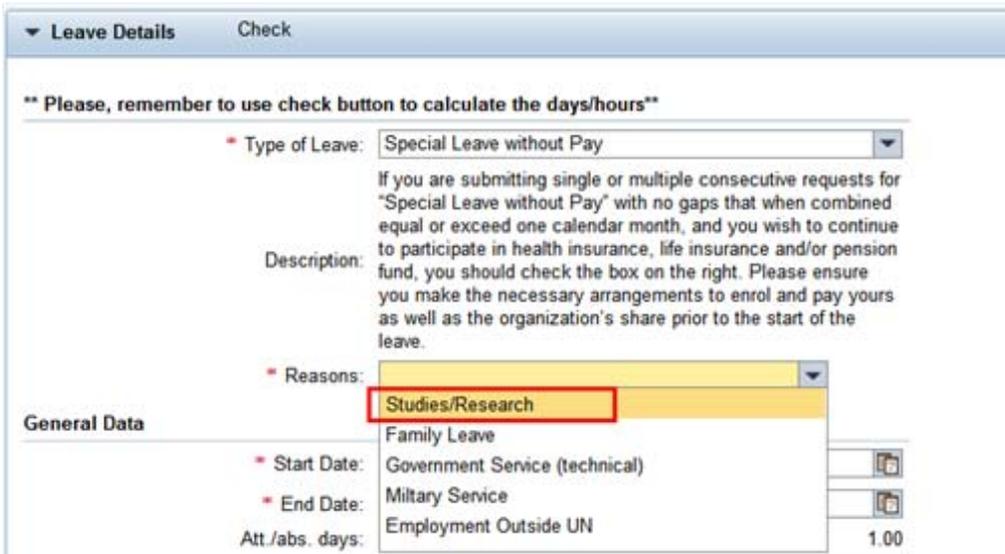
General Data

- Type of Leave: Annual Leave
- Description: Annual Leave
- Uncertified Sick leave
- Special Leave w/Full Pay
- Special Leave without Pay
- Certified Sick Leave
- Compressed Reg Day Off
- Jury Duty
- Deterministic Leave

Select

- Select "Special Leave without Pay" from the list of options.

Humam EVERY - Leave Request: Special Leave without Pay, 19.03.2015



▼ Leave Details Check

**** Please, remember to use check button to calculate the days/hours****

Type of Leave: Special Leave without Pay

Description: If you are submitting single or multiple consecutive requests for "Special Leave without Pay" with no gaps that when combined equal or exceed one calendar month, and you wish to continue to participate in health insurance, life insurance and/or pension fund, you should check the box on the right. Please ensure you make the necessary arrangements to enrol and pay yours as well as the organization's share prior to the start of the leave.

Reasons: Studies/Research

Family Leave

Government Service (technical)

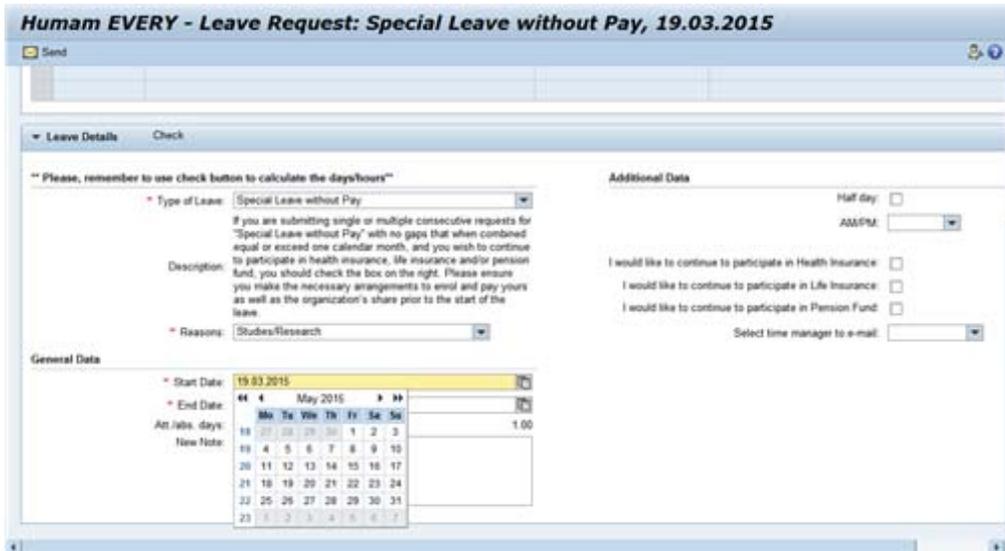
Military Service

Employment Outside UN

Att./abs. days: 1.00

- Select "Studies/Research" as the reason for the leave from the list of options.

