

Guideline on e-Leave for Department of Health

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Introduction

This guideline serves to provide a simple step-by-step guide to leave applicants, leave recommending officers and leave approving officers in the Department of Health on the use of the e-Leave system. For more detailed information, you may visit the e-Leave Information Portal at <http://itginfo.ccgo.hksarg/content/eleave/index.asp>. An interactive and comprehensive training kit is also provided in the website under “Training Materials” > “End-user Training Kit”.

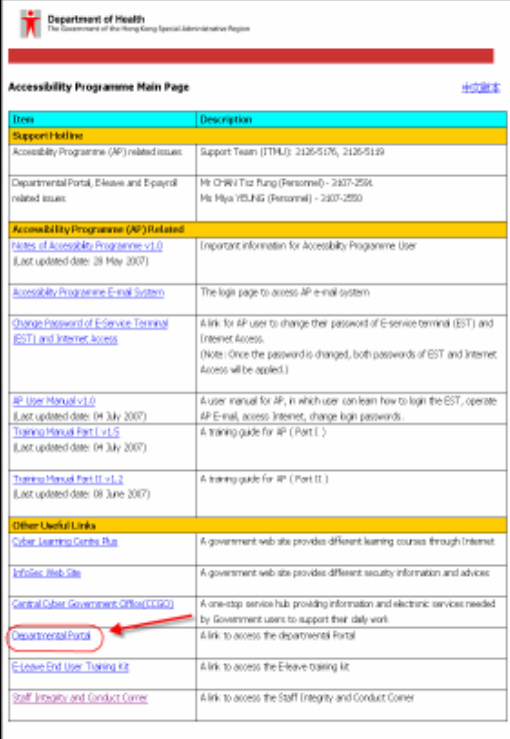
Please note that successful application of leave through e-Leave system does not mean your application has fully met all the prevailing leave rulings in Government. Leave Registries may adjust your leave balance according to established rules even after your leave has been approved and recorded.

1. Login to e-Leave

Step 1.1 Access the Departmental Portal (DP) at any computer connected to DH's intranet.

If you are using terminals provided through Accessibility Programme (AP), you may access DP by clicking “Departmental Portal” put under “Other Useful Links” on the main page. (Refer to the figure on the right)


For Lotus Notes users, you may access DP at <https://dp.dh.hksarg> by typing the link in your browser as shown below.



Item	Description
Support Hotline	
Accessibility Programme (AP) related issues	Support Team (TTHU) : 2126-5176, 2126-5119
Departmental Portal, E-leave and E-payroll related issues	Ms CHAN Tsz Fung (Personnel) - 2307-2554 Ms MYA YUJING (Personnel) - 2307-2550
Accessibility Programme (AP) Related	
Notes of Accessibility Programme v1.0 (Last updated date: 28 May 2007)	Important information for Accessibility Programme User
Accessibility Programme E-mail System	The login page to access AP e-mail system
Change Password of E-service Terminal (EST) and Internet Access	A link for AP user to change the password of E-service terminal (EST) and Internet access. (Note: Once the password is changed, both passwords of EST and Internet Access will be applied.)
AP User Manual v1.0 (Last updated date: 04 July 2007)	A user manual for AP, in which user can learn how to login the EST, operate AP E-mail, access Internet, change login passwords
Training Manual Part I v1.5 (Last updated date: 04 July 2007)	A training guide for AP (Part I)
Training Manual Part II v1.1 (Last updated date: 08 June 2007)	A training guide for AP (Part II)
Other Useful Links	
Cyber Learning Centre Bus	A government web site provides different learning courses through Internet
InfoSec Web Site	A government web site provides different security information and advices
Central Cyber Government Office (CCGO)	A one-stop service hub providing information and electronic services needed by Government users to support their daily work
Departmental Portal	A link to access the departmental Portal
E-Leave End User Training Kit	A link to access the E-leave training kit
Staff Integrity and Conduct Corner	A link to access the Staff Integrity and Conduct Corner



Step 1.2 Enter your user name and password. Click “Login”.



Step 1.3 Select “Application List”.



Step 1.4 Select “e-Leave” to enter the system.



2. First Time Login

Leave registry would input some of your information to the system in advance, e.g. your name in English, HKIC no., etc. You would be prompted to provide some other personal particulars. You will also need to define your leave recommending and approving officers (RO/AO) in the system before you can submit leave applications. After the First Time Login Procedure, you may edit the above information at the “Personal Profile” menu in case there is subsequent change in the future.

2.1 Personal Particulars

Step 2.1.1 The following screen will be shown at the first time you log in the system,

Please edit/input details.

Name:	TEST ELAPS A	Chinese Name:	<input type="text"/>
HKIC No.:	A111222(0)	Sex:	M
Section*:	<input type="text"/>	Rank:	<input type="text"/>
Post*:	<input type="text"/>	Phone*:	<input type="text"/>
Language Preference*:	English		
Departmental Email***:	Either from address book: <input type="text"/> OR specified address: <input type="text"/>		
Personal Email*:	<input type="text"/>		
Appointment related information:			
(a) Terms of Appointment : Local Terms			
(b) Category of Appointment : (D3 and below) - P.E.			
Remarks for (a)+(b) :			
Agreement Period:	-		
Duty Pattern:	Monday-to-Friday five-day week - Half-day deduction for Saturday		
Date of First Appointment:	01/01/1997		
Date of Transfer In (including joining Department/joining Service):			
Date of Transfer (including transfer of LR / transfer out):			
Vacation Leave Balance as at :	19/09/2008 PM		
Vacation Leave Balance (Active/ Sinking):	100.50/0.00		
Vacation Leave Earning Rate / Accumulation Limit:	40.5/180		

Step 2.1.2

Next

You should,

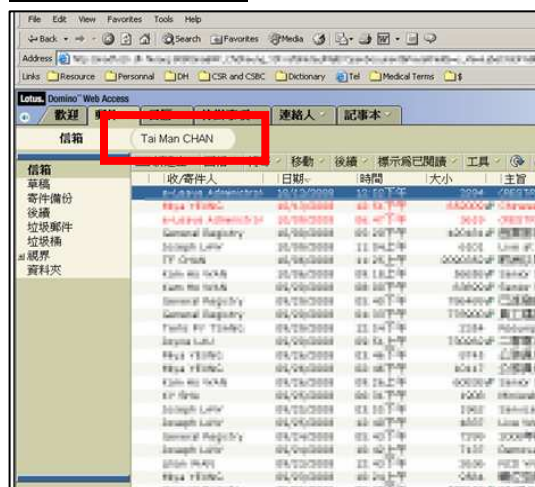
1. Check the correctness of existing information. For errors in fields that allow amendment (e.g. Chinese Name), you may

input the correct information and continue with the ensuing steps. For errors in fields where amendment is not allowed (e.g. Rank), please contact your Leave Registry for updating.

