



## System User Guide

## Line Manager Guide to Family Leave

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## Introduction

This guide covers key tasks for Line Managers in the recording family leave system process. It is related to the Process User Guides for:

- [Guide to Maternity Leave](#)
- [Guide to Partner, Parental and Special Leave](#)
- [Guide to Adoption and Surrogacy Leave](#)

Please familiarise yourself with the [Family Leave Policies](#). Please note, Partner Leave was previously known as Paternity Leave.

Any family leave dates should not clash with any other planned absence types such as for annual leave. Where a planned absence already exists within these timeframes it should be deleted before adding the family leave. For further details on how to remove an absence, please refer to the '[How to Amend Leave](#)' section of this guide.

Please review the relevant HR policy for the absence type being processed and work within the guidelines stated. The HR absence policies can all be reviewed on the [A-Z of Policies webpage](#).

Family leave will normally be input into the People and Money system by the employee (and this should always be encouraged), however there may be some situations where the Line Manager or School Department Administrator is required to input leave.

Managers will always be aware when an employee has submitted leave. For all types of leave, they will receive a notification, other than unpaid parental leave where the manager will be required to approve or reject the request. More details on how to do that can be found in the line manager guide '[Line Manager Guide to Absence & Leave](#)' (Under Human Resources > Absence and leave heading).

To read supporting guidance on all aspects of all absence processes, please review the relevant [End to End Process User Guides](#).

### **Keeping in Touch (KIT) Days/Shared Parental Leave Keeping in Touch (SPLIT) Days:**

KIT and SPLIT days must be processed by the payroll team. To request this, the Line Manager must submit a Service Request detailing whether the employee would like to either be paid for the time or alternatively to take it as Time Owed in Lieu (TOIL).

Please refer to the Maternity, Shared Parental Leave or the Adoption and Surrogacy Leave Policies for further information surrounding KIT/SPLIT days entitlement and conditions. These policies can be found on the [A-Z of Policies webpage](#).

## In Brief

This section is a simple overview and should be used as a reminder. More detailed information on each outcome is provided later in this guide.

### How to Record Maternity Leave

1. From the home page, click on the **My Team** tab and **Show More**. Scroll down to the **Absences** heading and click on **Add Absence**.
2. Search for the employee.
3. Select **Maternity** from the **Absence Type** drop-down list and enter the **Expected or Actual Childbirth Date** and **Planned or Actual start and End dates**, as known. If the employee does not plan to return to work, click on the **Won't return to work** toggle.
4. Select which pay option the employee has chosen from the **Reason** drop-down list and the **Notification Date**.
5. Add any relevant notes in the **Comments** section.
6. Add a scanned copy of the MATB1 to the **Attachments** box.
7. If a Risk Assessment has already been carried out this can also be added to the attachments and the **tick box** and **Date Carried out** field can be completed in the **Additional Information** section.
8. There is no need to complete the Legislative Information section or the SMP1 Issue Date.
9. Click on the **Submit** button.

### How to Record a Maternity Risk Assessment

1. From the home page, click on the **My Team** tab and **Show More**. Scroll down to the **Absences** heading and click on **Existing Absences**.
2. Search for the employee.
3. Click on the **pencil icon** against the maternity absence.
4. Scroll down to the **Attachments** section and upload the risk assessment document.
5. Within the **Additional Information** section, put a tick in the field **Risk Assessment Done** box and complete the **Date carried out** field.
6. Click on the **Submit** button.

Please note more than one Risk Assessment can be added if required.

### How to Attach a MATB1 to a Maternity Record

1. From the home page, click on the **My Team** tab and **Show More**. Scroll down to the **Absences** heading and click on **Existing Absences**.
2. Search for the employee.
3. Click on the **pencil icon** against the maternity absence.
4. Scroll down to the **Attachments** section and upload the MATB1.

5. Click on the **Submit** button.

## How to Record Adoption or Surrogacy Leave

1. From the home page, click on the **My Team** tab and **Show More**. Scroll down to the **Absences** heading and click on **Add Absence**.
2. Search for the employee.
3. Select **Surrogacy or Adoption** from the **Absence Type** drop-down list.
4. Enter the **Expected Placement Date**, the **Placement Match Date**, the **Planned Start Date** and the **Planned End Date**. If the employee does not plan to return to work, click on the **Won't return to work** toggle.
5. Select which pay option the employee has chosen from the **Reason** drop-down list.
6. Add any relevant notes in the **Comments** section.
7. Add any documentation to the **Attachments** section.
8. Click on the **Submit** button.

## How to Record Partner Leave

### Partner Adoption

1. From the home page, click on the **My Team** tab and **Show More**. Scroll down to the **Absences** heading and click on **Add Absence**.
2. Search for the employee.
3. Select **Partner Adoption** the **Absence Type** drop-down list
4. Enter the **Expected or Actual Placement Date** (if known), **Planned or Actual Start** and **End Date**, as known.
5. Add any appropriate **Comments** or **Attachments**.
6. Click on the **Submit** button.

### Partner Birth

1. From the home page, click on the **My Team** tab and **Show More**. Scroll down to the **Absences** heading and click on **Add Absence**.
2. Search for the employee.
3. Select **Partner Birth** the **Absence Type** drop-down list
4. Enter the **Expected or Actual Childbirth Date** and the **Planned or Actual Start** and **End Dates**, as known.
5. Add any appropriate comments or attachments
6. Click on the **Submit** button.

## How to Record Unpaid Parental Leave

1. From the home page, click on the **My Team** tab and **Show More**. Scroll down to the **Absences** heading and click on **Add Absence**.
2. Search for the employee.
3. Select **Unpaid Parental Leave** from the **Absence Type** drop-down list.
4. Enter the **Start** and **End Dates**. Parental Leave can only be taken in blocks of 7 days. Please refer to the [policy](#) for further details.
5. Add any relevant notes in the **Comments** section.
6. Click on the **Submit** button.

## How to Amend Leave

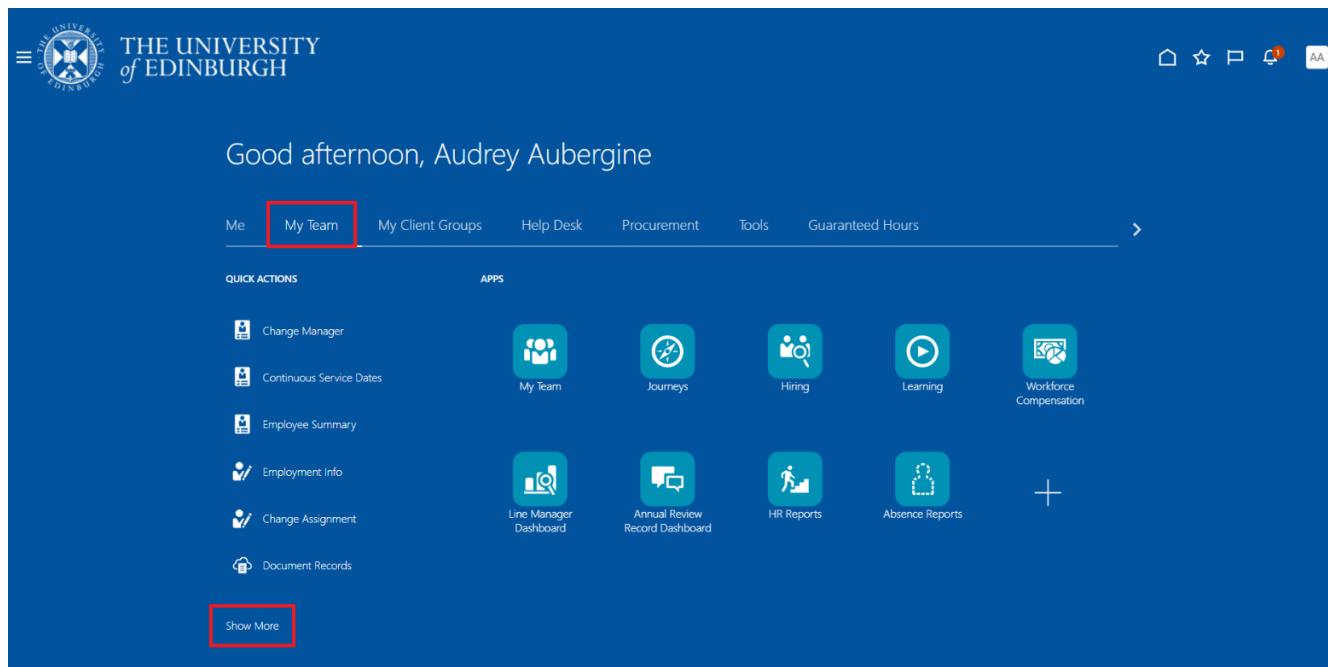
1. From the home page, click on the **My Team** tab and **Show More**. Scroll down to the **Absences** heading and click on **Existing Absences**.
2. Search for the employee.
3. Click on the **pencil icon** against the absence.
4. Make the necessary changes to the leave dates or confirm the Actual Childbirth Date/Actual Placement Date/Placement Match Date, etc. if known.
5. Click on the **Submit** button. Alternatively, if you want to delete the whole absence, you can click on the **Withdraw** button.