Humam EVERY - Leave Request: Special Leave without Pay, 19.03.2015



Humam EVERY - Leave Request: Special Leave without Pay, 19.03.2015

Send

Leave Details Check

**** Please, remember to use check button to calculate the days/hours****

Type of Leave: Special Leave without Pay

Description: If you are submitting single or multiple consecutive requests for "Special Leave without Pay" with no gaps that when combined equal or exceed one calendar month, and you wish to continue to participate in health insurance, life insurance and/or pension fund, you should check the box on the right. Please ensure you make the necessary arrangements to enrol and pay yours as well as the organization's share prior to the start of the leave.

Reasons: Studies/Research

General Data

Start Date: 19.03.2015

End Date: [Calendar icon]

Mo	Tu	We	Th	Fr	Sa	Su
18	19	20	21	22	23	24
19	4	5	6	7	8	9
20	11	12	13	14	15	16
21	18	19	20	21	22	23
22	25	26	27	28	29	30
23	1	2	3	4	5	6

Att./abs. days: 1.00

New Note:

Additional Data

Half day:

AM/PM: [Dropdown]

I would like to continue to participate in Health insurance:

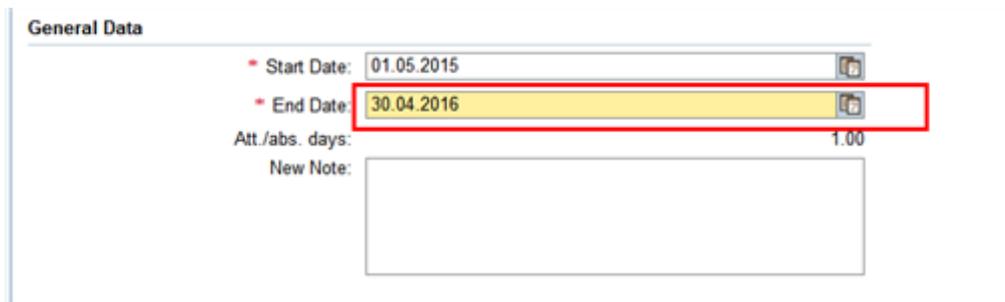
I would like to continue to participate in Life insurance:

I would like to continue to participate in Pension Fund:

Select time manager to e-mail: [Dropdown]

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.

Humam EVERY - Leave Request: Special Leave without Pay, 19.03.2015



General Data

Start Date: 01.05.2015

End Date: 30.04.2016

Att./abs. days: 1.00

New Note:

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.

Humam EVERY - Leave Request: Special Leave without Pay, 19.03.2015

General Data

* Start Date: 01.05.2015

* End Date: 30.04.2016

Att./abs. days: 1.00

New Note: I have been accepted to the Master Degree program on Human Rights. This program is beneficial to my career and the United Nations.

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."

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:

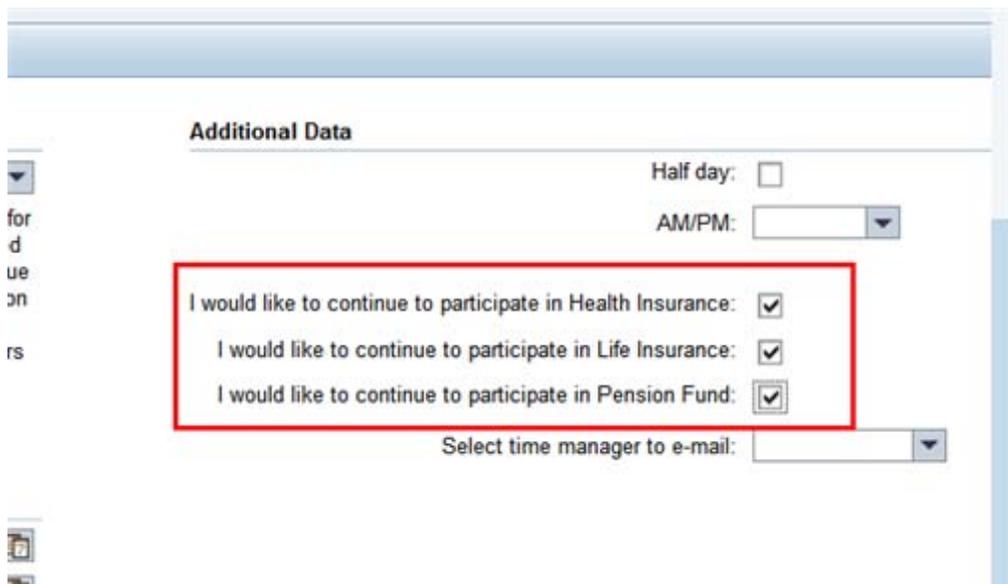
I would like to continue to participate in Life Insurance:

I would like to continue to participate in Pension Fund:

Select time manager to e-mail:

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.

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:

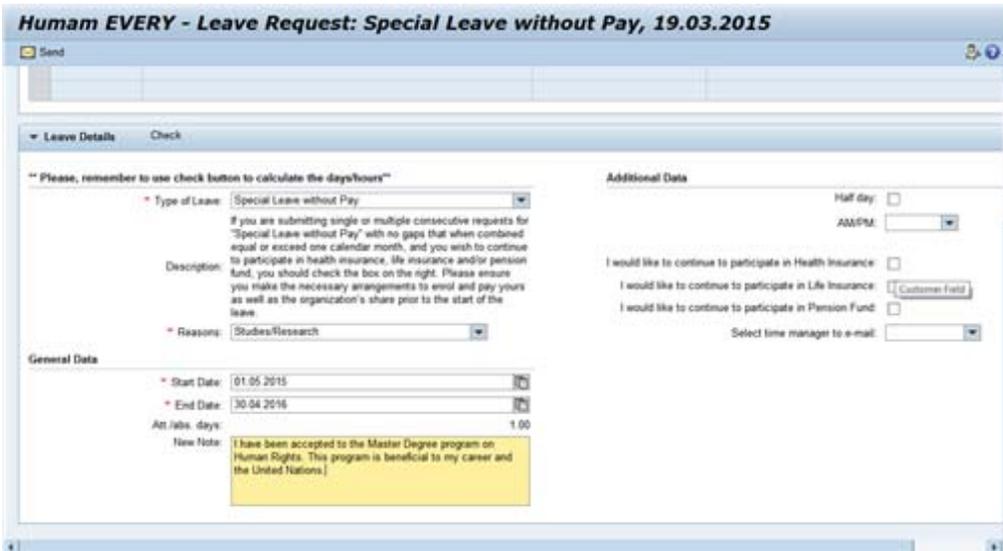
Select time manager to e-mail:

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



The screenshot shows a web-based form titled "Humam EVERY - Leave Request: Special Leave without Pay, 19.03.2015". The form is divided into several sections:

- Leave Details:** Includes a "Type of Leave" dropdown set to "Special Leave without Pay", a "Description" field, and a "Reasons" dropdown set to "Studies/Research".
- General Data:** Includes "Start Date" (01.05.2015), "End Date" (30.04.2016), and "Att./Abs. days" (1.00).
- Additional Data:** Includes checkboxes for "Half day", "AM/PM", and "I would like to continue to participate in Health insurance", "Life insurance", and "Pension Fund".
- New Note:** A yellow highlighted box contains the text: "I have been accepted to the Master Degree program on Human Rights. This program is beneficial to my career and the United Nations."



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
- Hyock 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.



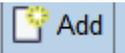
The list may be blank if your primary manager has not delegated this responsibility.

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.