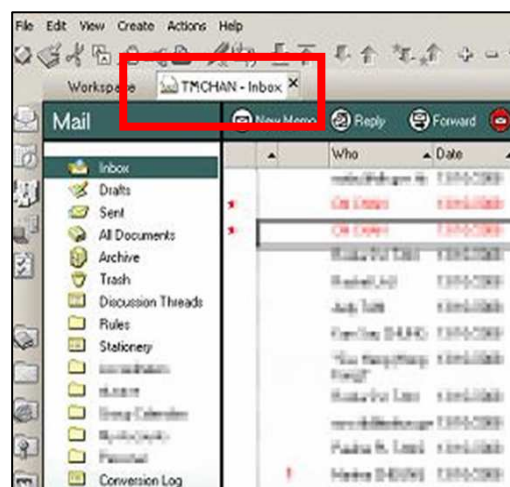
2. Enter your personal particulars accordingly. For “Departmental Email”, the address you input should be in the format “XX YYYY/DH/HKSARG”, e.g. “Tai Ming CHAN/DH/HKSARG”, “Peter PAN/DH/HKSARG”, etc. Do **NOT** use email address tied to your post or unit/clinic nor internet format email address, e.g. &DH/SCO[Per]1, KWUN TONG MCHC/HK/HKSARG, tai_ming_chan@dh.hksarg, chan@dh.gov.hk, tai_ming@yahoo.com, etc.

No matter you are an Accessibility Programme (AP) user or a Lotus Notes users, you may find your user name on the interface of your mailbox (Refer to figures below). Your email address applicable on e-Leave would be your user name suffixed by “/DH/HKSARG”.

AP email interface



Lotus Notes email interface



Step 2.1.2 Click “Next” to proceed.

2.2 Recommending/Approving officer

After filling in your personal particulars, you should define in the system your leave recommending officer (RO) and approving officer (AO). In general, they should be the officers who currently handle your leave application forms (GF62) and sick leave report forms.

Step 2.2.1 Click “Assign RO” in the row “Vacation Leave”.

Route Name	As Recommending Officer	Post	Approving Officer	Post
1 Vacation Leave	Assign RO		Assign AO	
2 Sick Leave	Assign RO		Assign AO	
3	Assign RO		Assign AO	
4	Assign RO		Assign AO	
5	Assign RO		Assign AO	

Step 2.2.2 Enter search criteria (e.g. first name, last name etc.) and then click “Search”. Names of officers who fulfill the search criteria would appear in the section “Search Result”.

To facilitate your search, you may fill in part of the details of your RO and avoid using Christian name (e.g., John, David, etc.) when you input your search criteria. For example, if you are to specify CHAN SIU MING as your recommending officer, you may just enter CHAN for “Last Name” and enter “SIU” for “First Name”. Select the suitable section and you may leave the field “Post” blank. Click the “Search” button and names of officers fulfilling your search criteria would appear on the “Search Result” column.

Step 2.2.3 Double click the suitable search result to specify your recommending officer. The name of the selected officer would appear on the screen in step 2.2.1.

Step 2.2.2

Step 2.2.3

Step 2.2.4 Select “Assign AO” in the row “Vacation Leave”. Repeat steps 2.2.2 and 2.2.3 to specify the approving officer for your vacation leave applications.

Step 2.2.5 Select “Assign RO” in the row “Sick Leave”. Repeat steps 2.2.2 and 2.2.3 to specify the recommending officer for your sick leave applications.

Step 2.2.6 Select “Assign AO” in the row “Sick Leave”. Repeat steps 2.2.2 and 2.2.3 to specify the approving officer for your sick leave applications.

Step 2.2.7 When you have completed the above steps, your screen would appear as below. Click “Save” to proceed. Please note that if your vacation leave or sick leave application only requires the approval of one officer and does not require any recommendation, you may assign your approving officer in the system and leave the column “Recommending Officer” blank.

Define Processing Officers

Please click the "Assign RO" and/or "Assign AO" button(s).

Route Name	As Recommending Officer	Post	Approving Officer	Post
1 Vacation Leave	<input type="button" value="Assign RO"/> TEST ELAPS B	test2	<input type="button" value="Assign AO"/> TEST ELAPS C	test3
2 Sick Leave	<input type="button" value="Assign RO"/> TEST ELAPS B	test2	<input type="button" value="Assign AO"/> TEST ELAPS C	test3
3	<input type="button" value="Assign RO"/>		<input type="button" value="Assign AO"/>	
4	<input type="button" value="Assign RO"/>		<input type="button" value="Assign AO"/>	
5	<input type="button" value="Assign RO"/>		<input type="button" value="Assign AO"/>	

2.3 Notification List

You may specify the officers who would be notified when you submit leave applications of your own and when you recommend/approve leave applications of your subordinates. The emails notifications would be delivered to the email address recorded in e-Leave by the recipient.

Step 2.3.1

- A. Officers put at A will be notified when you submit leave applications.
- B. Officers put at B will be notified automatically when you recommend / approve leave applications of your sub-ordinates.
- C. Officers put at C will be shown at each application pending your recommendation / approval. You may choose whether to notify these officers of each application from your sub-ordinates when you recommend / approve the application.