## In Detail

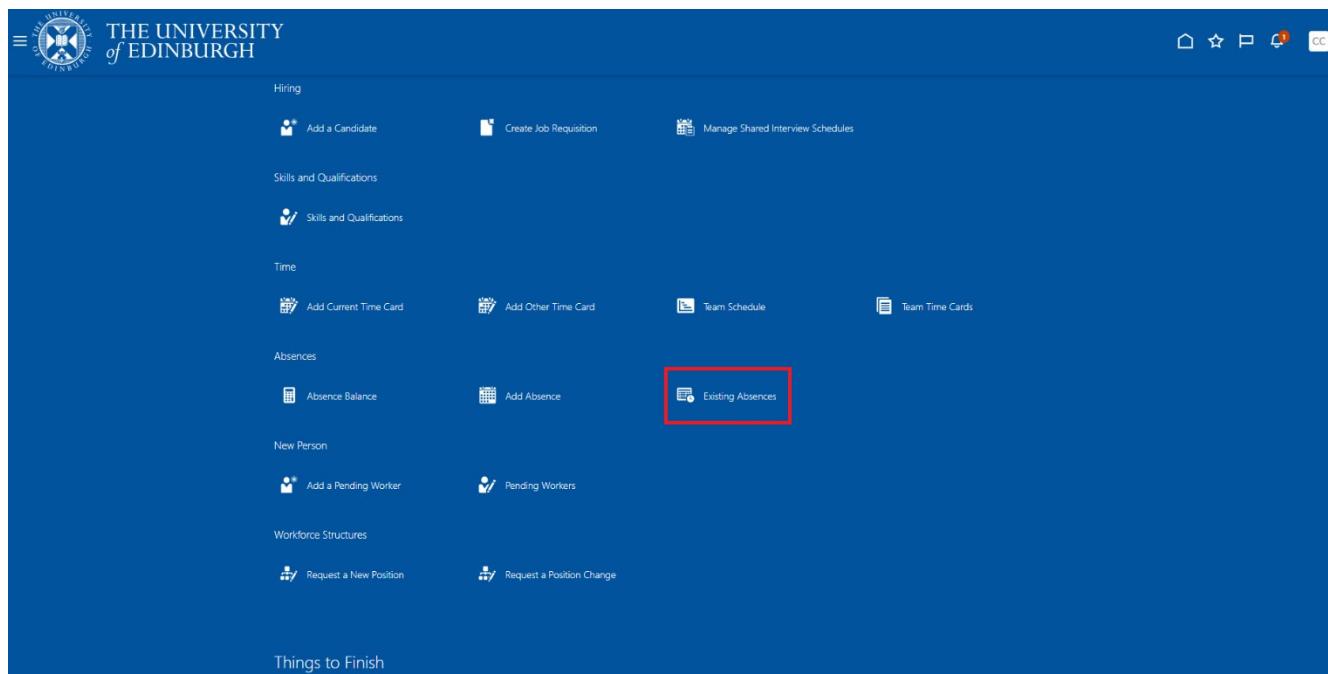
This section provides the detailed steps and includes relevant screenshots from the system.

### How to Record Maternity Leave

1. Before you can enter the employee's maternity leave, you will need to check whether there are any existing absence records on the employee's People and Money record. From the home page, click on the **My Team tab** and **Show More**. Scroll down to the **Absences** heading and click on **Existing Absences**.



The screenshot shows the University of Edinburgh's People and Money home page. The top navigation bar includes 'Me', 'My Team' (which is highlighted with a red box), 'My Client Groups', 'Help Desk', 'Procurement', 'Tools', and 'Guaranteed Hours'. Below this is a 'QUICK ACTIONS' section with icons for 'Change Manager', 'Continuous Service Dates', 'Employee Summary', 'Employment Info', 'Change Assignment', and 'Document Records'. To the right is an 'APPS' section with icons for 'My Team', 'Journeys', 'Hiring', 'Learning', 'Workforce Compensation', 'Line Manager Dashboard', 'Annual Review Record Dashboard', 'HR Reports', and 'Absence Reports'. At the bottom left is a 'Show More' button, which is also highlighted with a red box.



The screenshot shows the 'Hiring' section of the People and Money system. It includes links for 'Add a Candidate', 'Create Job Requisition', and 'Manage Shared Interview Schedules'. Below this are sections for 'Skills and Qualifications' (with a 'Skills and Qualifications' button), 'Time' (with 'Add Current Time Card', 'Add Other Time Card', 'Team Schedule', and 'Team Time Cards' buttons), 'Absences' (with 'Absence Balance', 'Add Absence', and 'Existing Absences' buttons, the latter of which is highlighted with a red box), 'New Person' (with 'Add a Pending Worker' and 'Pending Workers' buttons), 'Workforce Structures' (with 'Request a New Position' and 'Request a Position Change' buttons), and a 'Things to Finish' section.

2. Select the relevant employee from the list or search by name, person number or assignment number using the search bar.

< Existing Absences

Search by name, person number, or assignment number

Reports Direct reports X Assignment Status Manager Type Show primary assignment only Worker Type Filters Clear (1)

Domestic Assistant	Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU10	
Domestic Assistant	Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU5	
Domestic Team Supervisor	Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU17	
Domestic Assistant	Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU6	
Domestic Team Leader	Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU20	
Hilary Haricot-Bean	Domestic Assistant-2	Active - Payroll Eligible	Employee	@exseed.ed.ac.uk
Domestic Assistant	Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU17	
Domestic Assistant-2	Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU4	
Domestic Team Leader	Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU12	
Domestic Assistant	Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU18	
Senior Domestic Assistant	Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU18	

3. Look for any absences that will overlap with the proposed maternity dates. If you need to amend or delete an absence, please see the [How to Amend Leave](#) section of this guide.

4. If you are still in the **Existing Absences** screen, you can click the **Add Absence** button below the search bar to create a new absence.

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< HH Existing Absences

Hilary Haricot-Bean

Search by type

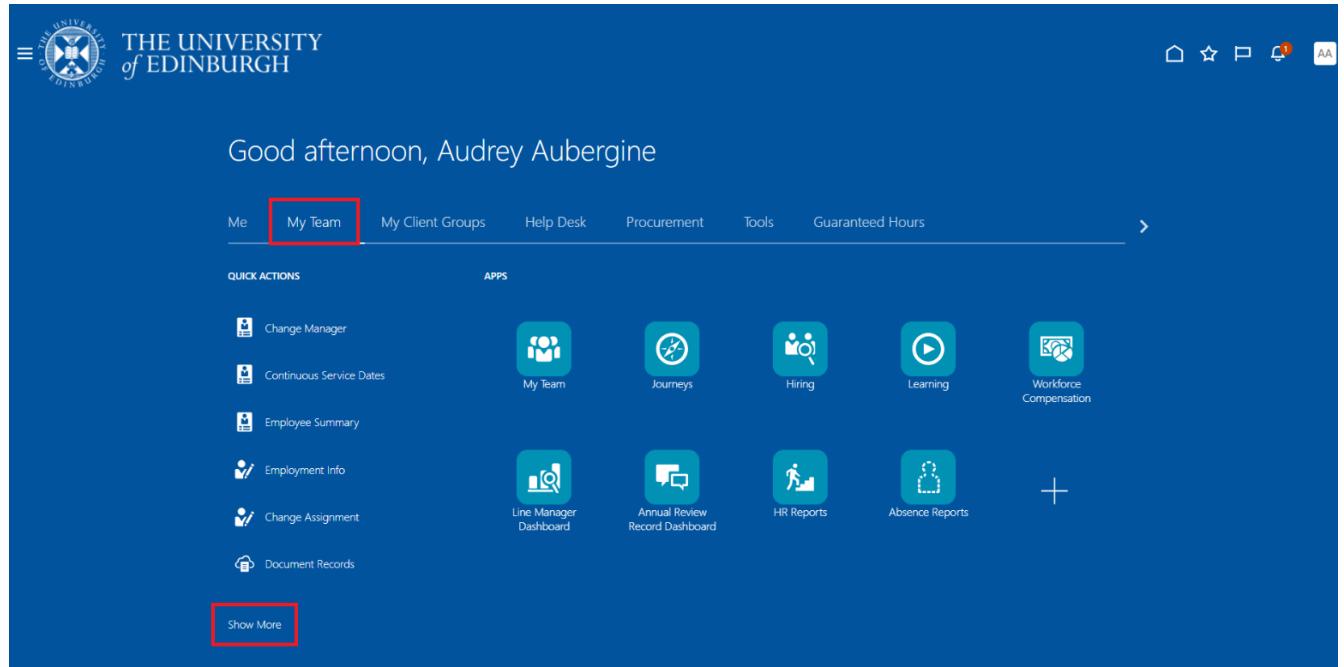
Date 3/12/2024 X Status Clear (1)

