



Leave Manager

Applicant User Guide – HESW

Intrepid: V10 is an online system designed to manage trainees and their education, and forms part of the Intrepid HR software suite used to administer training, education and career progression in the healthcare section.

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Distribution

Although this user guide is expected to be distributed across the Intrepid user base, this document is confidential and must **not** be made available publically or distributed to persons outside of your organisation.


1 Introduction

This user guide is intended for applications who are applying for leave using the Intrepid: Leave Manager system within Health Education South West.

For applicants, Leave Manager is broken down into three menu items – Leave Application, Leave Manager and Leave Entitlement.

2 Application

Once you have logged into Intrepid, click on the Leave Manager menu on the left hand side and then on 'Leave Application'. This will display the screen below and allow you to select against which post you wish to apply for leave.




GENERAL

- Home
- My Account
- Messages (0)
- Previous Page
- Log Off


LEAVE MANAGER

- Leave Application
- Leave Manager
- Leave Entitlement





HELP



LEAVE MANAGER - POSTS

POST DETAILS BACK 

To apply for leave, press the 'Apply' icon against the post to which your proposed leave applies. For posts where online approval is not available, a 'Closed' icon will be displayed.

Allergy	Apply 
Harwich & District Hospital ST5	Start date: Sunday 04 February 18 End date: Friday 03 August 18
Allergy	Apply 
Wells Community Hospital ST5	Start date: Friday 04 August 17 End date: Saturday 03 February 18
Allergy	Apply 
The Queen Elizabeth Hospital ST4	Start date: Saturday 04 February 17 End date: Thursday 03 August 17
Allergy	CLOSED
North Cambridgeshire Hospital ST3	Start date: Thursday 04 February 16 End date: Wednesday 03 August 16
Allergy	Apply 
Maldon Clinic ST3	Start date: Tuesday 04 August 15 End date: Wednesday 03 February 16

Click 'Apply' next to the post and you will be presented with the leave application form.

LEAVE MANAGER - APPLICATION

PERSONAL/POST DETAILS ▼

LEAVE DETAILS

Leave type: Start date:

Submitted date: 26/06/2013 End date:

Person covering: Number of days:

Ed. supervisor:

Rota Manager:

Comments:

Have you checked that another member of your department is not on leave? ▼

I confirm by entering the name of my colleague that they understand and have agreed to provide cover for my rostered duties and responsibilities whilst I am on leave. I have also informed all relevant administrative and clinical staff of the name of my colleague who has agreed to cover.

Course:

Course topic:

Course venue:

Course provider:

APPROVERS

Select leave type and start date to display approvers

ENTITLEMENT ▼

LEAVE HISTORY ▼

DOCUMENTS ▼

Do you intend to claim any expenses for this period of leave? (Please note that leave and funding is approved based on the information provided within this application. If you intend to claim expenses you MUST include all costs in the Leave section below) ▼

LEAVE EXPENSES

No leave expense claims have been made for this application

Cost type:

Estimated cost (£):

Reference:

Comments:

Add

Submit Application

December		January 2014			February	
Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	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	1	2
3	4	5	6	7	8	9

■ National Exam day
■ Public Holidays
■ Approved leave for this doctor

Select the Leave Type you are applying for, along with the start and end dates of the leave and the total number of days you will be on leave for. If required, enter the person who will be covering you whilst you are on leave along with any comments you have.

Confirm that you have checked that another member of your department is not on leave and that the person entered in the 'Person covering' box has agreed to provide cover whilst you are on leave.

Approvers

The list of approvers who will receive your application are listed here. This will only be displayed once a 'Leave type' and 'Start date' have been selected. The list should include your School's Support Manager.

Entitlement

By clicking the 'Entitlements' bar you can view a summary of your leave entitlements and budgets.

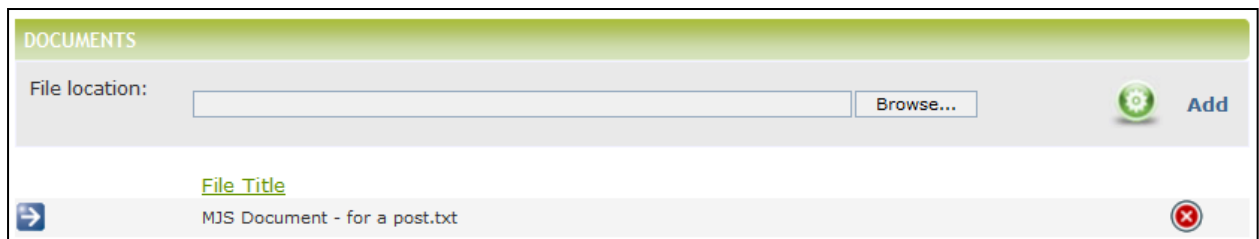
Note that information displayed here is identical to that displayed on the 'Leave Entitlement' screen.

Leave History

By clicking the 'Leave History' bar you can view a summary of previous leave taken. A filter is available so you can select the leave type (e.g. study, annual etc.) that you are interested in.

Documents

By clicking the 'Documents' bar you can access a control allowing you to upload files from your machine against this leave application.



Once uploaded documents will be available to review and delete in a list beneath the control. All documents will be made available for review by the leave approver(s).

You can upload documents after the leave application has been submitted and/or approved. This can be useful when (for example) adding scanned receipts to an application for expenses incurred while on leave.

Expenses

Anticipated expenses can be added here. Select the expense type, cost and any comments and then click the 'Add' button. You can add multiple expenses to your application. You will also be required to confirm whether or not you are submitting expenses for this leave application.

If the leave is approved, you can re-enter the leave application after you have taken the leave, and update the expenses with the actual amount spent. The amounts entered represent the amount you intend to claim for your expenses, but do not necessarily reflect the amount that will be paid.

Submitting

Once you have completed all fields, click on the submit button to submit your leave request. Note that the system will require an extra confirmation if your leave application is considered to be last minute.

3 Leave manager

All leave applications are available to view in this section. Any comments made by leave approvers are available to view by clicking on the request and scrolling to the Approvers section of the application. If a leave request is still in progress, it can be amended and re-submitted or cancelled.

Re-submitting an application will require it to be authorised by all approvers from the beginning of the leave approval chain.

Use this screen to re-enter a leave application and update the expenses once the claim amount is known.

4 Entitlement

Your entitlement is shown here. You can check your remaining entitlement before submitting a leave request.

Depending on your system configuration, you may not be allowed to apply for leave once you have exceeded your leave entitlement.