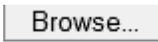
Humam EVERY - Leave Request: New



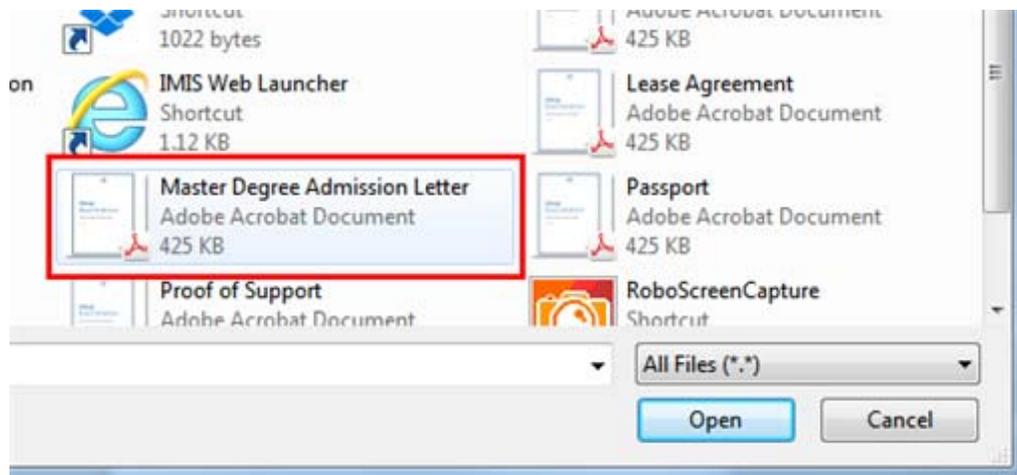
16. Click on the  button to attach all required documents. In this scenario, the staff member is taking leave to pursue a masters degree so it is necessary to attach the letter of admission to the masters program.

Upload New Attachment



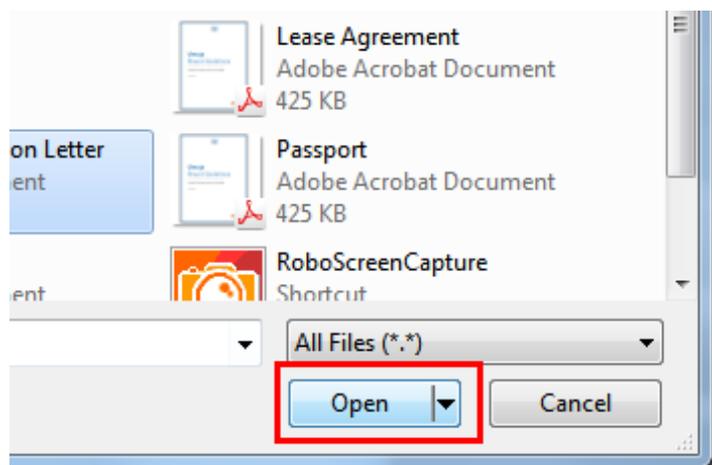
17. Click on the  button.

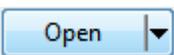
Choose File to Upload



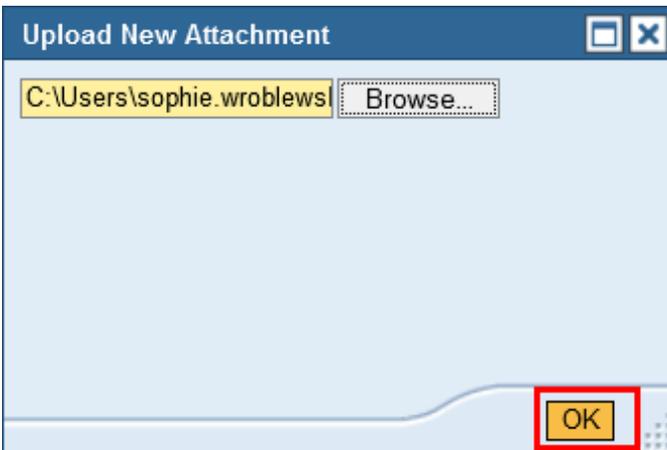
18. Select the document to attach.

Choose File to Upload



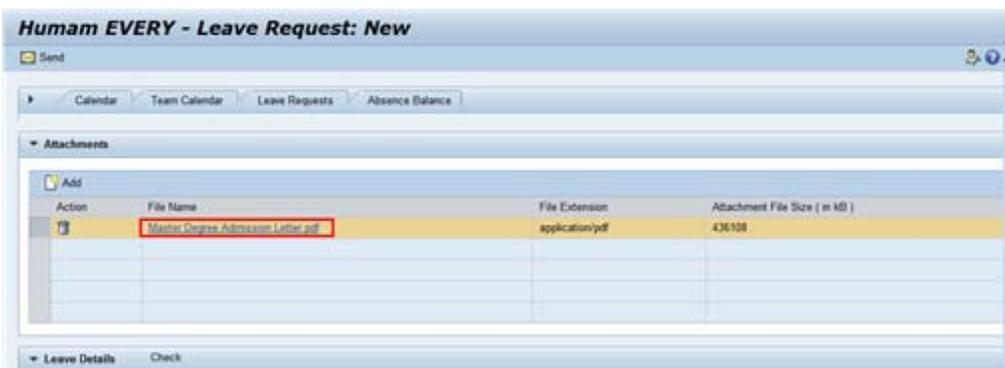
19. Click on the  button.