Add Absence

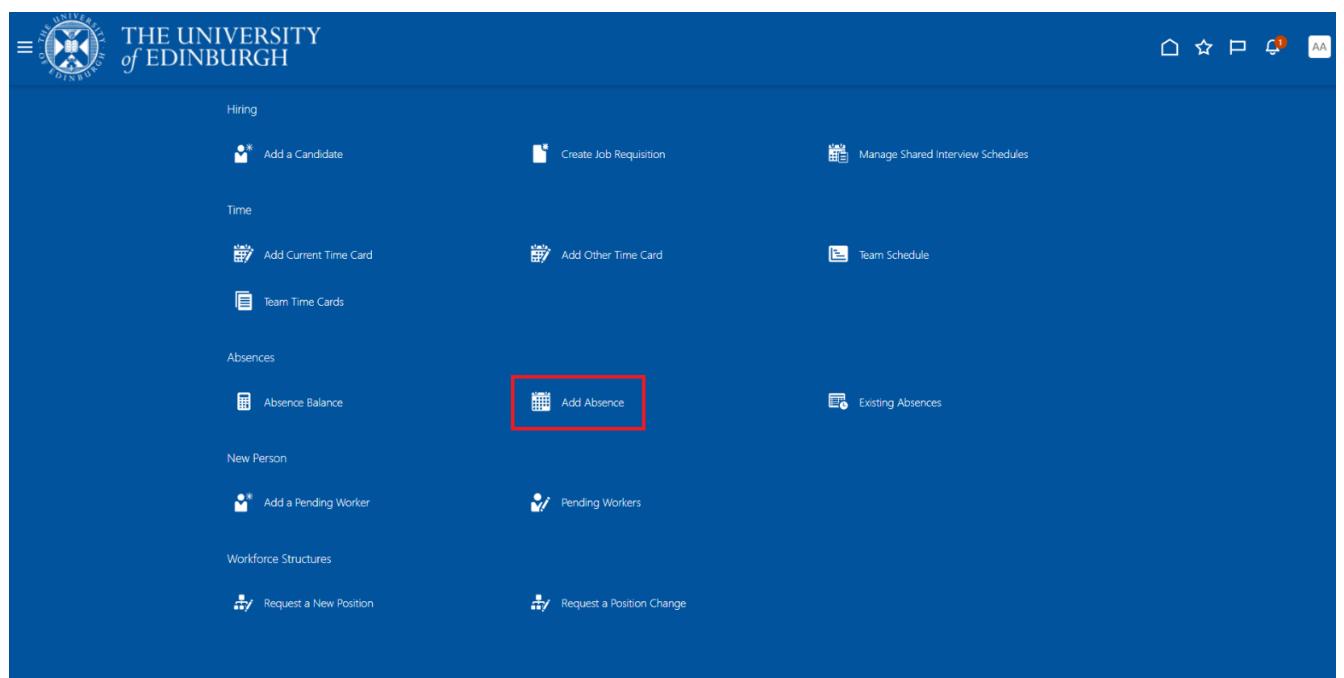
Sort By ▾

Unpaid Parental Leave	3/08/2026 - 9/08/2026 7 Calendar Days	Denied	edit
Maternity	5/01/2026 - 30/06/2026 177 Calendar Days	Scheduled	edit
Annual Leave Domestic Assistant	31/12/2025 - 31/12/2025 5 Hours	Scheduled	edit
Annual Leave Domestic Assistant-2	31/12/2025 - 31/12/2025 5 Hours	Scheduled	edit
Annual Leave Domestic Assistant-2	30/12/2025 - 30/12/2025 5 Hours	Scheduled	edit
Annual Leave Domestic Assistant	30/12/2025 - 30/12/2025 5 Hours	Scheduled	edit
Annual Leave Domestic Assistant	29/12/2025 - 29/12/2025 5 Hours	Scheduled	edit

Alternatively, from the home page, click on the **My Team** tab and **Show More**. Scroll down to the **Absences** heading and click on **Add Absence**.



The screenshot shows the University of Edinburgh HR home page. At the top, the university logo and name are displayed. Below the logo, a greeting says "Good afternoon, Audrey Aubergine". A navigation bar at the top includes tabs for "Me", "My Team" (which is highlighted with a red box), "My Client Groups", "Help Desk", "Procurement", "Tools", and "Guaranteed Hours". Below the navigation bar is a "QUICK ACTIONS" section with several icons and labels: "Change Manager", "Continuous Service Dates", "Employee Summary", "Employment Info", "Change Assignment", "Document Records", "My Team" (which is highlighted with a red box), "Journeys", "Hiring", "Learning", "Workforce Compensation", "Line Manager Dashboard", "Annual Review Record Dashboard", "HR Reports", and "Absence Reports". At the bottom of this section is a "Show More" button, which is also highlighted with a red box.



The screenshot shows the University of Edinburgh HR home page with the "My Team" tab selected. The "Absences" section is highlighted with a red box. Within this section, the "Add Absence" button is also highlighted with a red box. Other buttons in this section include "Absence Balance" and "Existing Absences". The page also features sections for "Hiring", "Time", "New Person", and "Workforce Structures", each with its own set of buttons.

5. Select the relevant employee from the list or search by name, person number or assignment number using the search bar.

Name	Personal Job Title	Person Number	Assignment Number	Assignment Status	Worker Type	Work Email
Bertie Beetroot	Graphic Designer			Active - Payroll Eligible	Employee	bertie.beetroot@ed.ac.uk

6. Select **Maternity** from the **Absence Type** drop-down menu.

Absence Type
Annual Leave
Emergency Time off for Dependents
Maternity
Other Paid Leave
Parental Bereavement
Partner Adoption
Partner Birth
Phased Return

7. In the **Dates** section, complete the following fields:

- Expected Childbirth Date** – Using the drop-down calendar enter the estimated due date as per the employee's MATB1.
- Actual Childbirth Date** – Can be completed at a later date if currently not known. This field is not mandatory at time of request.

- c. **Planned Start Date/Planned End Date** – Enter the employee's current planned start and end date, these can be changed at a later date if needed (please refer to the '[How to Amend Leave](#)' section in this guide). If you do not currently know the end date enter 52 weeks from the start date as this is the maximum time allowed.
- d. **Actual Start Date/Actual End Date** – Should the employee's planned start and end date change you can override them by entering the definite dates here. Payroll use these dates to manage the employee's maternity pay. It is not mandatory to complete these fields at the time of requesting leave.
- e. Where the employee does not intend to return to work after the maternity leave, click on the **Won't return to work** toggle instead of entering a **Planned End Date**.

The screenshot shows a software interface for managing employee absences. At the top, it says 'HH New Absence' and 'Hilary Haricot-Bean'. On the right, there are buttons for 'Cancel', 'Save and Close', 'Save', and 'Submit'. The main area is titled 'Absence Type' with 'Maternity' selected. Below this is a section titled 'Dates' which is highlighted with a red box. It contains several date input fields: 'Expected Childbirth Date' (with a calendar icon), 'Actual Childbirth Date' (with a calendar icon), 'Planned Start Date' (with a calendar icon), 'Actual Start Date' (with a calendar icon), 'Planned End Date' (with a calendar icon), and 'Actual End Date' (with a calendar icon). To the left of the 'Planned Start Date' field is a toggle switch labeled 'Won't return to work'.

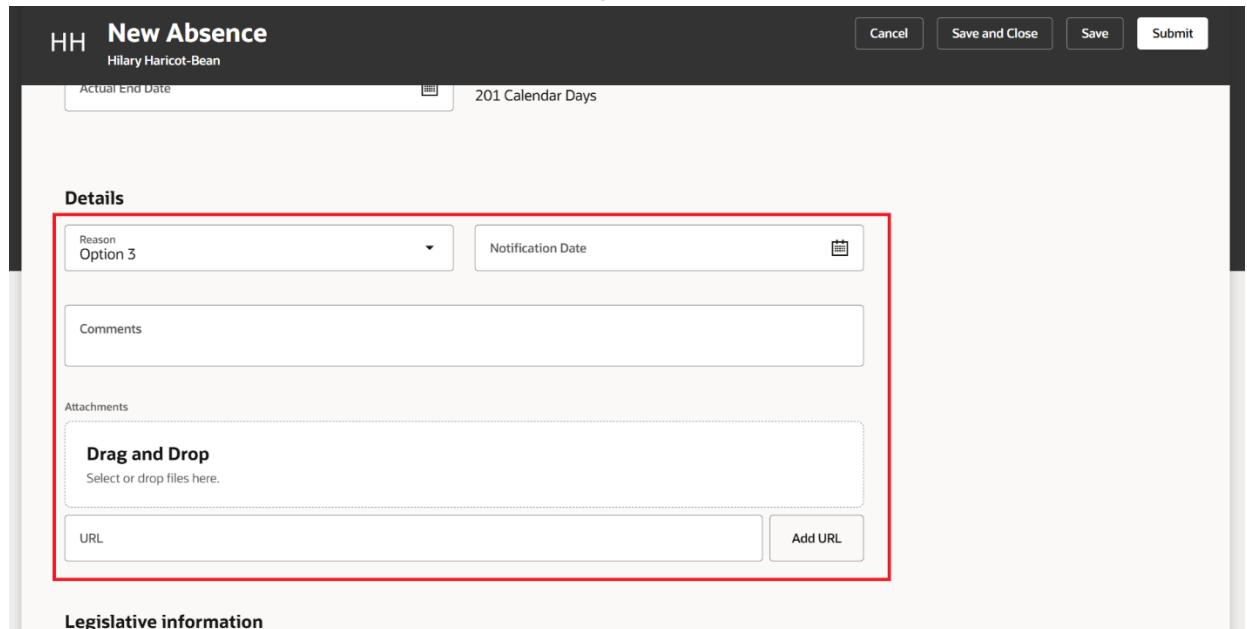
8. In the **Details** section:

- a. Select Option 1, 2 or 3 from the **Reason** drop down menu (**note**, the system will default to Option 3, so please ensure this is updated as applicable).

These correlate to the options around how the employee wishes to receive their maternity pay. The University of Edinburgh pays enhanced maternity pay. This is referred to as UEMP (University of Edinburgh Maternity Pay). The employee can decide how this is paid during the maternity leave, choosing from options 1-3. Full information on the 3 different options can be found in the HR Maternity Policy which can be reviewed [here](#).

- b. Enter the **Notification Date** that the employee made their selection on.
- c. Add any relevant **Comments** as applicable.

d. If a Risk Assessment has already been carried out this can be added to the **Attachments** section and the tick box and **Date Carried out** field can be completed in the **Additional Information** section at the bottom of the page. More detail can be found on this in the '[How to Record a Risk Assessment](#)' section of this guide.