Step 2.3.1 To add officers to be notified, click “Add Officer”. A screen for you to search and select officers would be shown. Select officers to be notified by using the same method as detailed in steps 2.2.2 and 2.2.3.

Step 2.3.2 Click “Save” to finish the First Login Procedure.

3. For Leave Applicants

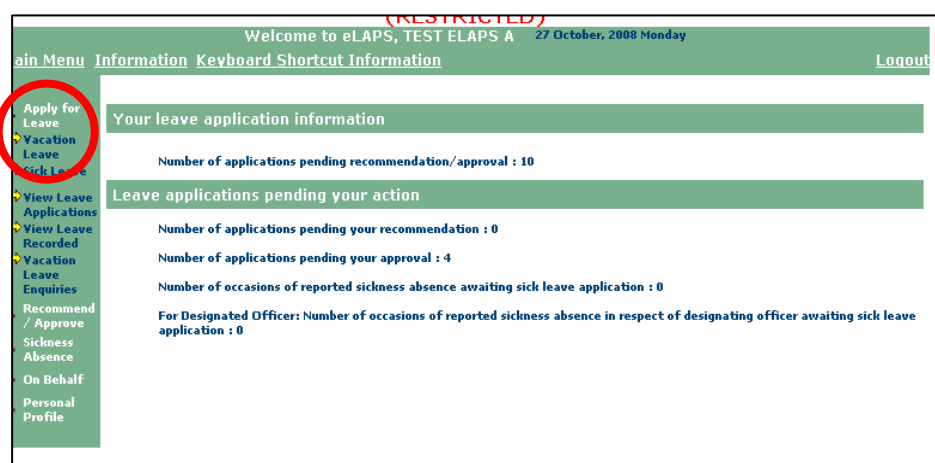
The following steps detail how to submit an application for vacation and sick leave through the e-Leave system. After your submission, the system will automatically inform your RO / AO via email that your leave requires their consideration. After your leave application is approved, you will receive an email notification from the system. It is therefore important that the e-Leave account of yourself and your RO/AO be set up correctly and the information (e.g. email address) therein are correct before you can successfully use the system.

3.1 Applying for Vacation Leaves

Staff on different duty pattern will encounter slightly different steps in applying for vacation leave. Please read 3.1.1 or 3.1.2 according to your duty pattern.

3.1.1 For Applicants on 5-Day Week Duty Pattern / Alternate Saturday On/Off Duty Pattern only

Step 3.1.1.1 Click the “Apply for Leave” item from the left menu and select “Vacation Leave”.



Step 3.1.1.2 Enter your leave application details, namely, duration of leave, start date, end date, date of resumption of duty and whether the leave should be deducted from your sinking balance.

If you are on 5-day Week Duty Pattern, the field “1st Non-PH Sat” is set to “N/A” by default.

If you are on Alternate Saturday On/Off Duty Pattern, you should specify whether it is your working day on the first Saturday that is not a public holiday during your leave period (“on” for working day, “off” for non-working day). Select “N/A” if there is no intervening non-public holiday Saturday in your leave period.

Welcome to eLAPS, TEST ELAPS A 27 October, 2008 Monday

Main Menu Information Keyboard Shortcut Information Logou

Apply for Vacation Leave

Route Name: Vacation Leave

Recommending Officer: TEST ELAPS B Name: test2 Post: test2

Approving Officer: TEST ELAPS C Name: test3 Post: test3

Select Another Route

Pre-set Notification List

Remark: eLAPS cannot support multi-level group in the notification list.

Selection Name	Department	Post
<input checked="" type="checkbox"/> TEST ELAPS A	DH	test 1

Add Officer to be Notified

Please enter details of the application.

Days Applied	Start Date (DD/MM/YYYY)	End Date (DD/MM/YYYY)	Date of Resumption of Duty (DD/MM/YYYY)	1st Non-PH Sat	May deduct from Sinking Balance
1	00/10/2008	10/10/2008	10/10/2008	N/A	N/A
				N/A	N/A
4				N/A	N/A
5				N/A	N/A

Remarks:

Step 3.1.1.3 Submit Abort Print

Remarks for attention of ☒ Recommending Officer ☒ Approving Officer ☐ Leave Recording Officer

(a) Rest day includes any scheduled off-duty day, but excludes "time-off-in-lieu". If applicable, please click the box and declare, in the calendar provided, your rest day(s) which fall(s) within the leave period. (Leave the box unchecked will mean your declaration that no

Step 3.1.1.3 Click “submit “.

Step 3.1.1.4 If the leave application is submitted successfully, a green message “Leave application submitted...” would be displayed. Your RO/AO will be informed of your application by email automatically. Please ensure that approval is obtained before your leave starts. You would receive an email notification when your leave application is approved.

Leave application submitted. Please ensure that approval is obtained before your leave starts.

OK

3.1.2 For Applicants on Regular Shift Duty Pattern

If you are on Regular Shift Duty Pattern, you would need to specify in your vacation leave application your rest days for the correct computation of the number of days of leave you applied. Rest days means the days on which you do not need to report to duty even you did not apply for leave.

Step 3.1.2.1 Click the “Apply for Leave” item from the left menu and select “Vacation Leave”.

Step 3.1.2.2 Enter the duration of leave, start date, end date, date of resumption of duty and whether the leave should be deducted from your sinking balance.

Step 3.1.2.3 If there is no rest day within your leave period, go to Step 3.1.2.5. If there are rest days within your leave period, you should specify your rest days by ticking the box under the column “Rest Days, if any (see (a) below)” **and** then clicking the calendar button.

