



eLeave
User Guide

Medical Revalidation 

360 

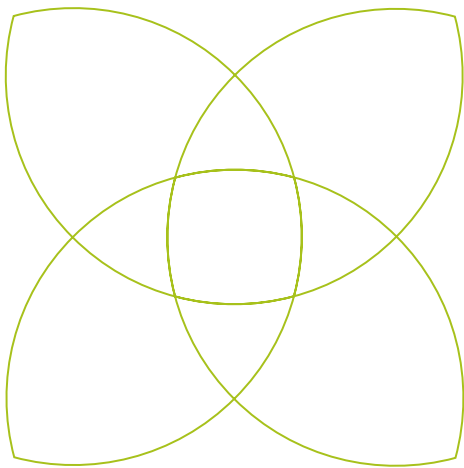
Job Planning 

eLeave 

Nurse Revalidation 

Appraisal 4 All 


eLeave User Guide





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Get in touch with us

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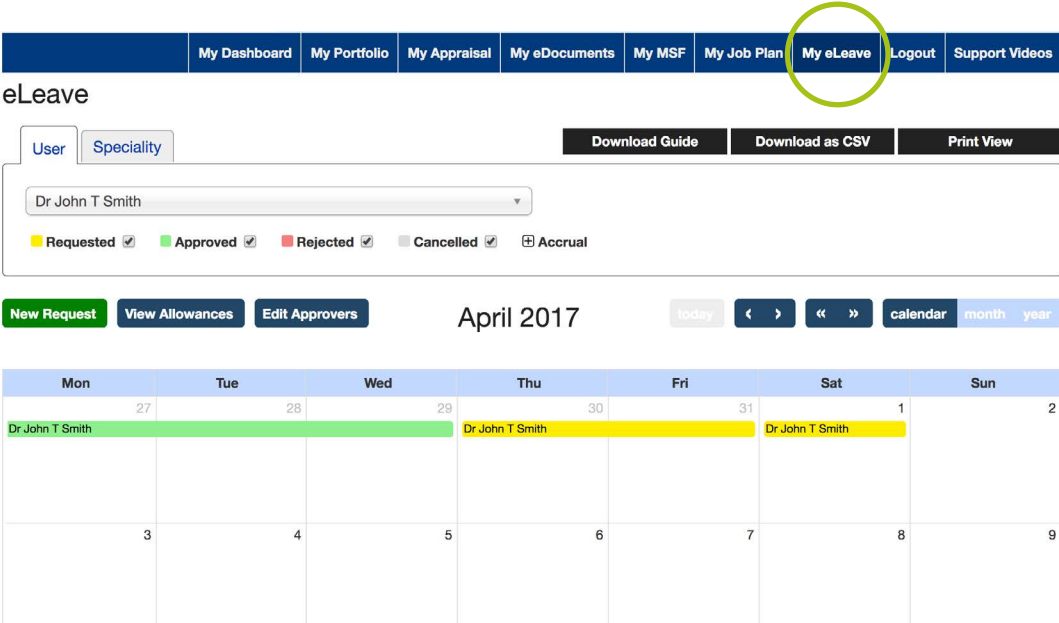
1 Users	2
1.1 Allowances	2
1.2 Choosing Your Approver	3
1.3 Requesting Leave	3
1.4 Adding/Cancelling Historical Leave	4
1.5 Leave In Lieu	4
1.6 Errors	6
1.7 Changing a Leave Request	7
1.8 Cancelling Leave	8
1.9 Viewing Leave	8
1.10 Speciality Tab	9
1.11 Month/Year List View	9
1.12 Filter View	9
1.13 Download as CSV	9
2 Approvers	10
2.1 Approving/Rejecting/Cancelling Leave	10
2.2 Approver Tab	11
2.3 Approving Leave via the Dashboard	12
2.4 Edit Allowances	12

eLeave

User Guide

Clicking on the 'My eLeave' tab at the top of your dashboard will take you to your eLeave, where you can view your allowances, request leave, view your booked leave and view the booked leave of your colleagues. Approvers can manage leave for their approvees in the same section.