Upload New Attachment



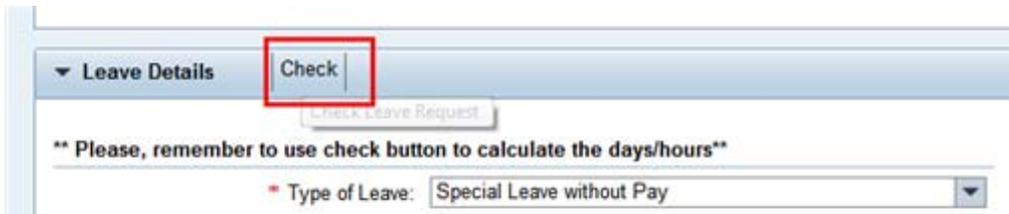
20. Click on the **OK** button. Next, scroll down to the Leave Details section.

Humam EVERY - Leave Request: New



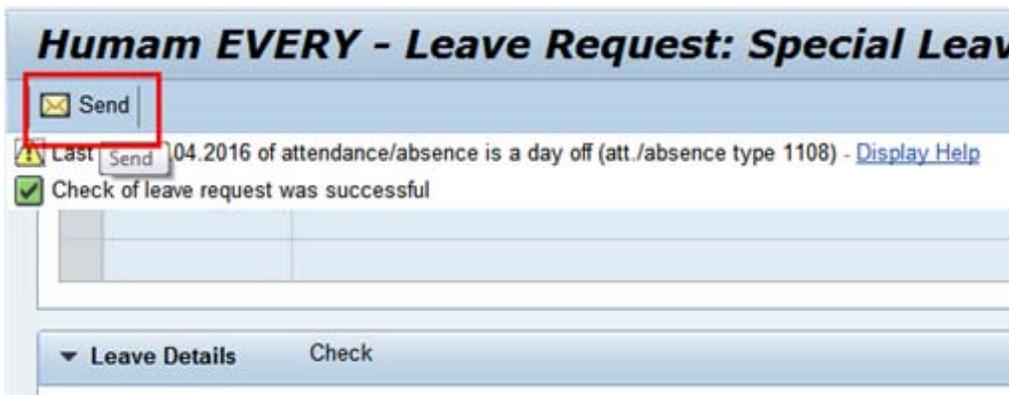
21. The attached document(s) appears in the list.

Humam EVERY - Leave Request: Special Leave without Pay, 19.03.2015



22. Click on the **Check** button. This will check your request against any other requests you have submitted and your leave balances.