HH New Absence  
Hilary Haricot-Bean

Actual End Date: 201 Calendar Days

**Details**

Reason: Option 3

Notification Date:

Comments:

Attachments:

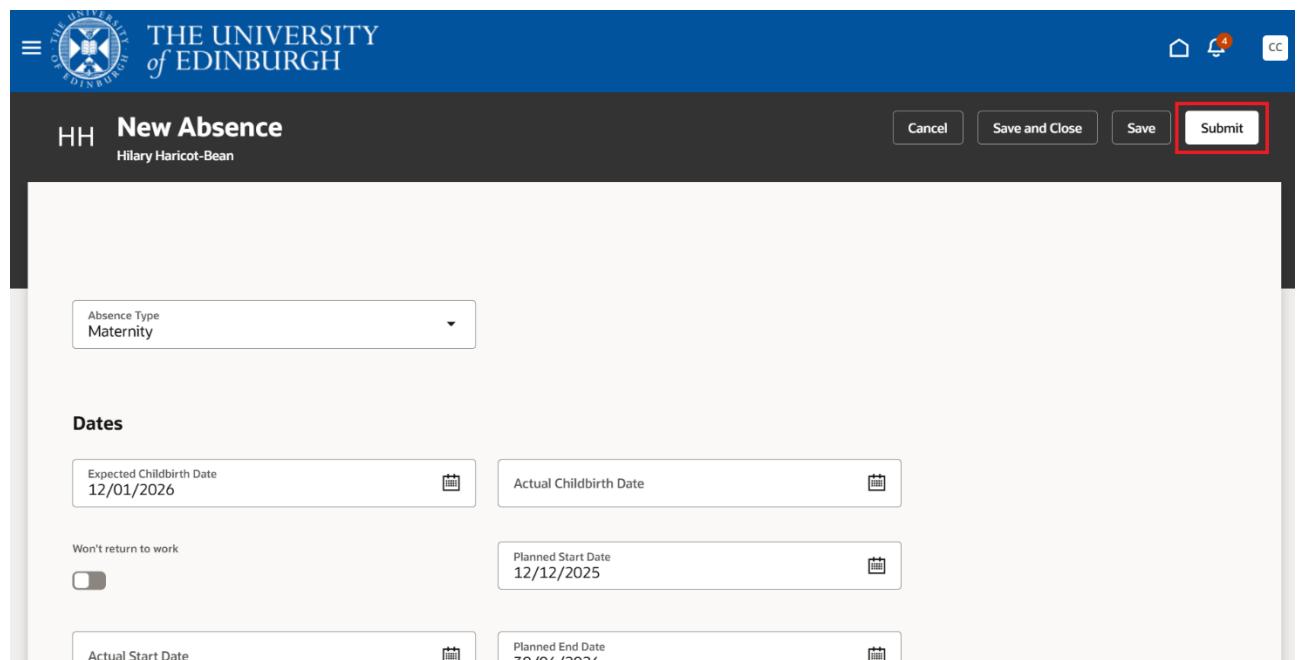
**Drag and Drop**  
Select or drop files here.

URL:  Add URL

Legislative information

9. Click on the **Submit** button to complete the absence.

**Note:** The **Save and Close** and **Save** buttons will save this absence in draft state only. Please ensure to **Submit** it once all the details have been added.



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HH New Absence  
Hilary Haricot-Bean

Absence Type: Maternity

**Dates**

Expected Childbirth Date: 12/01/2026

Actual Childbirth Date:

Won't return to work:

Planned Start Date: 12/12/2025

Actual Start Date:

Planned End Date: 30/06/2026

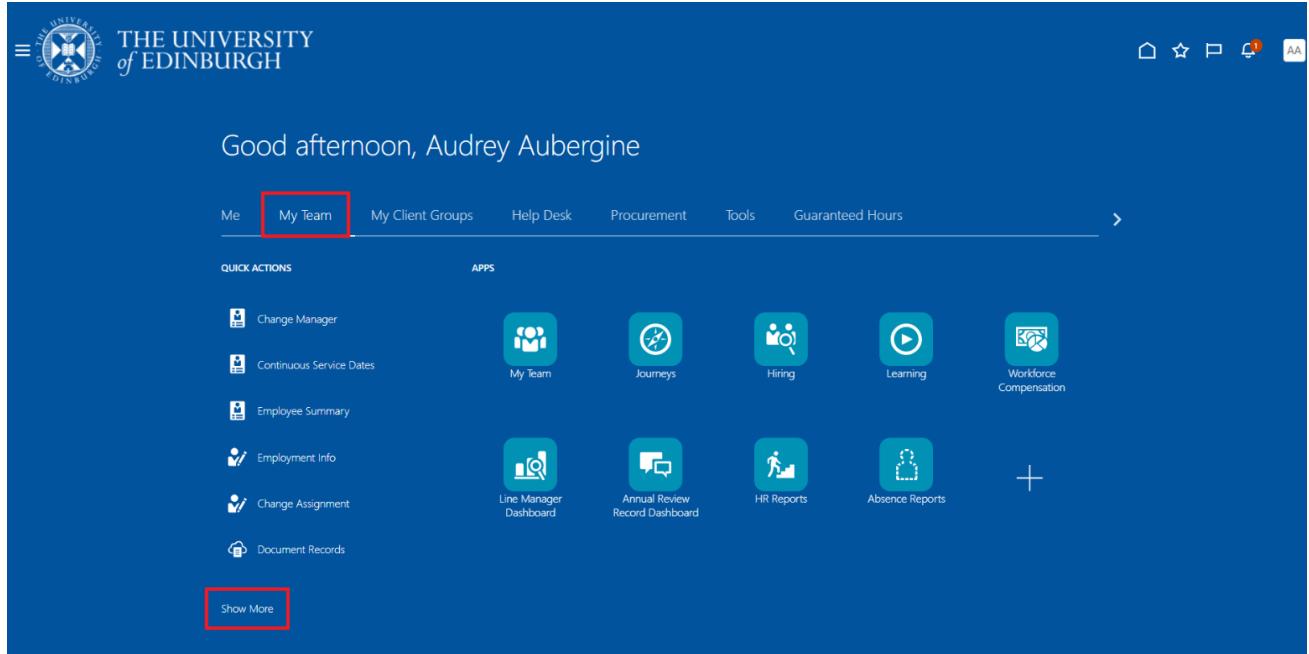
Submit

## How to Record a Maternity Risk Assessment

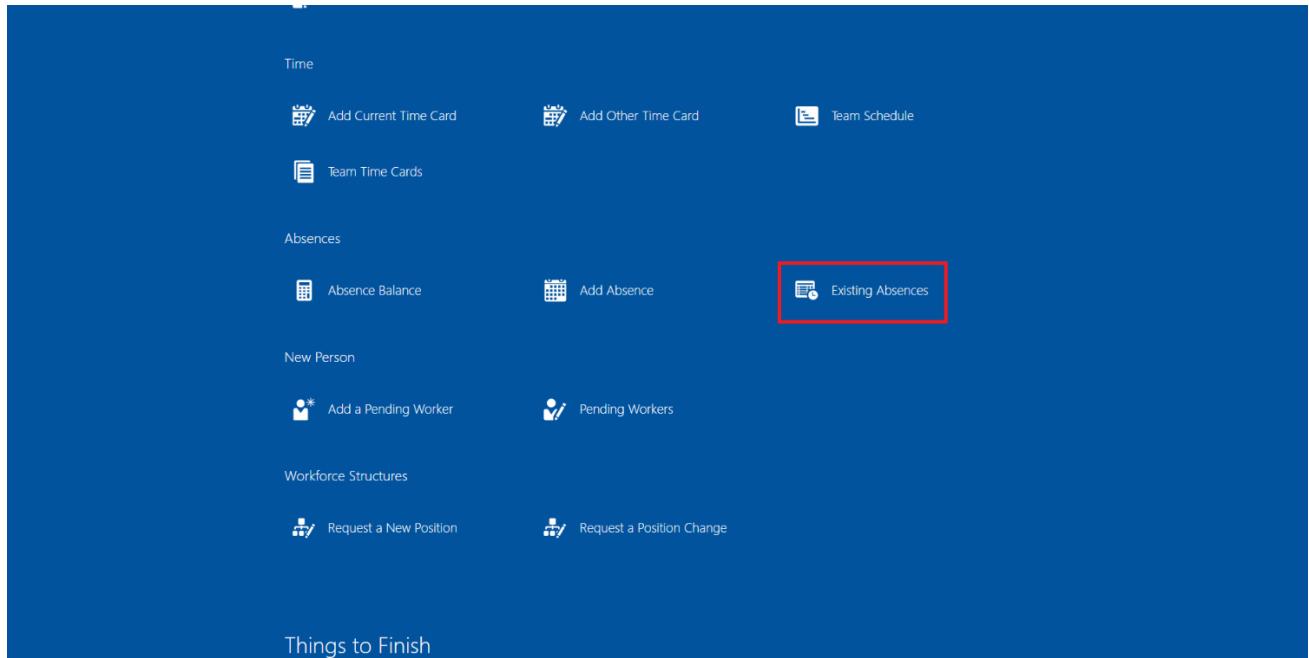
When a Line Manager has been informed that a Direct Report is pregnant, a risk assessment must be carried out. Once completed, the planned maternity absence must be updated to reflect this.

Please note more than one Risk Assessment can be added if required

1. From the home page, click on the **My Team** tab and **Show More**. Scroll down to the **Absences** heading and click on **Existing Absences**.



The screenshot shows the University of Edinburgh HR system interface. At the top, the university logo and name are displayed. The navigation bar includes tabs for 'Me', 'My Team' (which is highlighted with a red box), 'My Client Groups', 'Help Desk', 'Procurement', 'Tools', and 'Guaranteed Hours'. Below the tabs is a 'QUICK ACTIONS' section with various icons and links. A 'Show More' button is located at the bottom of this section, also highlighted with a red box. The main content area is titled 'Good afternoon, Audrey Aubergine' and contains several 'APPS' with their respective icons and names: 'My Team', 'Journeys', 'Hiring', 'Learning', 'Workforce Compensation', 'Line Manager Dashboard', 'Annual Review Record Dashboard', 'HR Reports', and 'Absence Reports'. A plus sign icon is also present.



The screenshot shows the 'Absences' section of the HR system. It includes a 'Time' section with 'Add Current Time Card', 'Add Other Time Card', and 'Team Schedule' buttons. Below that is a 'Team Time Cards' button. The 'Absences' section contains 'Absence Balance', 'Add Absence', and 'Existing Absences' buttons, with 'Existing Absences' highlighted with a red box. The 'New Person' section includes 'Add a Pending Worker' and 'Pending Workers' buttons. The 'Workforce Structures' section includes 'Request a New Position' and 'Request a Position Change' buttons. At the bottom, there is a 'Things to Finish' section.

2. Select the relevant employee from the list or search by name, person number or assignment number using the search bar.

