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eLeave
User Guide

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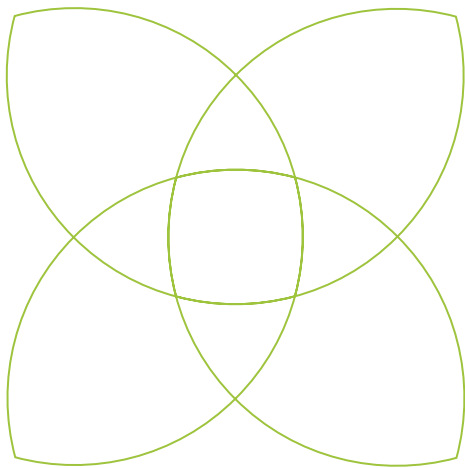If you have any questions or feedback, please contact us either by phone or email

📞 0208 771 4153 or 07441 906 342
✉ info@sardjv.co.uk
🌐 www.sardjv.co.uk

Where to find us / write to us:
Suite 2B
25-27 Westow Street
London
SE19 3RY

User Guide

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.

1 Users

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

1.1 Allowances

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.

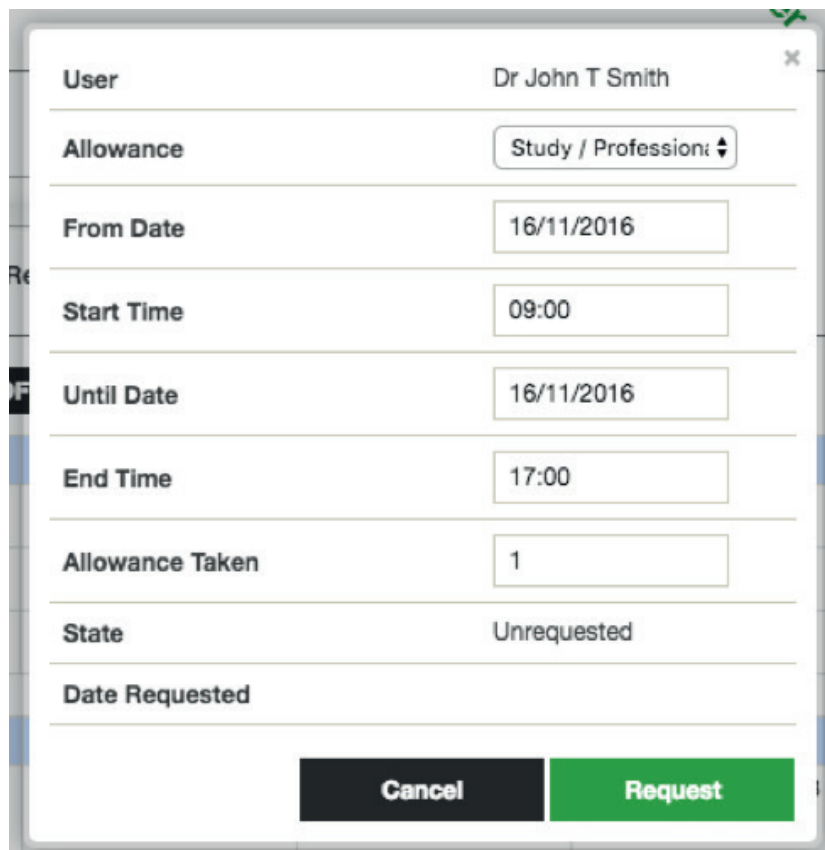| What is this allowance called?	Annual Leave
When does this allowance start?	01/01/2016
When does this allowance end?	31/12/2016
How many days in this allowance?	25
How much allowance carried over from the previous period?	0
How much allowance accrued in this period?	0
How much allowance taken in this period?	0
How much allowance remains in this period?	25
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 Requesting Leave