If you have not already created your eLeave calendar then you will be prompted to select an Approver and create one. You will then be taken to the calendar.



eLeave

[User](#)
[Speciality](#)
[Download Guide](#)
[Download as CSV](#)
[Print View](#)

Dr John T Smith

☒ Requested
 ☒ Approved
 ☒ Rejected
 ☒ Cancelled
 [Accrual](#)

[New Request](#)
[View Allowances](#)
[Edit Approvers](#)

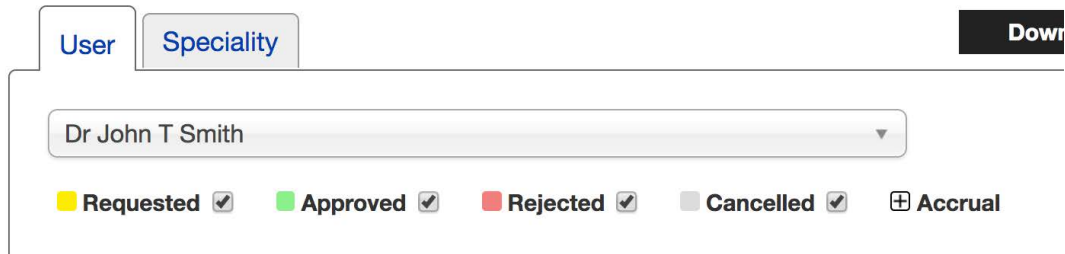
April 2017

today < > « » calendar month year

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27 Dr John T Smith	28	29	30 Dr John T Smith	31	1 Dr John T Smith	2
3	4	5	6	7	8	9

1 Users

The 'User' tab is where you manage your personal leave.



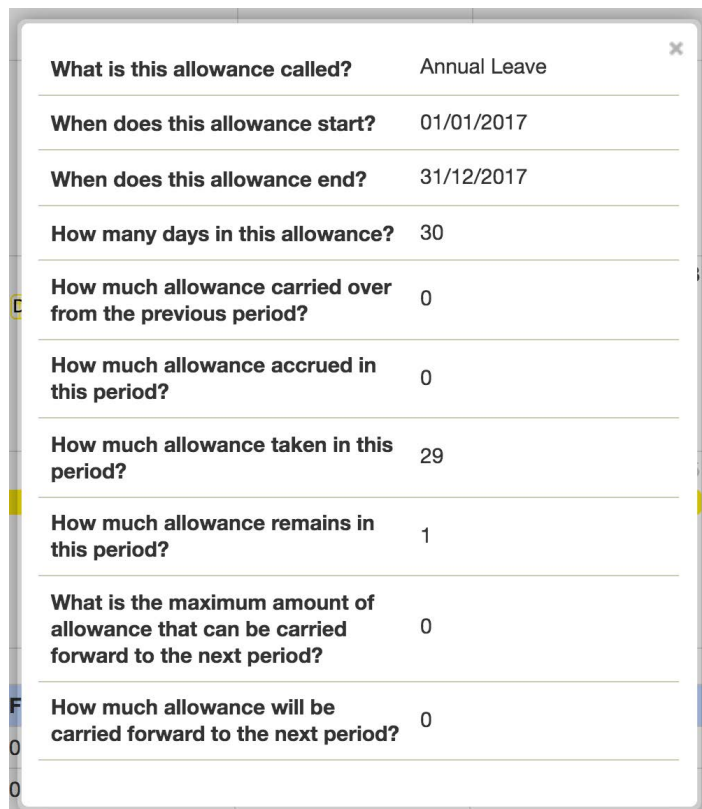
1.1 Allowances

Click 'View Allowances' to scroll down to view your Leave Allowances.

Allowance	From	To	Taken	Remaining	
Annual Leave	01/01/2017	31/12/2017	29	1	Details
Study / Professional Leave	01/01/2017	31/12/2017	0	10	Details
Leave in Lieu	01/01/2017	31/12/2017	0	2	Details

This table contains allowances which are relevant to the currently selected month. You can see when the Allowance runs From and To, how many days have been 'Taken' between those dates, and how many are Remaining.