< Existing Absences

Search by name, person number, or assignment number

Reports Direct reports X Assignment Status Manager Type Show primary assignment only Worker Type Filters Clear (1)

Domestic Assistant	Active - Payroll Eligible	Employee	exseed.ed.ac.uk-DNU10	
Domestic Assistant	Active - Payroll Eligible	Employee	exseed.ed.ac.uk-DNU5	
Domestic Team Supervisor	Active - Payroll Eligible	Employee	exseed.ed.ac.uk-DNU17	
Domestic Assistant	Active - Payroll Eligible	Employee	exseed.ed.ac.uk-DNU6	
Domestic Team Leader	Active - Payroll Eligible	Employee	exseed.ed.ac.uk-DNU20	
Hilary Haricot-Bean	Domestic Assistant-2	Active - Payroll Eligible	Employee	exseed.ed.ac.uk
Domestic Assistant	Active - Payroll Eligible	Employee	exseed.ed.ac.uk-DNU17	
Domestic Assistant-2	Active - Payroll Eligible	Employee	exseed.ed.ac.uk-DNU4	
Domestic Team Leader	Active - Payroll Eligible	Employee	exseed.ed.ac.uk-DNU12	
Domestic Assistant	Active - Payroll Eligible	Employee	exseed.ed.ac.uk-DNU18	
Senior Domestic Assistant	Active - Payroll Eligible	Employee	exseed.ed.ac.uk-DNU18	

3. Click on the **pencil icon** against the Maternity absence.

**Note:** if you change the **Date** filter, you must enter a start date **and** an end date.

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< HH Existing Absences  
Hilary Haricot-Bean

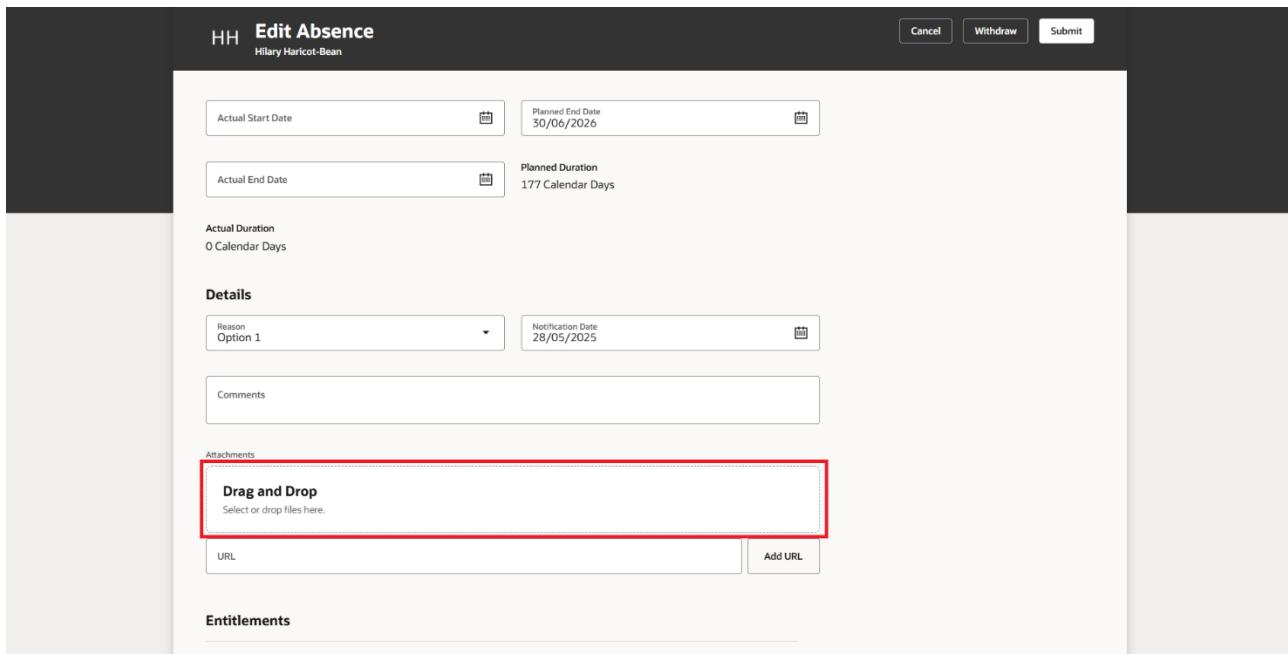
Search by type

Date 27/11/2024 X Status Clear (1)

Add Absence Sort By ▾

Maternity	5/01/2026 - 30/06/2026 177 Calendar Days	Scheduled	
Annual Leave Domestic Assistant	31/12/2025 - 31/12/2025 5 Hours	Scheduled	
Annual Leave Domestic Assistant-2	31/12/2025 - 31/12/2025 3 Hours	Scheduled	
Annual Leave Domestic Assistant-2	30/12/2025 - 30/12/2025 3 Hours	Scheduled	

4. Scroll down to the bottom of the screen. Upload the risk assessment into the **Attachments** section.



HH Edit Absence  
Hilary Haricot-Bean

Actual Start Date  Planned End Date   
30/06/2026

Actual End Date  Planned Duration  
177 Calendar Days

Actual Duration  
0 Calendar Days

**Details**

Reason: Option 1  28/05/2025

Comments

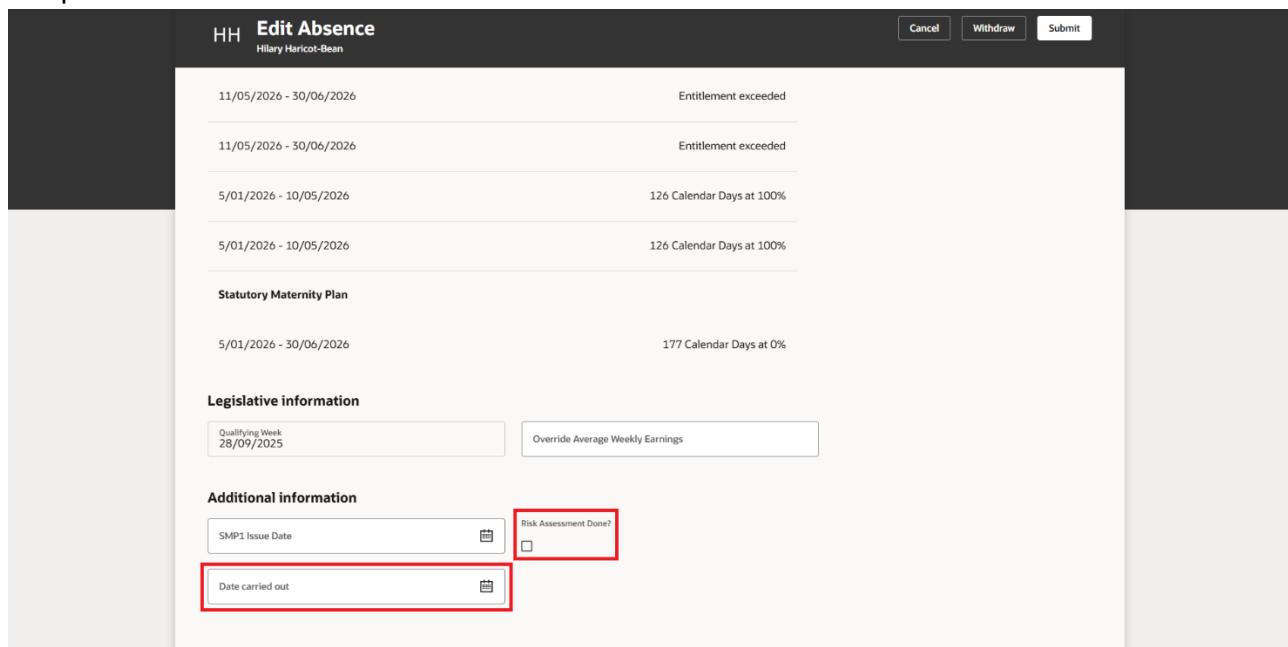
Attachments

**Drag and Drop**  
Select or drop files here.

URL  Add URL

Entitlements

5. Within the **Additional Information** section, put a tick in the field **Risk Assessment Done** box and complete the **Date carried out** field.



HH Edit Absence  
Hilary Haricot-Bean

11/05/2026 - 30/06/2026	Entitlement exceeded
11/05/2026 - 30/06/2026	Entitlement exceeded
5/01/2026 - 10/05/2026	126 Calendar Days at 100%
5/01/2026 - 10/05/2026	126 Calendar Days at 100%

**Statutory Maternity Plan**

5/01/2026 - 30/06/2026 177 Calendar Days at 0%

**Legislative information**

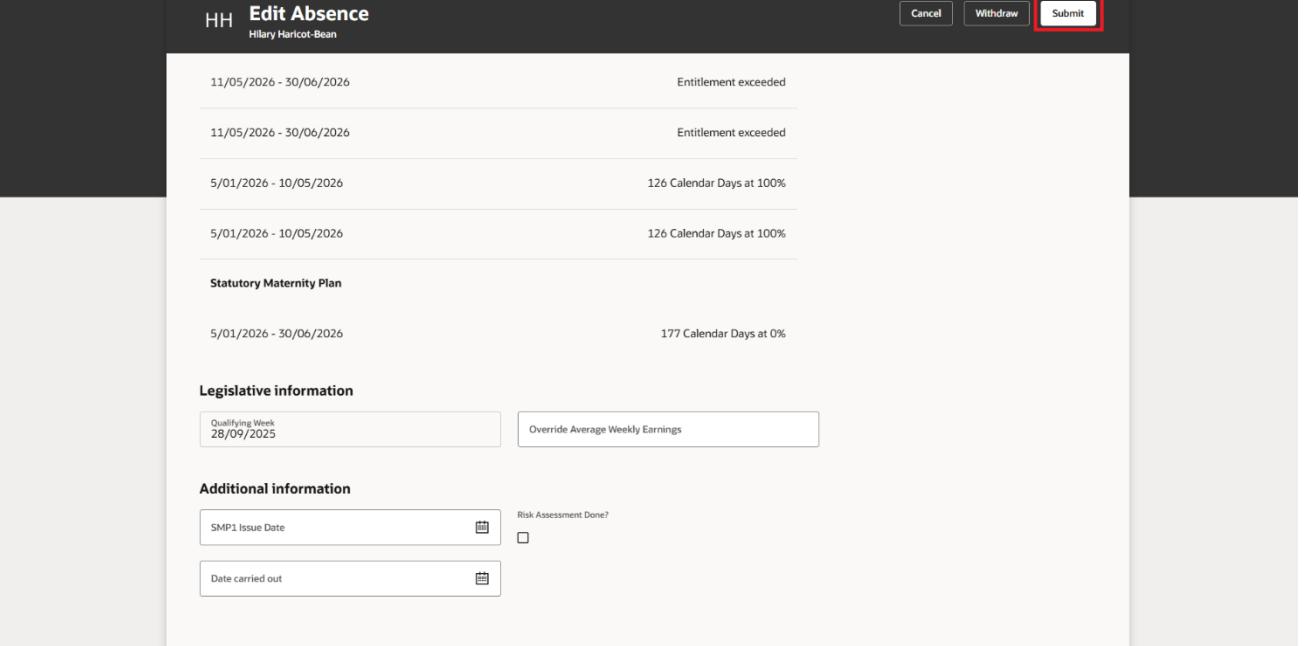
Qualifying Week  28/09/2025

**Additional information**

SMP1 Issue Date  Risk Assessment Done?

