SiP v11
(Service in Partnership)

User Guide –

Leave of Absence
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SiP – Leave of Absence Requests

The purpose of the document is to guide the departmental user to complete the ‘Leave of Absence’ form available on the Service in Partnership (SiP) system. The document shows basic information and screenshots for particular sections of the form.

Leave of Absence

The Leave of Absence Form must be used when any member of staff has agreed a period of unpaid leave with their Head of Department. This form should be used to record the details of the unpaid leave period and will be used by HR to ensure that the relevant payroll action is taken.

The department should submit the form via SiP at least one month prior to the expected start date. In cases where an absence is anticipated to be longer than one academic year, departments must take advice from HR Consultancy Team.

Note: This form is not to be used to book maternity or annual leave.

Navigate to the form.

Default sections found within this form are shown in Figure 1. The form type opens with all sections collapsed.

![Figure 1: Collapsed sections of the Leave of Absence form](image)

Form Sections

Employee Details

Complete the details either using free text input, selection from a drop down list of values or by tick box selection. Mandatory fields for completion are identified with a ✪. Buttons linking to website guidance can be found throughout the page, see Figure 2.

Responses to fields may produce further fields and further sections to complete.

There are no costs involved so no need for salary, cost codes or financial approval.
Department and Departmental Sub-unit

The department / division or unit to which the departmental user has been assigned in the UCL hierarchy when the user account was set up will appear. If the user has access to multiple departments, to select from the list of values.

Employee Number

1. Click on ‘Select Employee button’. This will produce a list of employees assigned to the department or departmental sub-unit (as for a change to appointment).

   This list is extracted directly from the HR database. If an employee does not appear in the list it may be because they are assigned incorrectly in the HR system. It is recommended that department review this data on the HR system. An employee assigned to the main department level (e.g. Eastman Dental Institute) will not also appear under the sub-unit (e.g. EDI Biomaterials) and vice-versa.

Once an employee number has been selected then it will automatically populate data in the title, last name, first name and post ID fields.

Email Address

The email address is a mandatory field and can be amended to a personal email address if the employee is not going to have access to their UCL email account while they are on unpaid leave.
**Contact Address**

After inputting the contact address for the employee whilst on leave, you will have to confirm whether that address is temporary (only to be used while on leave), see Figure 3. If ‘No’ is selected, the home address will be overwritten in Resource Link/MyView.

![Figure 3: Contact Address section](image)

**Pension Contributions**

The employee number entered on the Employee Details tab will also populate the information on the Pension Contributions tab. For further information, including specific pension scheme rules, click on the ‘Guidance’ button, see Figure 4.

![Figure 4: Pension Contributions section](image)

**Comments**

Please give further details concerning the leave of absence request within the ‘Comments’ section. When giving comments please be succinct and end with your name and date. Comments should not be deleted and to add additional comments after the last comment. Comments may be added by HR Users during the processing of the request. Figure 5 shows the ‘Comments’ section available for completion.

![Figure 5: Comments section](image)
Submit
This section is where the user can save or submit the form, see Figure 6.

![Submit section](image)

**Figure 6: Submit section**

Communication to Employee
Once the form request has been processed by Human Resources and the status has been updated to ‘HR Processing’, an automated email will be sent to the employee confirming the period of unpaid leave. The email to USS members will also show their choice on whether to maintain death and ill health retirement cover.
## Version History

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