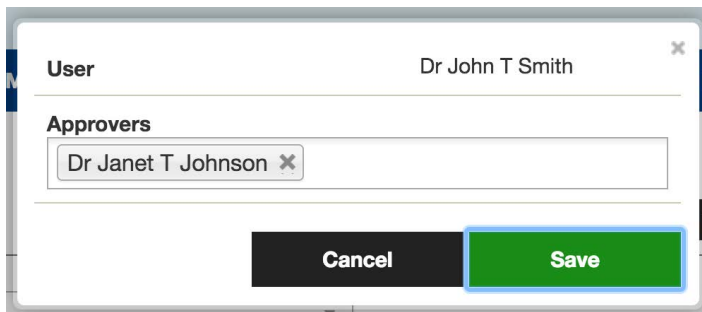
If you click 'Details' you can see more information about the Allowance.



What is this allowance called?	Annual Leave
When does this allowance start?	01/01/2017
When does this allowance end?	31/12/2017
How many days in this allowance?	30
How much allowance carried over from the previous period?	0
How much allowance accrued in this period?	0
How much allowance taken in this period?	29
How much allowance remains in this period?	1
What is the maximum amount of allowance that can be carried forward to the next period?	0
How much allowance will be carried forward to the next period?	0

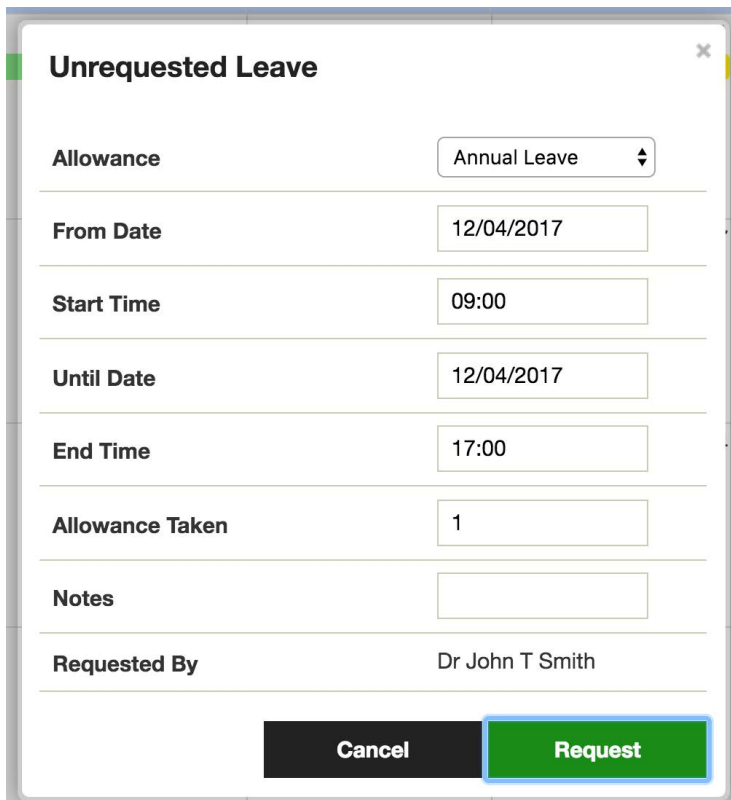
1.2 Choosing Your Approver

Click 'Edit Approvers' to select Approvers, who will be able to view, approve, reject and cancel your leave. They will be notified of all requests and cancellations you make.



1.3 Requesting Leave

To request leave, you can click 'New Request', or click on the day you wish the leave to start. A pre-populated leave request form for that day will be created. You can modify the details of the leave as necessary. The 'Allowance Taken' field will update automatically to keep track of the number of days between the dates, but you can override this by changing the value manually. When you are happy with the details, click 'Request'. Your Approvers will be sent a notification prompting them to review and approve the request.