Date carried out

6. Click on the **Submit** button at the top of the page to complete the update.



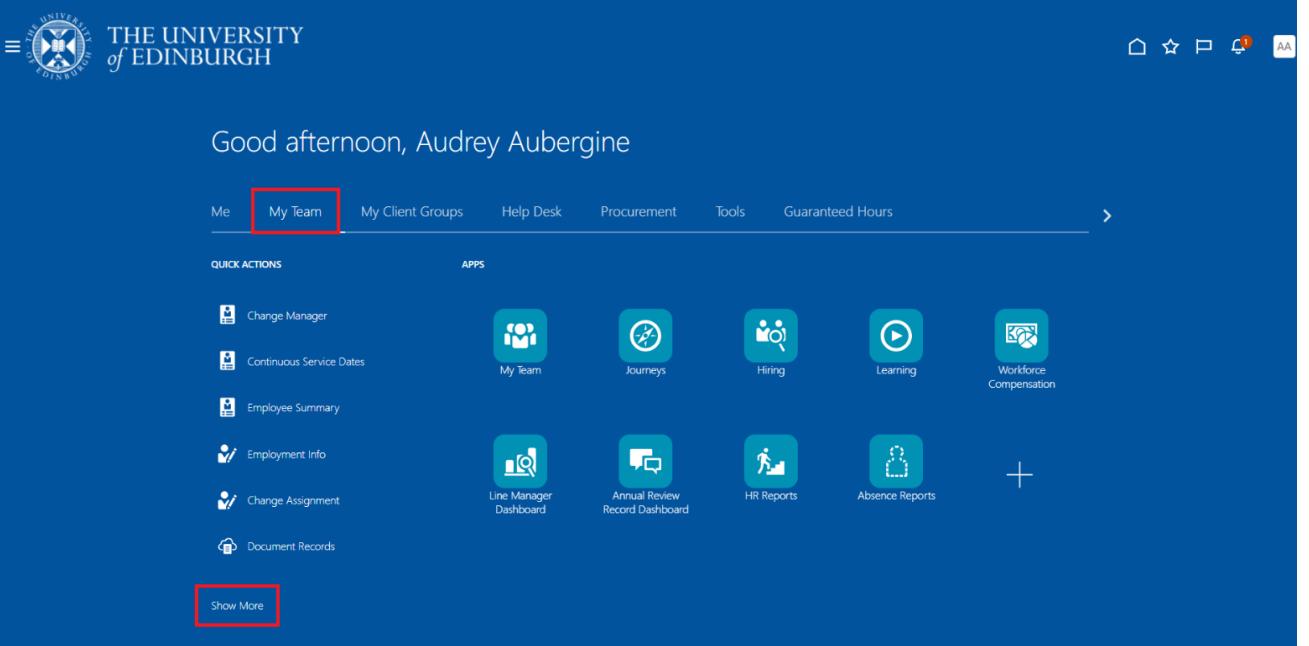
HH Edit Absence  
Hillary Haricot-Bean

Cancel Withdraw Submit

11/05/2026 - 30/06/2026	Entitlement exceeded
11/05/2026 - 30/06/2026	Entitlement exceeded
5/01/2026 - 10/05/2026	126 Calendar Days at 100%
5/01/2026 - 10/05/2026	126 Calendar Days at 100%
<b>Statutory Maternity Plan</b>	
5/01/2026 - 30/06/2026	177 Calendar Days at 0%
<b>Legislative information</b>	
Qualifying Week 28/09/2025	Override Average Weekly Earnings
<b>Additional information</b>	
SMP1 Issue Date <input type="text"/>	Risk Assessment Done? <input type="checkbox"/>
Date carried out <input type="text"/>	

## How to Attach a MATB1 to a Maternity Record

1. From the home page, click on the **My Team** tab and **Show More**. Scroll down to the **Absences** heading and click on **Existing Absences**.



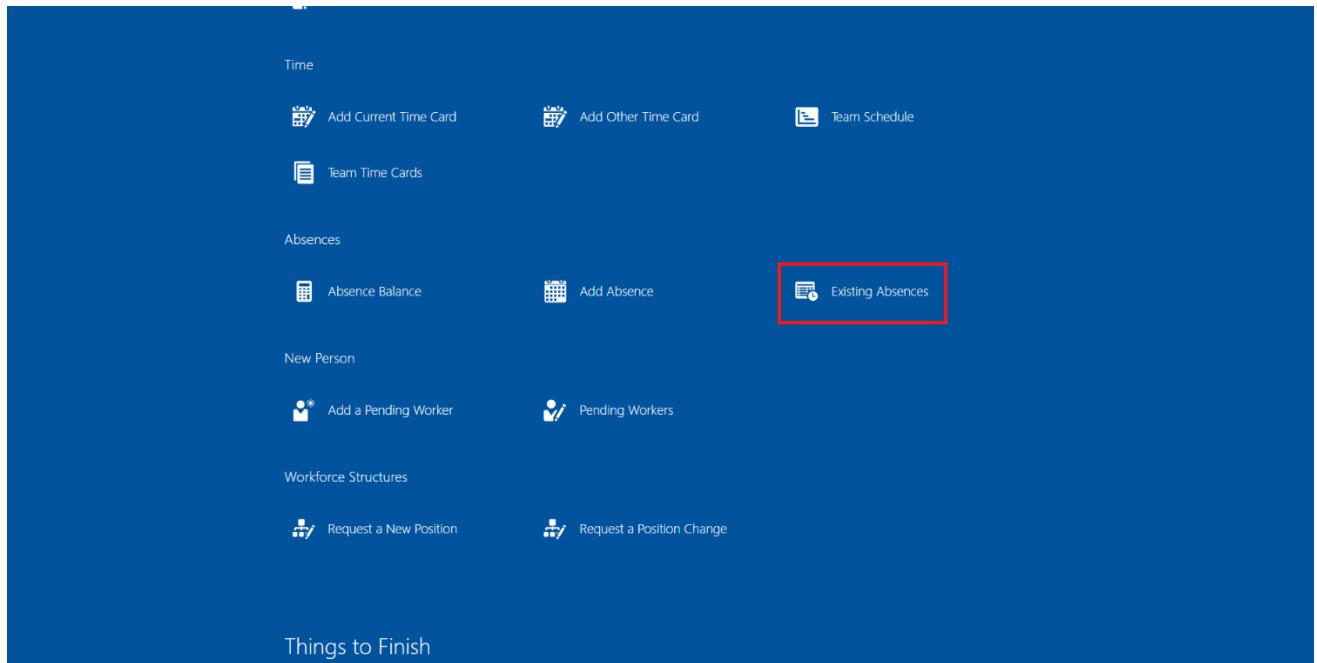
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Good afternoon, Audrey Aubergine

Me **My Team** My Client Groups Help Desk Procurement Tools Guaranteed Hours >

QUICK ACTIONS APPS

Change Manager	My Team	Journeys	Hiring	Learning
Continuous Service Dates	Employee Summary	Line Manager Dashboard	Annual Review Record Dashboard	Absence Reports
Employment Info	Change Assignment	Document Records		
Show More				

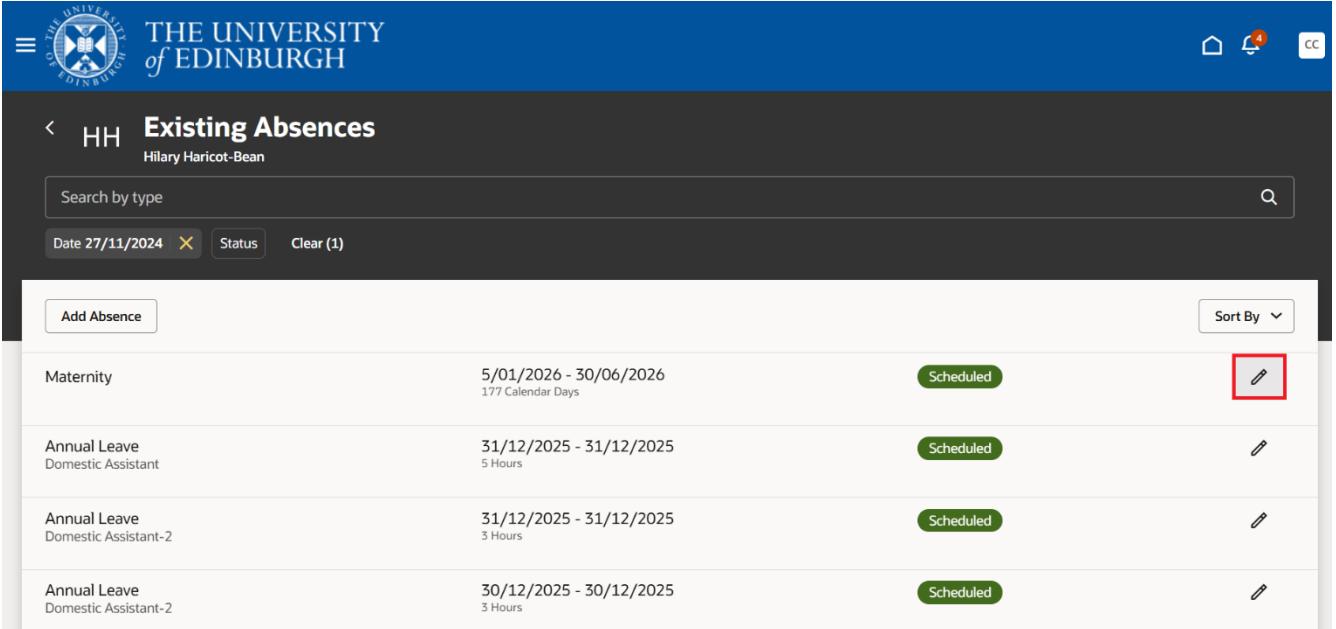


2. Select the relevant employee from the list or search by name, person number or assignment number using the search bar.