The screenshot shows the 'Apply for Vacation Leave' web form. The left sidebar contains a menu with 'Apply for Leave' circled in red. The main form area has the following sections:

- Route Name:** Vacation Leave
- Recommendation:** Recommending Officer: TEST ELAPS B, Approving Officer: TEST ELAPS A
- Pre-set Notification List:** Remark: eLAPS cannot support multi-level group in the notification list.
- Selection Table:** A table with columns: Selection Name, Department, Post.
- Application Details:** A section titled 'Please enter details of the application.' containing a table with columns: Days Applied (DD/MM/YYYY), Start Date (DD/MM/YYYY), End Date (DD/MM/YYYY), Date of Resumption of Duty (DD/MM/YYYY), Rest Days, if any (see (a) below), and Day deduct from sinking balance.
- Remarks:** A text area for additional comments.
- Buttons:** Submit, Abort, Print.
- Footer:** Remarks for attention of (Recommending Officer, Approving Officer, Leave Recording Officer).

Annotations on the form:

- Step 3.1.2.1:** Points to the 'Apply for Leave' menu item.
- Step 3.1.2.2:** Points to the 'Days Applied' field in the application details table.
- Step 3.1.2.3:** Points to the 'Rest Days, if any' column header.
- Step 3.1.2.5:** Points to the 'Submit' button.

- Step 3.1.2.4 After clicking the calendar button, the following screen will be displayed. You should specify all of your rest days between the start and the end of your leave by ticking the relevant boxes on the calendar. Rest days are the days on which you do not need to report duty even if you have not applied for leave. Click “OK” to go back to the leave application screen.

Please declare your rest day(s), except the very first and ending session (which will be regarded as "duty day"), within your leave period by clicking the appropriate box. However, declaration on rest day(s) for sick leave may not be necessary.

October 2008

	SUN	MON	TUE	WED	THU	FRI	SAT
AM				1	2	3	4
PM						<input type="checkbox"/>	<input type="checkbox"/>
AM	5	6	7	8	9	10	11
PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AM	12	13	14	15	16	17	18
PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AM	19	20	21	22	23	24	25
PM							
AM	26	27	28	29	30	31	
PM							
AM							
PM							

Note:

- Any day(s) between End Date and Resumption Duty Date will be regarded as rest day(s).
- Any rest day(s) equivalent to "off-duty Saturday" will be subject to CSR 1154(5), 1164(3) and 1174(3), as appropriate.

- Step 3.1.2.5 Click the “Submit” button in the leave application screen.

- Step 3.1.2.6 If the leave application is submitted successfully, a green message “Leave application submitted...” would be displayed. Your RO/AO will be informed of your leave application by email automatically. Please ensure that approval is obtained before your leave starts. You would receive an email notification when your leave application is approved.

Leave application submitted. Please ensure that approval is obtained before your leave starts.

3.2 Applying for Sick Leave

Step 3.2.1 Click the “Apply for Leave” item from the left menu and select “Sick Leave”.

Step 3.2.2 Enter the duration of leave, start date, end date and date of resumption of duty.

If you are on alternate Saturday On/Off duty pattern, refer to step 3.1.1.2 and specify “On”, “Off” or “N/A” from the pull-down menu under the column “1st Non-PH Sat”.

If you are on regular shift duty pattern, specify intervening rest days, if any, during the leave period as described in step 3.1.2.3 to 3.1.2.4.

Step 3.2.3 Select the relevant type of sick leave from the “Sick Leave Type” pull-down menu as follows:

- “Count against entitlement” refers to normal sick leave under CSR 1275 and 1276
- “Injury on duty / Occupational Diseases” refers to sick leave arisen from injury on duty / occupational disease under CSR 1286. Such cases should have been reported to the Personnel Unit already.
- “Bone Marrow Donation” refers to sick leave in connection with bone marrow operations under CSR 1277.

Step 3.2.4 If there is a medical certificate to be submitted separately, you should also tick the box “Medical certificate will be submitted separately”. In addition, you should write your name, rank, unit/clinic and telephone number on the back of your medical certificate and then submit the certificate to personnel unit via your recommending/approving officer.

Step 3.2.5 Click “submit “.

Step 3.2.6 The message in a green box, “Leave application submitted”, would be displayed if the leave application is submitted successfully. Your recommending/approving officer will be informed of the leave application by email automatically.



3.3 View or Withdraw Submitted Leave Applications

Step 3.3.1 Click the “Apply for Leave” item from the left menu and then select “View Leave Applications”.

View Leave Applications

Please define search period.

Submission date: (DD/MM/YYYY) 08 / 10 / 2008

Period from: (DD/MM/YYYY) 08 / 10 / 2008 To: (DD/MM/YYYY) 08 / 10 / 2008

Status: All Status

Leave Type: All Leave Types

Search Print

Leave(s) starts before 31/12/2004 have been archived and will not be shown. (Note: This date is not applicable to officers who are newly transferred from other Bureaux/Departments with a different "archive cut-off reference date".)

Leave Type	Start Date	End Date	Date of Resumption of Duty	Days Applied	Status
Vacation Leave	08/10/2008 AM	08/10/2008 PM	09/10/2008 AM	1.0	Submitted

(M : indicate multiple leave periods)

Step 3.3.2 Specify search criteria and click the “Search” button.

Step 3.3.3 Click on a leave application record to view application details and processing status.

Step 3.3.4 If the leave application has not been approved, you may click “Withdraw” to withdraw the application.

View Vacation Leave Application

Leave Details:

Applicant: TEST ELAPS A Section: DepartmentalAdm
 Post: test 1 Phone: 00000000
 Leave Type: Vacation Leave Submission Date: 19/09/2008 AM
 Application Status: Recommended
 Remarks requiring LRO's attention: NO
 Applicant's Remarks:

Days Applied	Start Date	End Date	Date of Resumption of Duty	1st Non-PH Sat	May deduct from Sinking Balance
1.0	08/10/2008 AM	08/10/2008 PM	09/10/2008 AM	N/A	N/A

Recommending Officer
 Department: DH Name: TEST ELAPS B Section: DepartmentalAdm Post: test2
 Date of Processing: 19/09/2008 AM
 Remarks:

Approving Officer (Endorsing Officer in case external approval is required)
 Department: DH Name: TEST ELAPS C Section: DepartmentalAdm Post: test3
 Change Approving Officer

Pre-set Notification List

Name	Department	Post
List defined by Applicant		
TEST ELAPS A	DH	test 1
List defined by Recommending Officer		
List defined by Approving Officer		
List defined by LRO		

Withdraw Back Abort Print

3.4 Vacation Leave Balance Enquiry

Step 3.4.1 Click the “Apply for Leave” item from the left menu and then select “Vacation Leave Enquiries”.