To request leave, you can click on a day on the calendar. 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 of leave taken, but you can override this by changing the value in that field. When you are happy with the details, click 'Request' to send the request to your approver.
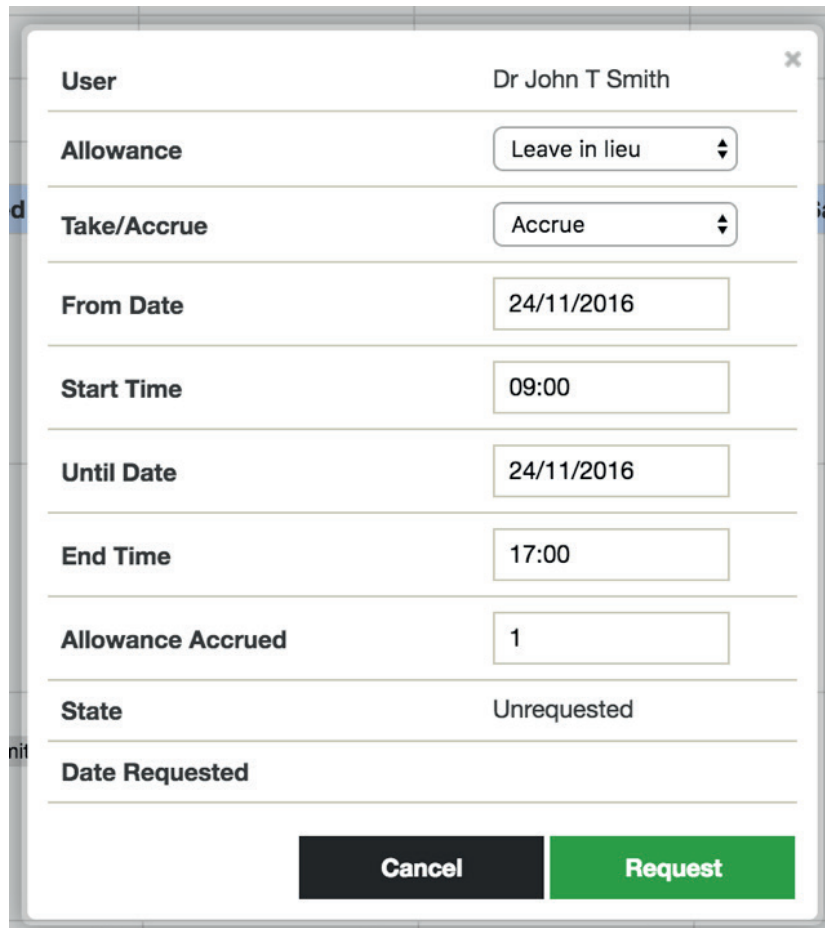
User	Dr John T Smith
Allowance	Study / Professiona
From Date	16/11/2016
Start Time	09:00
Until Date	16/11/2016
End Time	17:00
Allowance Taken	1
State	Unrequested
Date Requested	

Cancel   Request

1.3 Adding Historical Leave

Leave that has already been taken can be requested and approved retroactively. Approved historical leave can only be cancelled by the Approver or Administrator.

1.4 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 an extra day), select 'Leave In Lieu' from the 'Allowance' drop-down and select 'Accrue' from 'Take/Accrue':
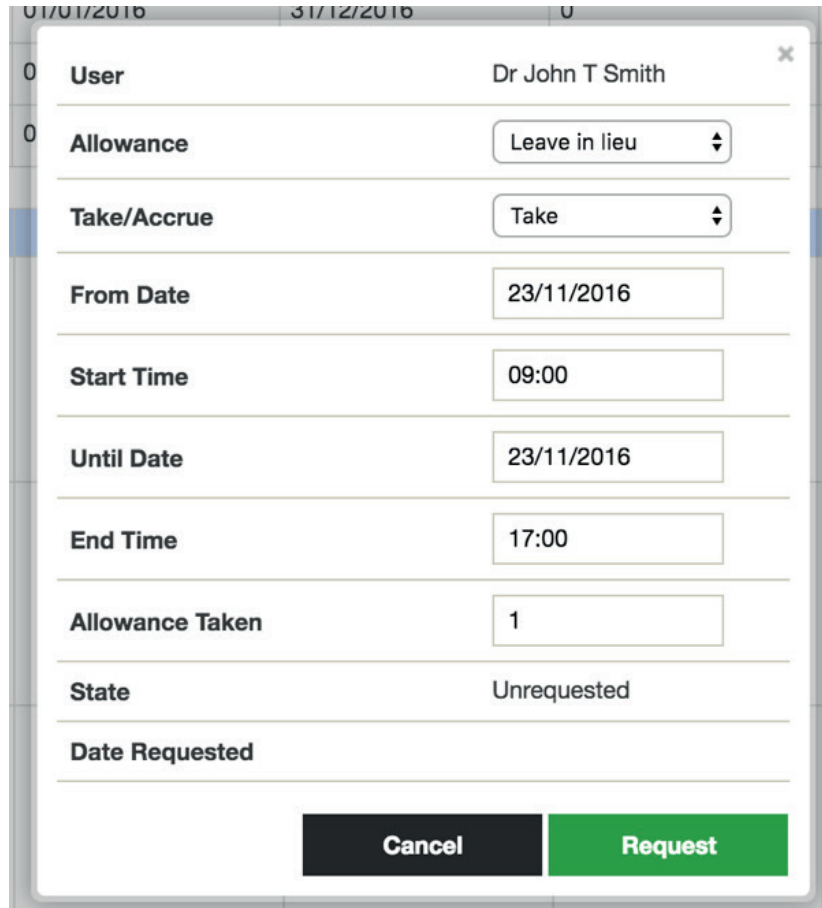

You can then set dates, times and allowance as normal, and click 'Request'. This request will then be sent to your Approver, and the days will be added to your leave in lieu allowance.