Humam EVERY - Leave Request: Special Leave without Pay, 01.05.2015-30.04.2016

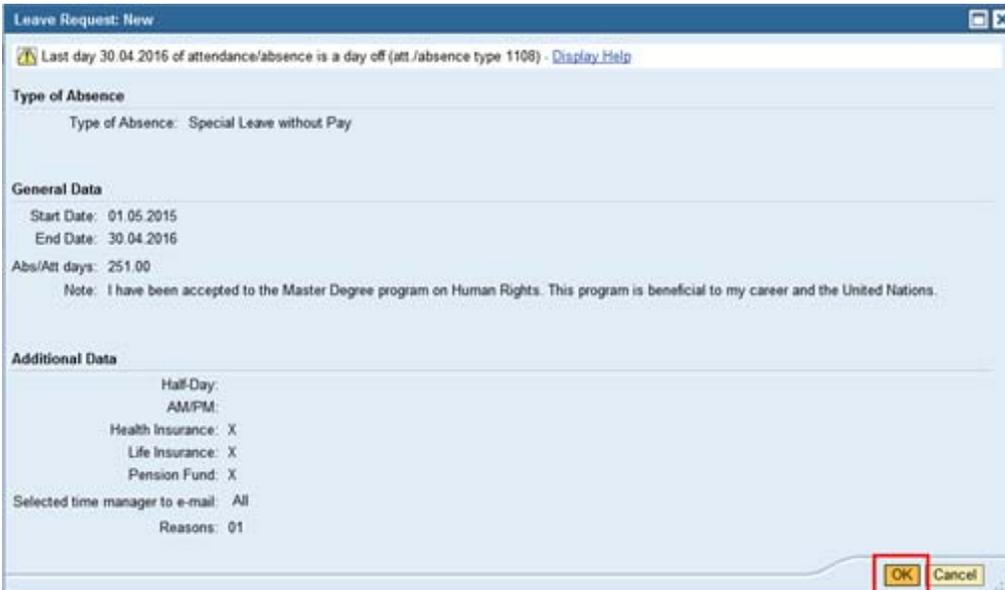


23. Click on the **Send** button. You will be asked to verify the information you entered for the request.



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.

Leave Request: New



Leave Request: New

Last day 30.04.2016 of attendance/absence is a day off (att./absence type 1108) - [Display Help](#)

Type of Absence
Type of Absence: Special Leave without Pay

General Data
Start Date: 01.05.2015
End Date: 30.04.2016
Abs/Att days: 251.00
Note: I have been accepted to the Master Degree program on Human Rights. This program is beneficial to my career and the United Nations.

Additional Data
Half-Day:
AM/PM:
Health Insurance: X
Life Insurance: X
Pension Fund: X
Selected time manager to e-mail: All
Reasons: 01

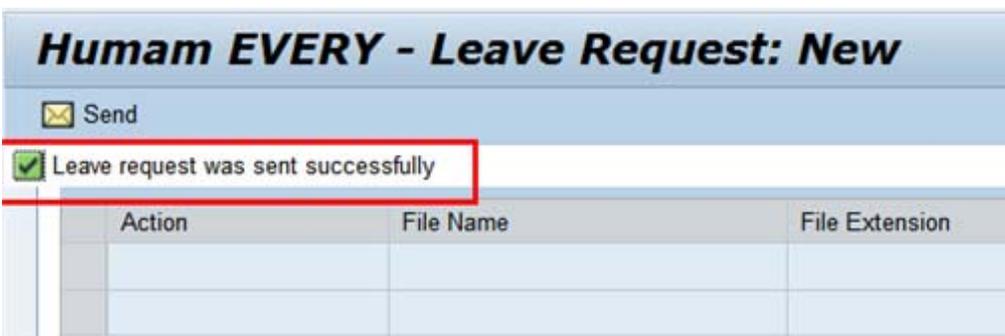
OK Cancel

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.

Humam EVERY - Leave Request: New



Humam EVERY - Leave Request: New

Send

Leave request was sent successfully

Action	File Name	File Extension

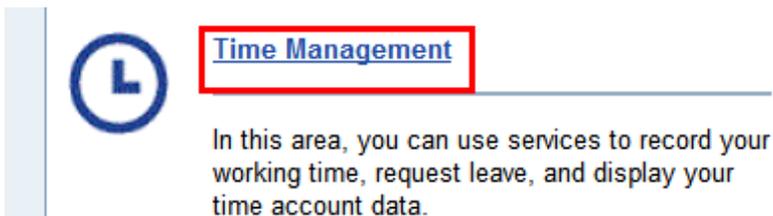
25. Your request will be sent to your primary time manager and any secondary time manager you selected earlier.

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.

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.

28. Click on the [Leave Overview](#) link.

Leave Overview



Edit	Cancel	Type of Absence	Start Date	End Date	Next Processor	Status	Att/abs. days	Att/abs. hours	Used
		Special Leave att...	01.05.2015	30.04.2016	GABRIEL	Sent	366.00	0.00	
		Annual Leave	15.04.2015	17.04.2015	GABRIEL	Rejected	3.00	0.00	
		Annual Leave	24.03.2015	24.03.2015		Approved	0.50	0.00	0.50 Days
		Annual Leave	20.03.2015	22.03.2015		Approved	2.00	0.00	2 Days
		CTD Account	16.03.2015	16.03.2015	GABRIEL	Sent	0.00	13.00	

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.