Main Menu Information Keyboard Shortcut Information Logout

Apply for Leave

- Vacation Leave
- Sick Leave
- View Leave Applications
- View Leave Pending
- Vacation Leave Enquiries**
- Recommend / Approve
- Sickness Absence
- On Behalf
- Personal Profile

Your leave application information

Number of applications pending recommendation/approval : 4

Leave applications pending your action

Number of applications pending your recommendation : 0

Number of applications pending your approval : 0

Number of occasions of reported sickness absence awaiting sick leave application : 0

For Designated Officer: Number of occasions of reported sickness absence in respect of designating officer awaiting sick leave application : 0

Step 3.4.2 Click the calendar button and select a date of projected balance. Click the “Project Balance” button. The system would display your projected leave balance by the specified date. Please note that the projected balance is only an estimate. Your true leave balance should be confirmed after your leave application is approved. Leave registry may also make adjustments to your leave balance in accordance with the CSR.

Vacation Leave Enquiries

Vacation Leave Balance

As at: 08/ 09/ 2008 0.00 Days

Vacation Leave Balance Projection :

Last Leave Balance 0.00

Date of Last Leave Balance 08 / 09 / 2008

Date for Projected Balance 25 / 12 / 2008

Leave Earning Rate per year (e.g. 31, 40.5) 18.0

Accumulation Limit (e.g. 45, 120) 36

Projected Balance 5.33

Projected Date of reaching 80% accumulation limit 15/ 04/ 2010

80% accumulation limit 08/ 09/ 2010

Balance provided in the top roll normally shows position as at the resumption duty station leave, except under some special circumstances, e.g. system not yet

For reference only. The actual balance will be calculated in accordance with submission of leave applications.

Project Balance

October, 2008

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October 2008

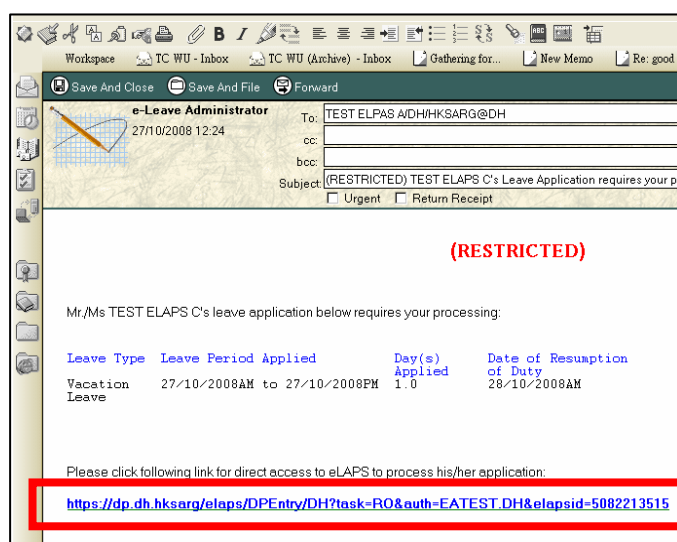
Close

4. For Recommending Officers

4.1 Receiving Leave Applications from a Subordinate

When your subordinate submits a leave application and requires your action, an email will be sent to you. Upon receipt of the notification, you should login to e-Leave and process the leave application.

Step 4.1.1 If you are a Lotus Notes user, you may click on the link provided in the email notification and then login to e-Leave through Departmental Portal to process the application.



If you are an AP user, you would receive the email notification but you would be unable to view the content. You should login to e-Leave through Departmental Portal upon receipt of the email notification.



After you login to e-Leave, click “Number of leave applications pending your recommendation:” in the section “Leave applications pending your action”.

Step 4.1.2 Select the leave application to be viewed and processed under “List of applications pending recommendation” to view the details of individual leave applications.

Officer Name	Leave Type	Submission Date	Start Date	End Date	Days Applied
TEST ELAPS B	Vacation Leave	17/09/2008 PM	22/09/2008 AM	26/09/2008 PM	2.0
TEST ELAPS A	Sick Leave	17/09/2008 PM	17/09/2008 AM	17/09/2008 PM	1.0

4.2 Recommending a Vacation Leave Application


Step 4.2.1 Access the leave application as described in section 4.1. Note the details of the leave application.

Step 4.2.2 *If you are on Regular Shift Duty Pattern*, please click the calendar button and check the rest day schedule declared by the leave applicant. Tick the box, “I have checked the details on Rest Day(s) declared by the applicant...” after checking. Rest days are the days on which the applicant does not need to report duty even if he has not applied for leave.

Recommend Vacation Leave Application

Leave Details:

Applicant: TEST ELAPS C Section: DepartmentalAdm
 Post: Phone:
 Leave Type: Vacation Leave Submission Date: 17/09/2008 PM
 Application Status: Submitted
 Remarks requiring LRO's attention: NO
 Applicant's Remarks:

Days Applied	Start Date	End Date	Date of Resumption of Duty	Rest Days, if any	May deduct from Sinking Balance
2.0	22/09/2008 AM	26/09/2008 PM	27/09/2008 AM	<input checked="" type="checkbox"/> 	N/A

Note: Unclicked checkbox for "Rest Days" means the applicant has declared there is no rest day within the leave period.