To take your accrued Leave In Lieu (i.e. spend the extra day of leave you have accrued), create a new request and select 'Take' instead of 'Accrue':
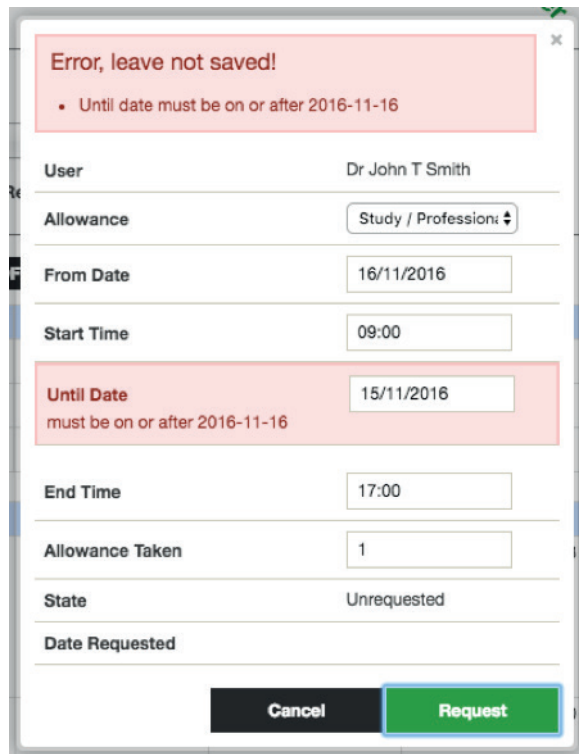
User	Dr John T Smith
Allowance	Leave in lieu
Take/Accrue	Take
From Date	23/11/2016
Start Time	09:00
Until Date	23/11/2016
End Time	17:00
Allowance Taken	1
State	Unrequested
Date Requested	

Cancel   Request

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

1.5 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. Your Approvers will be sent a notification prompting them to review and approve the request.

1.6 Changing a Leave Request

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

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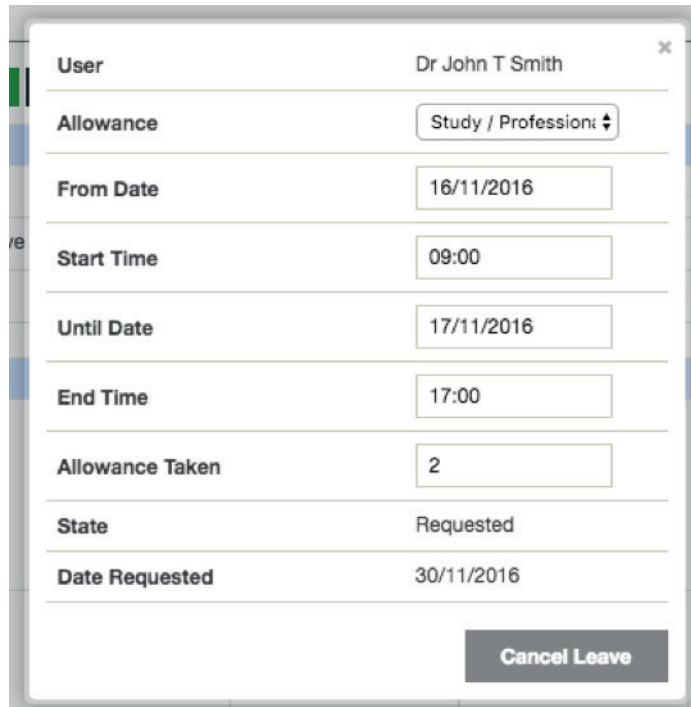

The leave will be updated accordingly.

1.7 Cancelling Leave

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

User	Dr John T Smith
Allowance	Study / Professiona ⬍
From Date	16/11/2016
Start Time	09:00
Until Date	17/11/2016
End Time	17:00
Allowance Taken	2
State	Requested
Date Requested	30/11/2016

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.