<b>Existing Absences</b>				
<input type="text"/> Search by name, person number, or assignment number				
Reports	Direct reports	Assignment Status	Manager Type	Show primary assignment only
				Worker Type
				Filters
				Clear (1)
Domestic Assistant		Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU10
Domestic Assistant		Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU5
Domestic Team Supervisor		Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU17
Domestic Assistant		Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU6
Domestic Team Leader		Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU20
Hilary Haricot-Bean	Domestic Assistant-2	Active - Payroll Eligible	Employee	@exseed.ed.ac.uk
	Domestic Assistant	Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU17
	Domestic Assistant-2	Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU4
	Domestic Team Leader	Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU12
	Domestic Assistant	Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU18
	Senior Domestic Assistant	Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU18

3. Click on the **pencil icon** against the maternity absence.

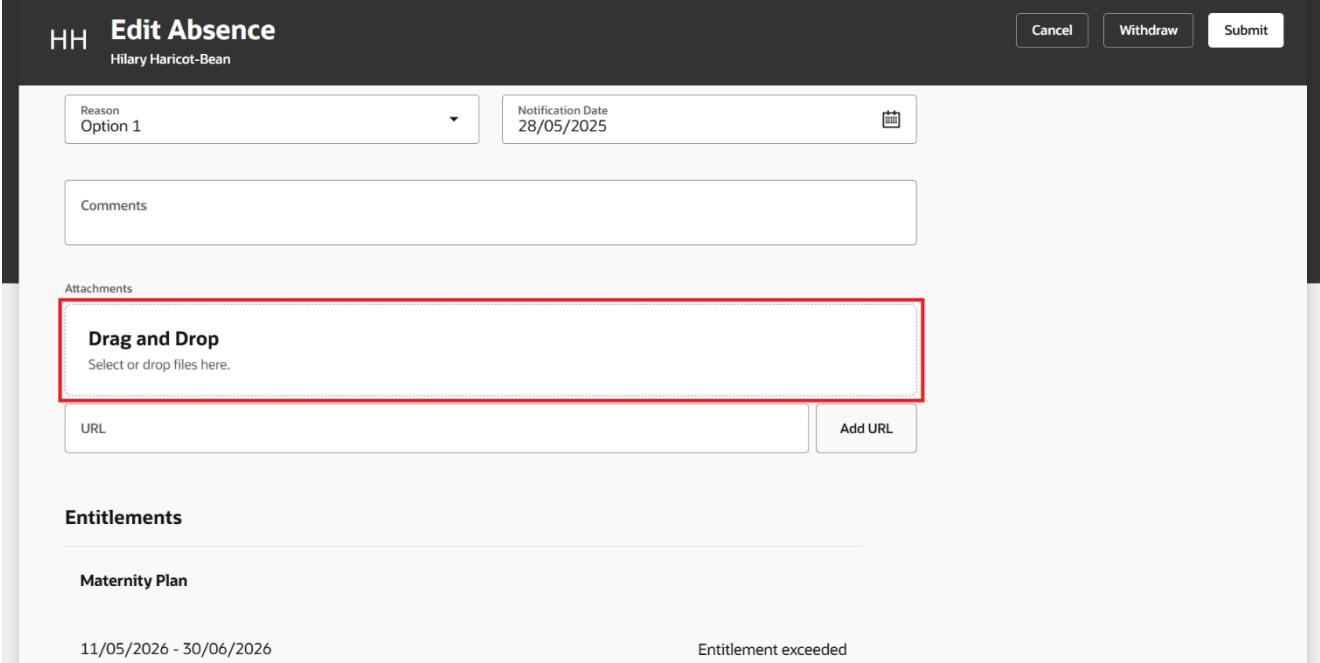
**Note:** if you change the **Date** filter, you must enter a start date **and** an end date.



The screenshot shows the 'Existing Absences' page for Hilary Haricot-Bean. The page header includes the University of Edinburgh logo and navigation links. A search bar and date filter ('Date 27/11/2024') are at the top. The main table lists four absences:

Absence Type	Dates	Status	Action
Maternity	5/01/2026 - 30/06/2026 177 Calendar Days	Scheduled	
Annual Leave Domestic Assistant	31/12/2025 - 31/12/2025 5 Hours	Scheduled	
Annual Leave Domestic Assistant-2	31/12/2025 - 31/12/2025 3 Hours	Scheduled	
Annual Leave Domestic Assistant-2	30/12/2025 - 30/12/2025 3 Hours	Scheduled	

4. Scroll down to the **Attachments** section and upload the MATB1 either by dragging the file into the **Drag and Drop** box or clicking on the box.



The screenshot shows the 'Edit Absence' page for Hilary Haricot-Bean. The page header includes the University of Edinburgh logo and navigation links. The main form fields are:

- Reason: Option 1
- Notification Date: 28/05/2025
- Comments: (empty text area)
- Attachments: A 'Drag and Drop' box with the placeholder 'Select or drop files here.' (highlighted with a red box).
- URL: (empty text area)
- Add URL: (button)

Below the form is a section titled 'Entitlements' with a 'Maternity Plan' entry:

11/05/2026 - 30/06/2026	Entitlement exceeded
-------------------------	----------------------

5. Click on the **Submit** button.

HH Edit Absence  
Hilary Haricot-Bean

Reason  
Option 1

Notification Date  
28/05/2025

Comments

Attachments

**Drag and Drop**  
Select or drop files here.

URL Add URL

**Entitlements**

**Maternity Plan**

11/05/2026 - 30/06/2026 Entitlement exceeded

## How to Record Adoption or Surrogacy Leave

We are aware that the field names within the Adoption and Surrogacy Leave screens may not fit the employee's individual circumstances. Please refer to the [Appendix](#) as well as the [Guide to Adoption and Surrogacy Leave](#).

1. From the home page, click on the **My Team** tab and **Show More**. Scroll down to the **Absences** heading and click on **Add Absence**.