Recommending Officer

Department: DH Name: TEST ELAPS B Section: Post:
☐ I have checked the details on Rest Day(s) declared by the applicant (this may not be applied to sick leave) and confirm correct. I also noted that any rest day(s) equivalent to "off-duty Saturday" should be subject to CSR 1154(5), 1164(3) or 1174(3), as appropriate.
 Remarks:

Remarks for attention of: ☐ Applicant ☐ Leave Recording Officer ☒ Approving Officer
 Wish to receive further notification upon: ☐ Approval ☒ Recording
 Note: If you want to notify officer in addition to those in his pre-set notification list, please click [Add officer to be notified] before recommend/not recommend this application.

Approving Officer (Endorsing Officer in case external approval is required)
 Department: DH Name: TEST ELAPS A Section: DepartmentalAdm Post:

Pre-set Notification List

Name	Department	Post
------	------------	------

Step 4.2.3 Click “Recommend” or “Not Recommend”.

4.3 Recommending a Sick Leave Application

Step 4.3.1 Access the leave application as described in section 4.1. Note the details of the leave application and whether the applicant has submitted a medical certificate.

Step 4.3.2 *If you are on Regular Shift Duty Pattern*, please click the calendar button and check the rest day schedule declared by the leave applicant. Tick the box, “I have checked the details on Rest Day(s) declared by the applicant...” after checking. Rest days are the days on which the applicant does not need to report duty even if he has not applied for leave.

If you recommend the leave application, check either the box “The medical certificate provided has been received and seen” or “No medical certificate is provided...”

If you do not recommend the leave application, check either the box “resubmit a sick leave application...” or “submit an application to take earned leave...”

Step 4.3.2

Recommending Officer

Department: TEST ELAPS B Name: TEST ELAPS B Section: DepartmentalAdm Post: EOII

I have checked the details on Rest Day(s) declared by the applicant (this may not be applied to sick leave) and confirm correct. I also noted that any rest day(s) equivalent to "off-duty Saturday" should be subject to CSR 1154(5), 1164(3) or 1174(3), as appropriate.

Application is recommended:

☐ The medical certificate provided has been received and seen.

☐ No medical certificate is provided. I am reasonably confident that the officer has been genuinely sick and the absence should be treated as sick leave (for sick leave not exceeding two working days ONLY). (This also covers cases under CSR 1270(b) for attending medical treatment or investigation)

Application is not recommended and the applicant should:

☐ resubmit a sick leave application and provide an acceptable medical certificate.

☐ submit an application to take earned leave (or unpaid leave if there is insufficient leave balance) to cover the period of absence.

Remarks:

Remarks for attention of: ☐ Applicant ☐ Leave Recording Officer ☒ Approving Officer

Wish to receive further notification upon: ☐ Approval ☒ Recording

Note: If you want to notify officer in addition to those in his pre-set notification list, please click [Add officer to be notified] before recommend/not recommend this application.

Step 4.3.3

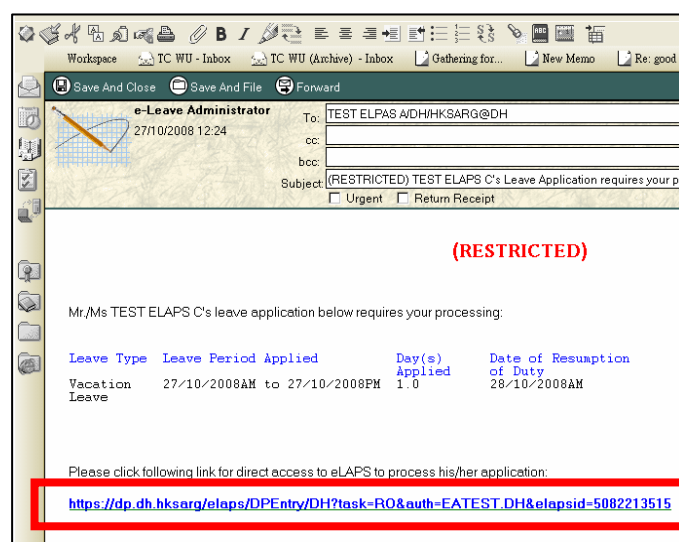
Step 4.3.3 Click “Recommend” or “Not Recommend”.

5. For Approving Officers

5.1 Receiving Leave Applications from a Subordinate

When your subordinate submits a leave application and requires your action, an email will be sent to you. Upon receipt of the notification, you should login to e-Leave and process the leave application.

Step 5.1.1 If you are a Lotus Notes user, you may click on the link provided in the email notification and then login to e-Leave through Departmental Portal to process the application.



If you are an AP user, you would receive the email notification but you would be unable to view the content. You should login to e-Leave through Departmental Portal upon receipt of the email notification.



After you login to e-Leave, click “Number of leave applications pending your approval:” in the section “Leave applications pending your action”.

Your leave application information

Number of applications pending recommendation/approval : 0

Leave applications pending your action

Number of applications pending your recommendation : 0

Number of applications pending your approval : 1

Number of occasions of reported sickness absence awaiting sick leave application : 0

For Designated Officer: Number of occasions of reported sickness absence in respect of designating officer awaiting sick leave application : 0

Step 5.1.2 Select the leave application to be viewed and processed under “List of applications pending approval” to view the details of individual leave applications.

List of Applications Pending Recommendation / Approval

All outstanding records pending your processing are listed below. Please define search criterion to narrow down your search, if necessary.

First Name: Last Name:

Section: Post:

Period from (DD/MM/YYYY): / / To (DD/MM/YYYY): / /

Submission Date (DD/MM/YYYY): / / Leave Type:

List of applications pending recommendation (0) Page 1

Officer Name	Leave Type	Submission Date	Start Date	End Date	Days Applied
(M : indicate multiple leave periods)					

List of applications pending approval (1) Page 1

Officer Name	Leave Type	Submission Date	Start Date	End Date	Days Applied
TEST ELAPS A	Vacation Leave	18/09/2008 PM	22/09/2008 AM	22/09/2008 PM	1.0
(M : indicate multiple leave periods)					

5.2 Approving a Vacation Leave Application

Step 5.2.1 Access the leave application as described in section 5.1. Note the details of the leave application.