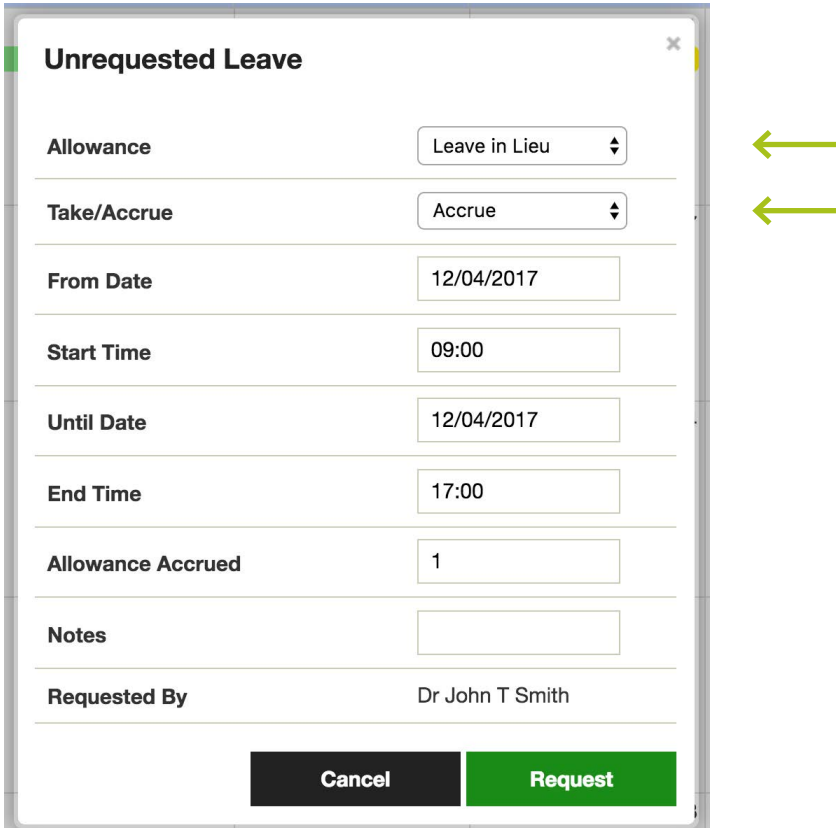
1.4 Adding/Cancelling Historical Leave

Leave that has already been taken can be requested and approved retroactively.

Approved leave that took place in the past can only be cancelled by the Approver or Administrator.

1.5 Leave In Lieu

The system can be used to both Accrue and Take Leave In Lieu. To Accrue Leave In Lieu (i.e. to work a day when you normally would not), select 'Leave In Lieu' from the 'Allowance' drop-down and select 'Accrue' from 'Take/Accrue':

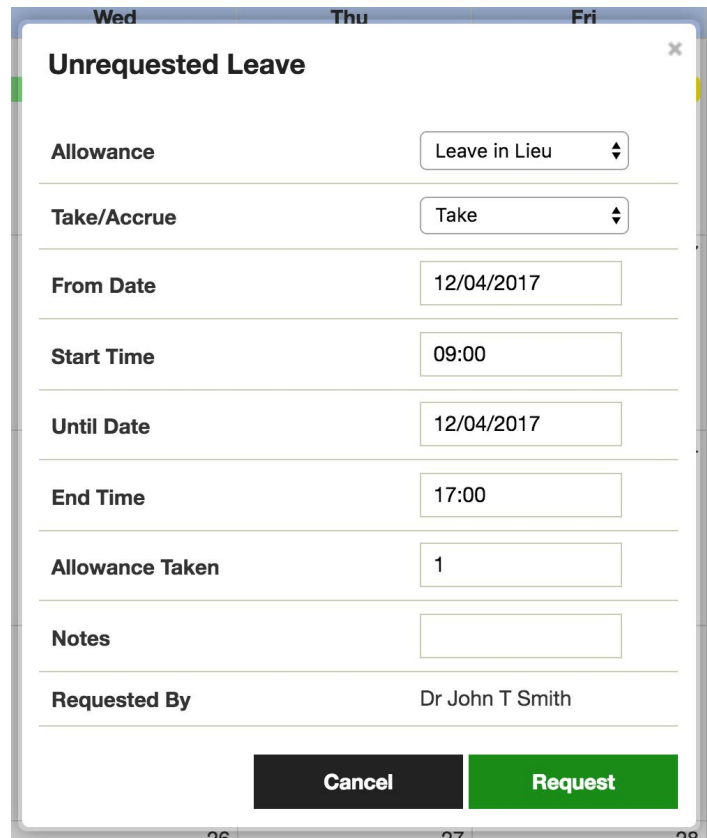


The screenshot shows a web form titled "Unrequested Leave". It contains several input fields and dropdown menus. Two green arrows point to the "Allowance" dropdown (which is set to "Leave in Lieu") and the "Take/Accrue" dropdown (which is set to "Accrue").

