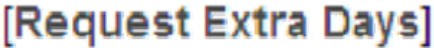

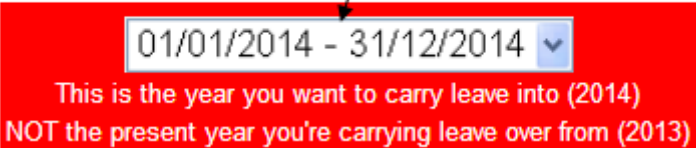
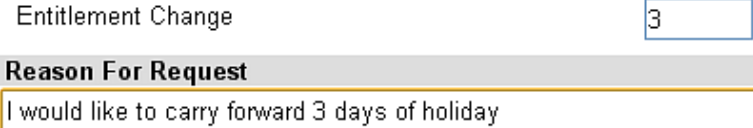



How to Request the Carry Over of Holiday Entitlement through MyHR

Queen Mary's Terms and Conditions state: "It is expected that all leave will be taken during the leave year, but the Head of School / Institute / Section may authorise the carrying forward of outstanding leave entitlement to the next leave year in appropriate circumstances."

The guidelines are that a maximum of **5 days** are carried forward. **No entitlement will be automatically carried forward**

<p>1. Click</p>		<p>On the Holiday Summary screen this will be at the bottom right hand side of the screen next to the normal [Request Holiday] button</p>																													
<p>2. Select the coming year</p>		<p>The Extra entitlement Request screen is a simple form to complete. In 'Period' which you want leave to be carried into (the coming year)</p> <p>Select the year you are <i>carrying leave into</i></p> 																													
<p>3. Enter Days</p>		<p>'Entitlement Change' which is the number of days you wish to carry over into the coming year, with a reason if required.</p>																													
<p>4. Click</p>		<p>Once approved your new leave entitlement will show as such:</p> <table border="1" data-bbox="1223 1139 2123 1449"> <thead> <tr> <th></th> <th>Old Entitlement</th> <th>Extra Days Approved</th> <th colspan="2">New Annual Entitlement</th> </tr> <tr> <th>Entitlement (Days)</th> <th>B/F</th> <th>Ent</th> <th>Ext</th> <th>Tkn</th> <th>Rem</th> </tr> </thead> <tbody> <tr> <td>01/01/2014-31/12/2014</td> <td>0.0</td> <td>30.0</td> <td>2.0</td> <td>0.0</td> <td>32.0</td> </tr> <tr> <td>01/01/2013-31/12/2013</td> <td>0.0</td> <td>30.0</td> <td>2.0</td> <td>29.0</td> <td>3.0</td> </tr> <tr> <td>01/01/2012-31/12/2012</td> <td>0.0</td> <td>30.0</td> <td>0.5</td> <td>30.5</td> <td>0.0</td> </tr> </tbody> </table>		Old Entitlement	Extra Days Approved	New Annual Entitlement		Entitlement (Days)	B/F	Ent	Ext	Tkn	Rem	01/01/2014-31/12/2014	0.0	30.0	2.0	0.0	32.0	01/01/2013-31/12/2013	0.0	30.0	2.0	29.0	3.0	01/01/2012-31/12/2012	0.0	30.0	0.5	30.5	0.0
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