1.8 Viewing Leave

You can view leave at any time, even after it has been cancelled - simply click on the leave period in question on the calendar:

15	16	17	
	Dr John T Smith		
22	23	24	

The leave is no longer editable:

User	Dr John T Smith
Allowance	Study / Professional
From Date	16/11/2016
Start Time	09:00
Until Date	17/11/2016
End Time	17:00
Allowance Taken	2
State	Cancelled
Date Requested	30/11/2016
Cancelled By	Dr John T Smith

1.9 Speciality Tab

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

| User | Approvee | **Speciality** |

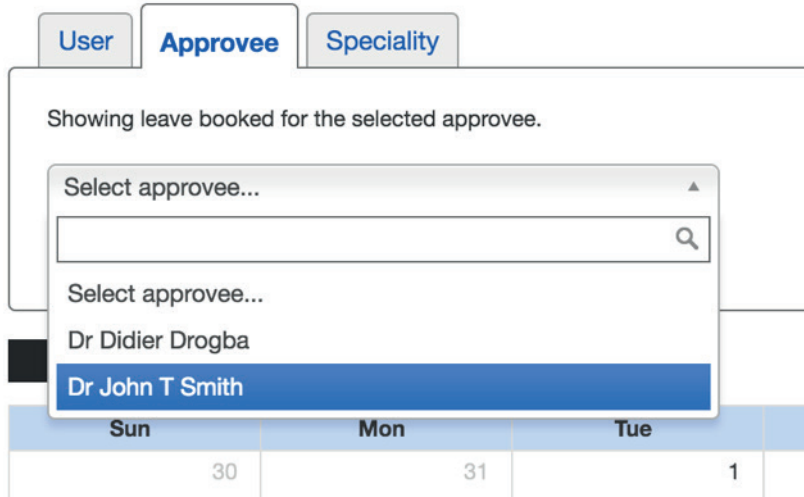Showing leave booked for the selected speciality.

ADULT MENTAL ILLNESS ▾

🟨 Requested ☑   🟩 Approved ☑

2 Approvers

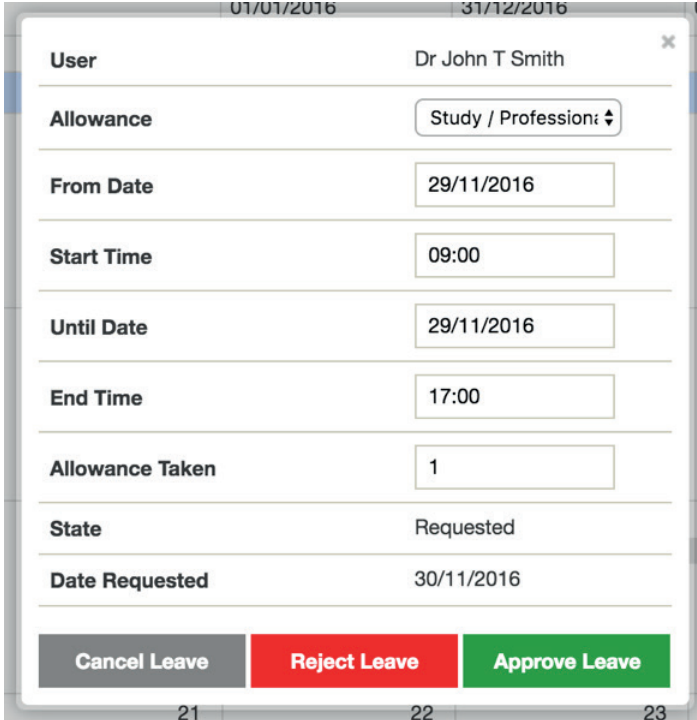If you have the Leave Approver role, you have access to the Approvee tab where you can manage leave for your approves.

2.1 Approving/Rejecting/Cancelling Leave

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

You can then click the appropriate response:

2.2 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.

3 Administrators

3.1 Edit Allowances

If you are an administrator, you can edit the allowances for users. Click on 'Details' to edit the days in the allowance or the upper limit for how much leave to carry forward to the next year.

What is this allowance called?	Annual Leave
When does this allowance start?	01/01/2016
When does this allowance end?	31/12/2016
How many days in this allowance?	25
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?	0
How much allowance remains in this period?	25
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

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.
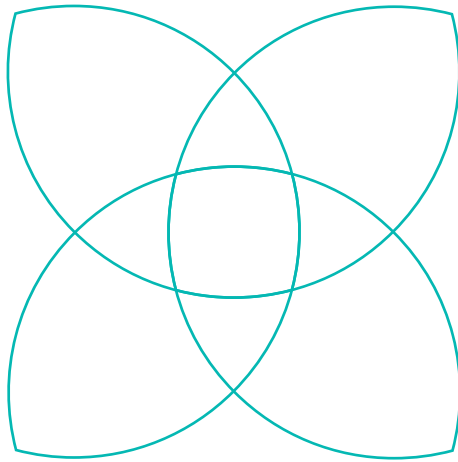
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