Step 5.2.2 *If you are on Regular Shift Duty Pattern*, please click the calendar button and check the rest day schedule declared by the leave applicant. Tick the box, “I have checked the details on Rest Day(s) declared by the applicant...” after checking. Rest days are the days on which the applicant does not need to report duty even if he has not applied for leave.

Approve

Leave Details:

Applicant: TEST ELAPS C Section: DepartmentalAdm
 Post: test3 Phone: 00000000
 Leave Type: Vacation Leave Submission Date: 22/09/2008 AM
 Application Status: Recommended
 Remarks requiring LRO's attention: NO
 Applicant's Remarks:

Days Applied	Start Date	End Date	Date of Resumption of Duty	Rest Days, if any	May deduct from Sinking Balance
2.5	22/09/2008 AM	24/09/2008 PM	25/09/2008 AM	<input checked="" type="checkbox"/>	N/A

Note: Unclicked checkbox for "Rest Days" means the applicant has declared there is no rest day within the leave period.

Recommending Officer

Department: DH Name: TEST ELAPS C Section: DepartmentalAdm Post: EOII
 Date of Processing: 22/09/2008 AM Rest Days Information: Confirmed Correct
 Remarks:

Approving Officer

Department: DH Name: TEST ELAPS A Section: DepartmentalAdm Post: EOII

☒ I have checked the details on Rest Day(s) declared by the applicant (this may not be applied to sick leave) and confirm correct. I also noted that any rest day(s) equivalent to "off-duty Saturday" should be subject to CSR 1154(5), 1164(3) or 1174(3), as appropriate.

Remarks:

Remarks for attention of: ☐ Applicant ☐ Recommending Officer ☐ Leave Recording Officer

Wish to receive further notification upon: ☒ Recording

Note: If you want to notify officer in addition to those in his pre-set notification list, please click [Add officers to be notified] before approve/not approve this application.

Approve **Not Approve**

Step 5.2.3 Click “Approve” or “Not Approve”.

5.3 Approving a Sick Leave Application

Step 5.3.1 Access the leave application as described in section 5.1. Note the details of the leave application and whether the applicant has submitted a medical certificate.

Step 5.3.2 *If you are on Regular Shift Duty Pattern*, please click the calendar button and check the rest day schedule declared by the leave applicant. Tick the box, “I have checked the details on Rest Day(s) declared by the applicant...” after checking. Rest days are the days on which the applicant does not need to report duty even if he has not applied for leave.

If you approve the leave application, check either the box “The medical certificate provided has been received and seen” or “No medical certificate is provided...”

If you do not approve the leave application, check either the box “resubmit a sick leave application...” or “submit an application to take earned leave...”

The screenshot shows the 'Approving Officer' section of the e-Leave application. A red circle highlights the 'Rest Days' column header in the table above. A red arrow points from the 'Rest Days' column to the 'Approving Officer' section. In the 'Approving Officer' section, a red circle highlights the checkbox for 'I have checked the details on Rest Day(s) declared by the applicant (this may not be applied to sick leave) and confirm correct. I also noted that any rest day(s) equivalent to "off-duty Saturday" should be subject to CSR 1154(5), 1164(3) or 1174(3), as appropriate.' Another red circle highlights the checkbox for 'The medical certificate provided has been received and seen.' A red circle highlights the 'Approve' button at the bottom right. The text 'Step 5.3.2' is written in red over the checkbox for the medical certificate, and 'Step 5.3.3' is written in red over the 'Approve' button.

Days Applied	Start Date	End Date	Date of Resumption of Duty	Rest Days, if any
1.0	03/10/2008 AM	03/10/2008 PM	08/10/2008 AM	<input type="checkbox"/>

Note: Unchecked checkbox for "Rest Days" means the applicant has declared there is no rest day within the leave period.

Approving Officer

Department: DH Name: TEST ELAPS A Section: DepartmentalAdm Post: EOII

Date of Processing: 03/10/2008 AM Rest Days Information: Confirmed Correct

Application is recommended: No medical certificate provided. I am reasonably confident that the officer has been genuinely sick and the absence should be treated as sick leave (for sick leave not exceeding two working days ONLY). (This also covers cases under CSR1270(b) for attending medical treatment or investigation)

Remarks:

Approving Officer

Department: DH Name: TEST ELAPS A Section: DepartmentalAdm Post: EOII

☐ I have checked the details on Rest Day(s) declared by the applicant (this may not be applied to sick leave) and confirm correct. I also noted that any rest day(s) equivalent to "off-duty Saturday" should be subject to CSR 1154(5), 1164(3) or 1174(3), as appropriate.

Application is approved:

☐ The medical certificate provided has been received and seen.

☒ No medical certificate is provided. I am reasonably confident that the officer has been genuinely sick and the absence should be treated as sick leave (for sick leave not exceeding two working days ONLY). (This also covers cases under CSR1270(b) for attending medical treatment or investigation)

Application is not approved and the applicant should:

☐ resubmit a sick leave application and provide an acceptable medical certificate.

☐ submit an application to take earned leave (or unpaid leave if there is insufficient leave balance) to cover the period of absence.

Remarks:

Remarks for attention of: ☐ Applicant ☐ Recommending Officer ☐ Leave Recording Officer

Wish to receive further notification upon: ☒ Recording

Note: If you want to notify officer in addition to those in his pre-set notification list, please click [Add officer to be notified] before approve/not approve this application.

Step 5.3.3

Step 5.3.3 Click “Approve” or “Not Approve”.

