

How To Do – Booking a Bank Holiday

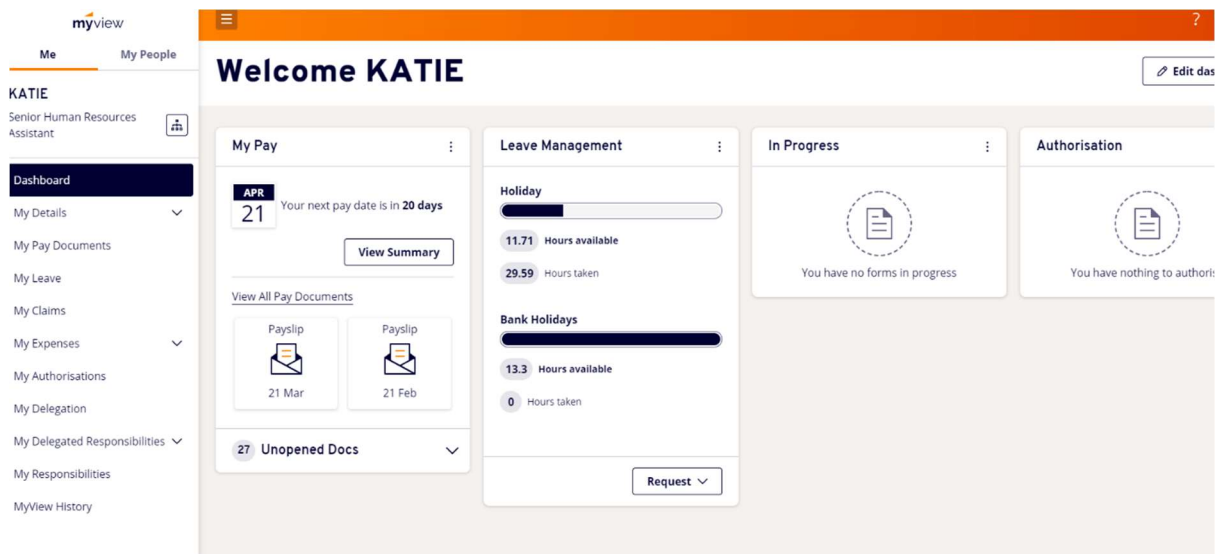
NB: If you are a full time employee who works 7.24 Monday-Friday, you do not need to book bank holidays as they will automatically be booked for you by the system. You will see a zero balance.

If you are Part Time or do not work 7.24 Monday - Friday

On the new My View system you will now be able to see an entitlement for bank holidays within the My Leave section.

If a bank holiday falls on your normal working day, you will need to book these days as bank holiday leave.

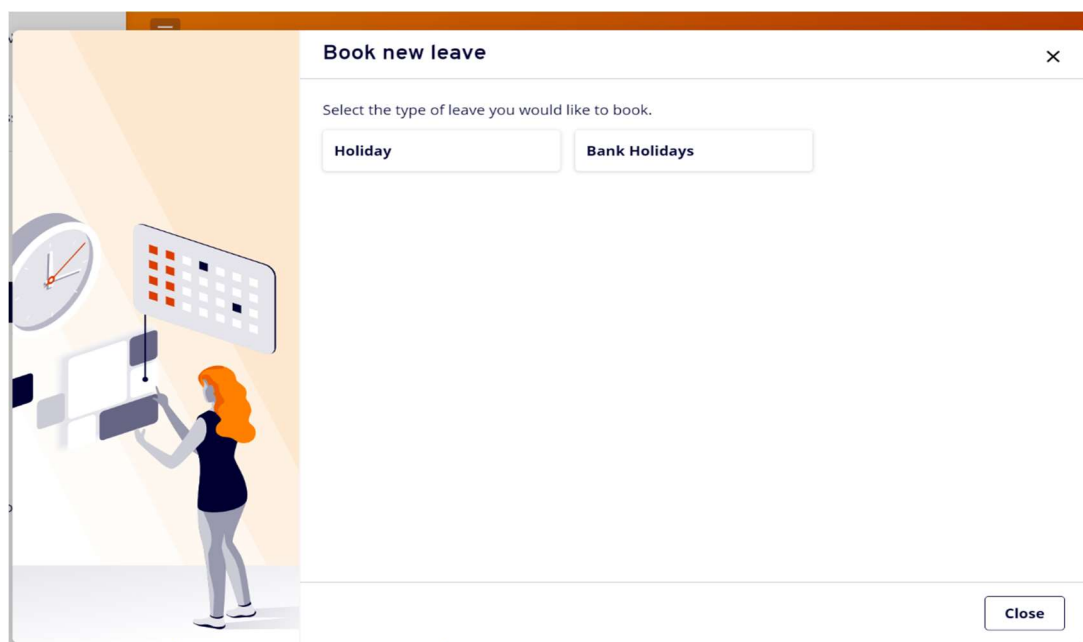
To book a bank holiday, please click **'Request'** on the Leave Management widget.



The screenshot shows the 'myview' dashboard for user KATIE, Senior Human Resources Assistant. The dashboard is divided into several sections:

- My Pay:** Shows the next pay date as APR 21, which is in 20 days. There is a 'View Summary' button. Below this, there are two 'Payslip' cards for 21 Mar and 21 Feb. At the bottom, it shows 27 Unopened Docs.
- Leave Management:** Contains two sections: 'Holiday' with 11.71 Hours available and 29.59 Hours taken; and 'Bank Holidays' with 13.3 Hours available and 0 Hours taken. A 'Request' button is located at the bottom of this section.
- In Progress:** Shows 'You have no forms in progress'.
- Authorisation:** Shows 'You have nothing to authori:'.

Now choose **'Bank Holidays'** to request this leave.



The screenshot shows a 'Book new leave' dialog box. The title is 'Book new leave' and there is a close button (X) in the top right corner. The instruction says 'Select the type of leave you would like to book.' There are two buttons: 'Holiday' and 'Bank Holidays'. The 'Bank Holidays' button is highlighted with a dark border, indicating it is selected. At the bottom right, there is a 'Close' button. On the left side of the dialog, there is an illustration of a person with red hair interacting with a calendar and a clock.

Bank holidays are booked the same way as Annual Leave.

You can enter a comment and select the date you wish to book off.

myview

Book new leave - Bank Holidays

0 Hour available 66.6 Hours taken

Comments

Dates Full Day Part Day

From * 01/04/2022

To * 01/04/2022

hours mins hrs decimal

Total Time 7 24 7.40 **Confirm planned work time**

Submit

< Back Close

Once you have entered the dates click on **'Confirm planned work time'**. Here you will need to confirm your working pattern for the week applicable to your leave.

Book new leave - Bank Holidays

0 Hour available 66.6 Hours taken

From 01/04/2022 Enter All Weeks

To 01/04/2022 Recurring Pattern Repeat Weeks --Select--

	SUN	MON	TUE	WED	THU	FRI	SAT	
Week Ending	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hours
02/04/2022	0:00	7:24	7:24	7:24	7:24	7:24	0:00	37

Cancel Save

< Back Close

Press **'Save'** then **'Submit'** when this option appears.
This will then be submitted to your Manager for approval.