Allowance	Leave in Lieu
Take/Accrue	Accrue
From Date	12/04/2017
Start Time	09:00
Until Date	12/04/2017
End Time	17:00
Allowance Accrued	1
Notes	
Requested By	Dr John T Smith
<div> <div>Cancel</div> <div>Request</div> </div>	

You can then set dates, times and allowance as normal, and click 'Request'. This request will then be sent to your Approver, and the days will be added to your leave in lieu allowance.

To Take your accrued Leave In Lieu (i.e. spend the extra day of leave you have accrued), create a new Leave in Lieu request and select 'Take' instead of 'Accrue':



Unrequested Leave	
Allowance	Leave in Lieu
Take/Accrue	Take
From Date	12/04/2017
Start Time	09:00
Until Date	12/04/2017
End Time	17:00
Allowance Taken	1
Notes	
Requested By	Dr John T Smith
<div> <div>Cancel</div> <div>Request</div> </div>	

Once requested, this amount of leave will be subtracted from your Leave In Lieu allowance.

1.6 Errors

If you make a mistake entering the leave, e.g. requesting leave which finishes before it starts, the request will not be saved and an error message will be displayed, prompting you to correct the error. Once corrected, press 'Request' again to request the leave.

Wed
Thu
Fri

X

Unrequested Leave

Error, leave not saved!

- Until date must be on or after 2017-04-12

Allowance

Leave in Lieu

Take/Accrue

Take

From Date

12/04/2017

Start Time

09:00

Until Date
must be on or after 2017-04-12

11/04/2017

End Time

17:00

Allowance Taken

1

Notes

Requested By

Dr John T Smith

Cancel

Request

1.7 Changing a Leave Request

While it is still in the 'Requested' state, you can change a leave request by clicking on the leave period:

13	14	
	Dr John T Smith	
20	21	

You can then make any changes and click 'Save' to save them.

Requested Leave

Allowance

Annual Leave

From Date

14/04/2017

Start Time

09:00

Until Date

15/04/2017

End Time

17:00

Allowance Taken

2

Notes

Requested By

Dr John T Smith

Requested At

10:08 on 11/04/2017

[View Planned Activities](#)

Cancel

Save

The leave will be updated accordingly.

13	14	15
	Dr John T Smith	
20	21	22

1.8 Cancelling Leave

To cancel leave, click on the leave in question and then click the 'Cancel' button:

×

Requested Leave

Allowance

Annual Leave

⌵

From Date

14/04/2017

Start Time

09:00

Until Date

15/04/2017

End Time

17:00

Allowance Taken

2

Notes

Requested By

Dr John T Smith

Requested At

10:08 on 11/04/2017

[View Planned Activities](#)

Cancel Leave

Your Approvers will be notified that the leave has been cancelled. Leave in the past which has already been approved can only be cancelled by your Approver or an Administrator.

1.9 Viewing Leave

You can view leave at any time, including after it has been cancelled, by clicking on the leave period in question on the calendar:

13	14	15	
	Dr John T Smith		
20	21	22	

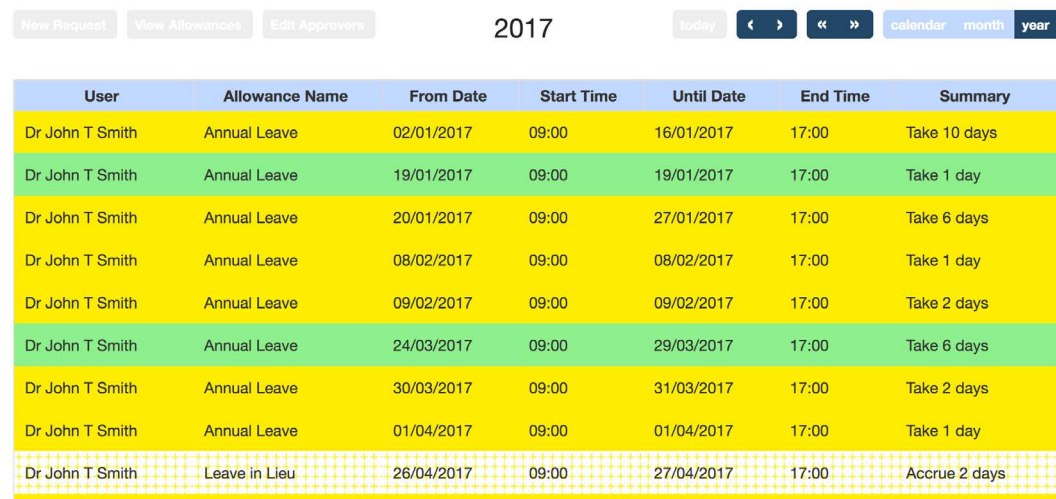
1.10 Speciality Tab

You can view the requested and approved leave of other users in your speciality by selecting the Speciality tab:



1.11 Month/Year List View

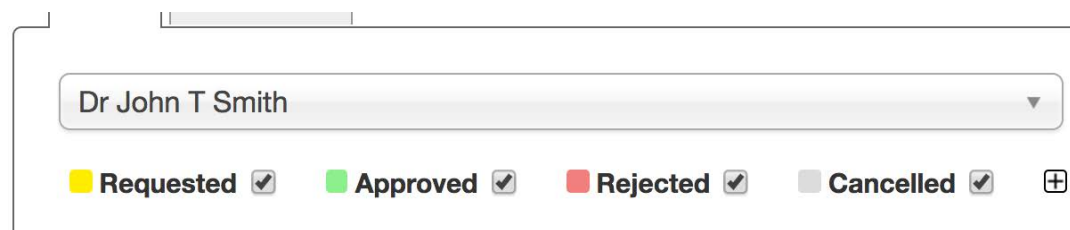
Click 'month' or 'year' to view a list of all leave during the period.



User	Allowance Name	From Date	Start Time	Until Date	End Time	Summary
Dr John T Smith	Annual Leave	02/01/2017	09:00	16/01/2017	17:00	Take 10 days
Dr John T Smith	Annual Leave	19/01/2017	09:00	19/01/2017	17:00	Take 1 day
Dr John T Smith	Annual Leave	20/01/2017	09:00	27/01/2017	17:00	Take 6 days
Dr John T Smith	Annual Leave	08/02/2017	09:00	08/02/2017	17:00	Take 1 day
Dr John T Smith	Annual Leave	09/02/2017	09:00	09/02/2017	17:00	Take 2 days
Dr John T Smith	Annual Leave	24/03/2017	09:00	29/03/2017	17:00	Take 6 days
Dr John T Smith	Annual Leave	30/03/2017	09:00	31/03/2017	17:00	Take 2 days
Dr John T Smith	Annual Leave	01/04/2017	09:00	01/04/2017	17:00	Take 1 day
Dr John T Smith	Leave in Lieu	26/04/2017	09:00	27/04/2017	17:00	Accrue 2 days

1.12 Filter View

Types of leave periods can be hidden by unchecking the checkboxes next to the key:

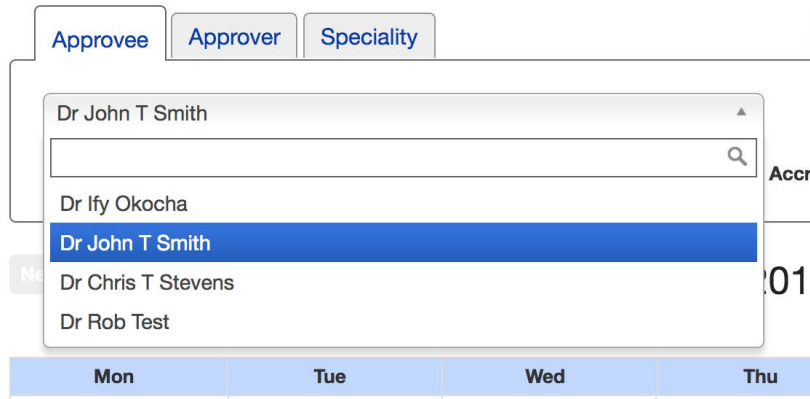


1.13 Download as CSV

Click 'Download as CSV' to download a CSV file containing the leave in the current view. This file can be opened in a spreadsheet program.

2 Approvers

If you have the Leave Approver role, you have access to the Approvee and Approver tab where you can manage leave for your Approvees.



2.1 Approving/Rejecting/Cancelling Leave

To Approve/Reject/Cancel leave, click on the leave period in question:

9	
Dr John T Smith	
16	

Click View Planned Activities to view any activities in the user's job plan for the day in question. You can then Cancel, Reject or Approve the leave:

Requested Leave

Allowance

Annual Leave

From Date

09/02/2017

Start Time

09:00

Until Date

09/02/2017

End Time

17:00

Allowance Taken

2

Notes

Taking 2 days of al

Requested By

Dr John T Smith

Requested At

17:03 on 15/02/2017

View Planned Activities

Date	Start	End		Activity
Thursday 9 February	09:00	14:00	DCC	Core Ward Rounds

Cancel Leave

Reject Leave

Approve Leave

2.2 Approver Tab

The Approver tab allows you to view all leave for all your approvees on one calendar.

Approvee

Approver

Speciality

Download Guide

Download

Dr Janet T Johnson

Requested

Approved

Rejected

Cancelled

Accrual

2.3 Approving Leave via the Dashboard

As a Leave Approver, you can also approve leave via the eLeave Requests section on your Dashboard. This is a quick way to view and approve your pending requests.

eLeave Requests						
User	Allowance	From	Until			
Dr John T Smith	Annual Leave	Fri, 20 Jan 2017	Fri, 27 Jan 2017	Approve	Reject	Cancel
Dr John T Smith	Annual Leave	Mon, 02 Jan 2017	Mon, 16 Jan 2017	Approve	Reject	Cancel
Dr John T Smith	Annual Leave	Wed, 08 Feb 2017	Wed, 08 Feb 2017	Approve	Reject	Cancel
Dr John T Smith	Annual Leave	Thu, 09 Feb 2017	Thu, 09 Feb 2017	Approve	Reject	Cancel

2.4 Edit Allowances

As an approver, you can edit the allowances for users. Click on 'Details' to edit

- Number of days in the allowance
- Upper limit for number of days to carry forward to next year

What is this allowance called?

Annual Leave

When does this allowance start?

01/01/2017

When does this allowance end?

31/12/2017

How many days in this allowance?

30

How much allowance carried over from the previous period?

0

How much allowance accrued in this period?

0

How much allowance taken in this period?

29

How much allowance remains in this period?

1

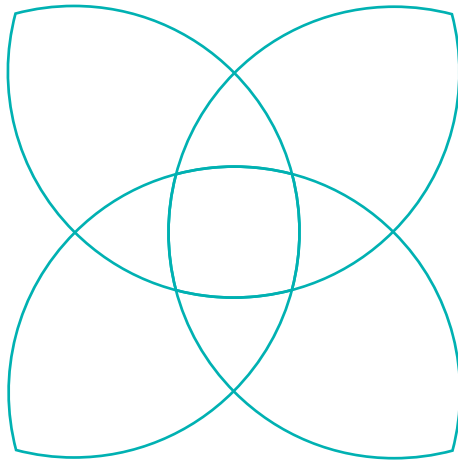
What is the maximum amount of allowance that can be carried forward to the next period?

1

How much allowance will be carried forward to the next period?

1

As usual let us know if you have any questions or comments via the live chat system or via email at support@sardjv.co.uk.



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Great Technology and
Great Customer Service.



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