6. Frequently Asked Questions

System Messages

1. *Q: What are the purposes of/differences among the messages displayed in the system?*

A: Three types of system messages are subsequently displayed to users. They are described as follows:

 - (a) **Error messages**: Prefixed with the label “ERROR” and highlighted in red. It means the system has detected invalid input, and the processing cannot proceed further. Example: “Leave applied overlaps with another leave period.”
 - (b) **Warning Messages**: Prefixed with the label “WARNING” and highlighted in yellow. It means the system has analyzed and decided that you should be given an alert. If you consider that your input is correct, you may ignore the warning message by clicking “Submit” button to carry on the processing. If you leave the interface without clicking “Submit” again, the system would not consider your leave application as submitted. Example: “Leave under application is combined with other leave(s).”
 - (c) **Informative Messages**: Highlighted in green. These messages are displayed for the user’s information. Example: “Leave application submitted”.
2. *Q: When I submit a leave application, the screen returns with a warning message highlighted in yellow, should I give up submitting the application?*

A: If you are confident that the details you have entered are correct, you may click on the “Submit” button to continue your application. Otherwise, you may further check the relevant details and revise your input. If you leave the interface without clicking “Submit” again, the system would not consider your leave application as submitted.
3. *Q: When I submit a leave application, the screen returns with an error message highlighted in red, should I give up submitting the application?*

A: When error message comes up, the application cannot be processed by

the system further. You should check the correctness of the details that you have entered, make necessary adjustments, and submit your revised application again by clicking the “Submit” button.

Regular Shift

4. *Q: I am on Regular Shift Duty Pattern. How should I declare my rest days when I submit leave applications?*

A: You should declare your rest days within your leave period when you submit a leave application (Refer to step 3.1.2.3 to 3.1.2.5). If you do not declare your rest days, the system may deduct the wrong number of days from your leave balance. Rest days are the days on which you do not need to report to duty even you did not apply for leave. You only need to declare any rest days within your leave period. You do not need to declare any rest days preceding or succeeding your leave.

5. *Q: Should I select the public holidays during my leave as rest days when I declare my rest day schedule in Step 3.1.2.4?*

A: Rest days are the days on which you do not need to report to duty even you did not apply for leave. Therefore, if you do not report to duty on public holidays no matter you have applied for leave on those days or not, you should declare the public holidays as your rest days.

6. *Q: I am on Regular Shift Duty Pattern and I have to report to duty from Monday to Saturday morning (five and a half days in total) in a certain week, with the succeeding Saturday afternoon and Sunday being my rest days. If I would like to take a vacation leave for this week, how should I enter the details in the system?*

A: You need to apply for a vacation leave of 5.5 days, starting on Monday morning and ending on Saturday morning. Your date of resumption of duty would be the Monday morning of the following week. As you have no rest days during the leave period (from Monday morning and Saturday morning), you do not need to click the calendar button to declare any rest days. As your date of resumption of duty (the Monday morning of the following week) is not immediately after the end date of your leave (Saturday morning), a yellow warning message, “*Date of Resumption of Duty should be a duty day immediately after the End Date...*” would appear when you submit your leave application. Click

“Submit” again and a green message, “Leave application submitted”, would be displayed. When computing the number of days of leave you have applied for, the system would consider the days between the end date and the date of resumption of duty as your rest days and would not deduct these days from your leave balance.

7. *Q: My sick leave immediately precedes my vacation leave. For example, I need to apply for sick leave on Thursday in a certain week and I would like to take a vacation leave on Friday of the same week. The succeeding Saturday and Sunday are my rest days. How should I submit these applications?*

A: You should submit vacation leave and sick leave applications separately. When you apply for sick leave (from Thursday morning to Thursday afternoon), your date of resumption of duty should be the Friday morning of the same week. On the other hand, when you apply for vacation leave (from Friday morning to Friday afternoon), your date of resumption of duty should be the Monday morning of the succeeding week. There is no rest days during your vacation leave period; therefore you do not need to make a declaration by clicking the calendar button (Refer to FAQ 6). As your sick leave and vacation leave applications do not overlap with each other, the sequence of submitting your applications would not affect the system processing your application.

Others

8. *Q: Can I login to e-Leave using my personal computer at home?*

A: No, you need a computer which is connected to the intranet of DH in order to login to e-Leave through DH’s Departmental Portal.

9. *Q: Can I assign the same officer as both my recommending officer and approving officer?*

A: You cannot assign the same officer as both your recommending and approving officer. If there is only one officer who would process your leave applications, you only need to assign him/her as your approving officer.

10. *Q: What should I do if there is a change in my recommending/approving*

officer?

A: You should update such change in e-Leave. Select “Define Processing Officers” under “Personal Profile” on the main page and then specify your new recommending/approving officers.

11. Q: *I cannot read the e-mails issued by e-Leave. Why?*

A: You must be a Lotus Notes user in order to read the emails issued by e-Leave. If you are not a Lotus Notes user, please login to e-Leave to view the status of your leave applications or to recommend/approve your subordinates’ leave application when you receive any email notification from e-Leave.

12. Q: *Under what conditions can I withdraw my leave applications?*

A: You may withdraw any leave applications through e-Leave before they are approved (Refer to step 3.3.1 to 3.3.4). If you wish to withdraw an approved leave application, please contact your leave registry.

13. Q: *Can I apply for advanced leave through e-Leave?*

A: If you wish to apply for advanced leave, you should first obtain the approval from your approving officer and then submit your application in memo form to personnel unit. If you submitted a leave application in e-Leave without adequate leave balance, your leave application would be invalid even it is approved by your approving officer. Personnel unit would follow up your application in this case.

14. Q: *If I have an urgent need to take leave and that I am unable to submit my leave application in advance, can I submit my application after I resume duty?*

A: If you are unable to submit leave application in e-Leave before your vacation leave or sick leave starts, you must first obtain an oral approval from your recommending and approving officers. e-Leave allows you to submit your application after you resume duty.

15. Q: *I am the approving officer of my subordinates. However, I am unable to approve their applications before their leaves start. Can I approve these applications after the leaves have started or ended?*

A: You should approve your subordinates’ leave application before their leaves start as far as possible. If there are special cases in which you

are unable to approve their applications, you should first inform your subordinates that their leaves would be approved. e-Leave allows you to approve leave applications after the leaves have started or ended.

16. *Q: Can I apply for maternity leave via e-Leave?*

A: No. e-Leave can only handle your applications for vacation leave or sick leave. If you would like to apply for maternity leave, please submit your application in memo form to Personnel Unit.