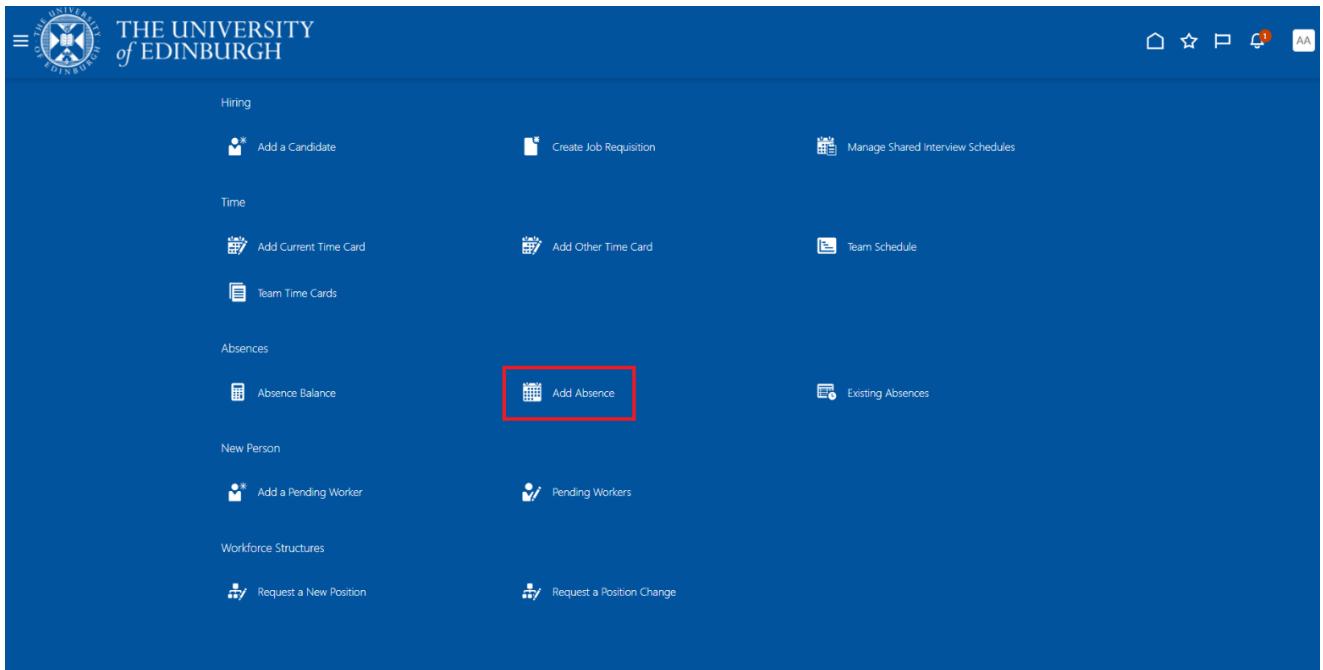
THE UNIVERSITY of EDINBURGH

Good afternoon, Audrey Aubergine

Me **My Team** My Client Groups Help Desk Procurement Tools Guaranteed Hours >

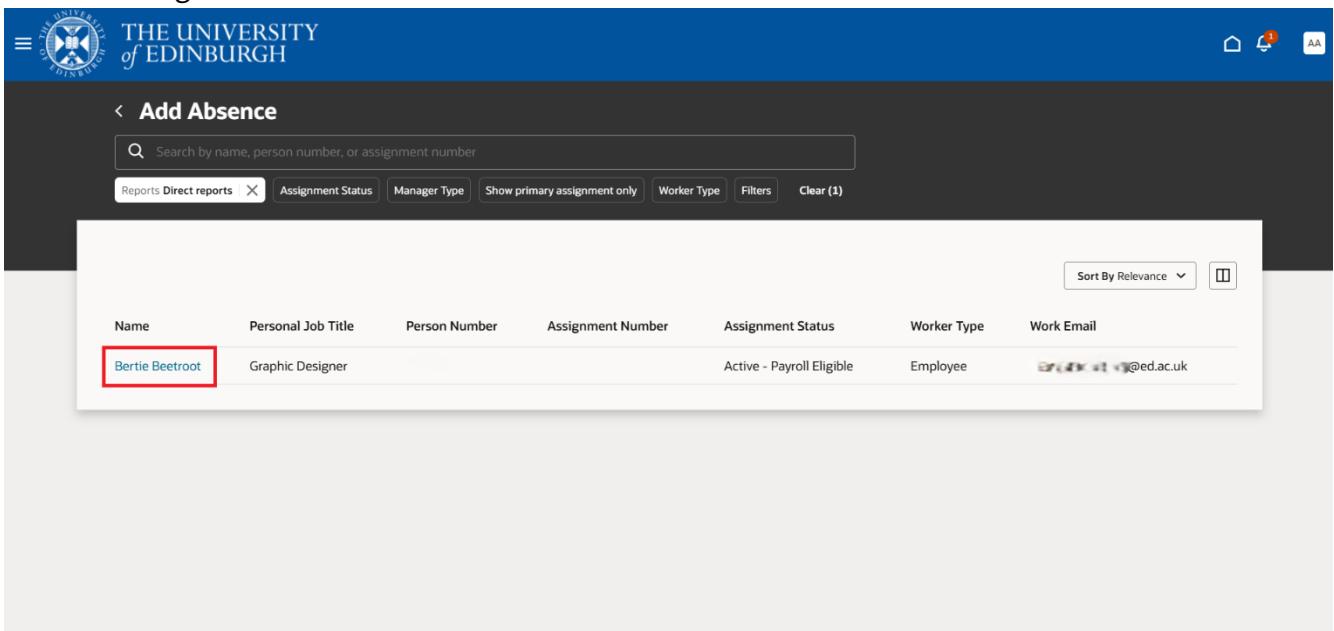
QUICK ACTIONS APPS

Change Manager	My Team	Journeys	Hiring	Learning	Workforce Compensation
Continuous Service Dates	Employee Summary	Annual Review Record Dashboard	HR Reports	Absence Reports	
Employment Info	Change Assignment	Line Manager Dashboard			
Document Records	Show More				



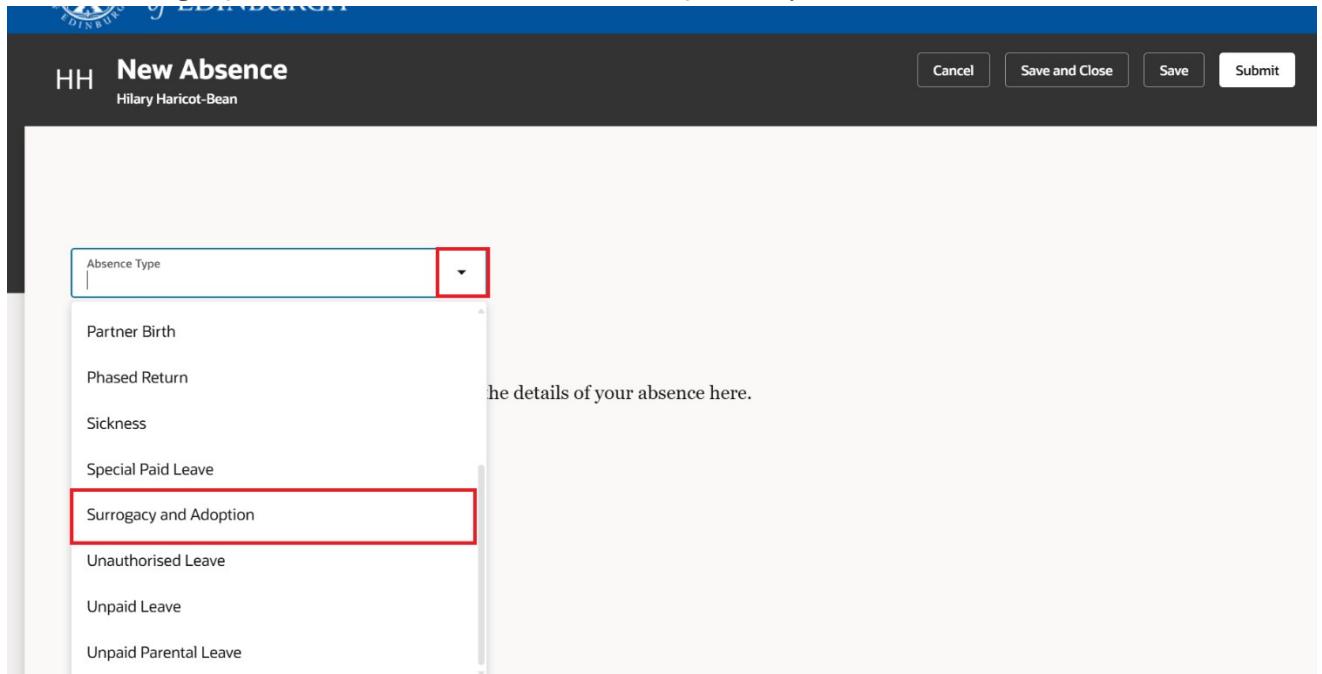
The screenshot shows the University of Edinburgh HR system interface. The top navigation bar includes the university logo and a search bar. Below the navigation, there are several sections: 'Hiring' (Add a Candidate, Create Job Requisition, Manage Shared Interview Schedules), 'Time' (Add Current Time Card, Add Other Time Card, Team Schedule, Team Time Cards), 'Absences' (Absence Balance, Add Absence, Existing Absences), 'New Person' (Add a Pending Worker, Pending Workers), and 'Workforce Structures' (Request a New Position, Request a Position Change). The 'Add Absence' button is highlighted with a red box.

2. Select the relevant employee from the list or search by name, person number or assignment number using the search bar.



The screenshot shows the 'Add Absence' page. At the top, there is a search bar and several filter options: 'Reports Direct reports', 'Assignment Status', 'Manager Type', 'Show primary assignment only', 'Worker Type', 'Filters', and 'Clear (1)'. Below the filters is a table with columns: Name, Personal Job Title, Person Number, Assignment Number, Assignment Status, Worker Type, and Work Email. A single row is visible, showing 'Bertie Beetroot' as the Name, 'Graphic Designer' as the Personal Job Title, and 'Active - Payroll Eligible' as the Assignment Status. The 'Name' cell is highlighted with a red box.

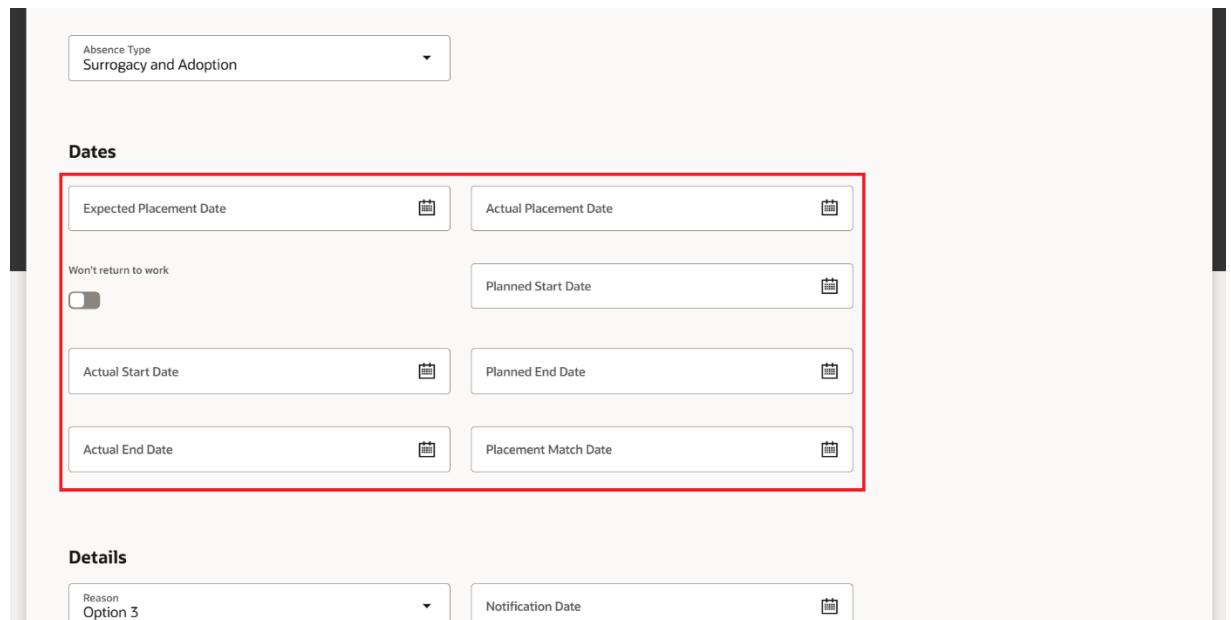
3. Select **Surrogacy or Adoption** from the **Absence Type** drop-down list.



The screenshot shows a 'New Absence' form. At the top, there are buttons for 'Cancel', 'Save and Close', 'Save', and 'Submit'. The 'Absence Type' dropdown is open, showing a list of options: 'Partner Birth', 'Phased Return', 'Sickness', 'Special Paid Leave', 'Surrogacy and Adoption' (which is highlighted with a red box), 'Unauthorised Leave', 'Unpaid Leave', and 'Unpaid Parental Leave'. The text 'Please enter the details of your absence here.' is visible to the right of the dropdown.

4. In the **Dates** section:

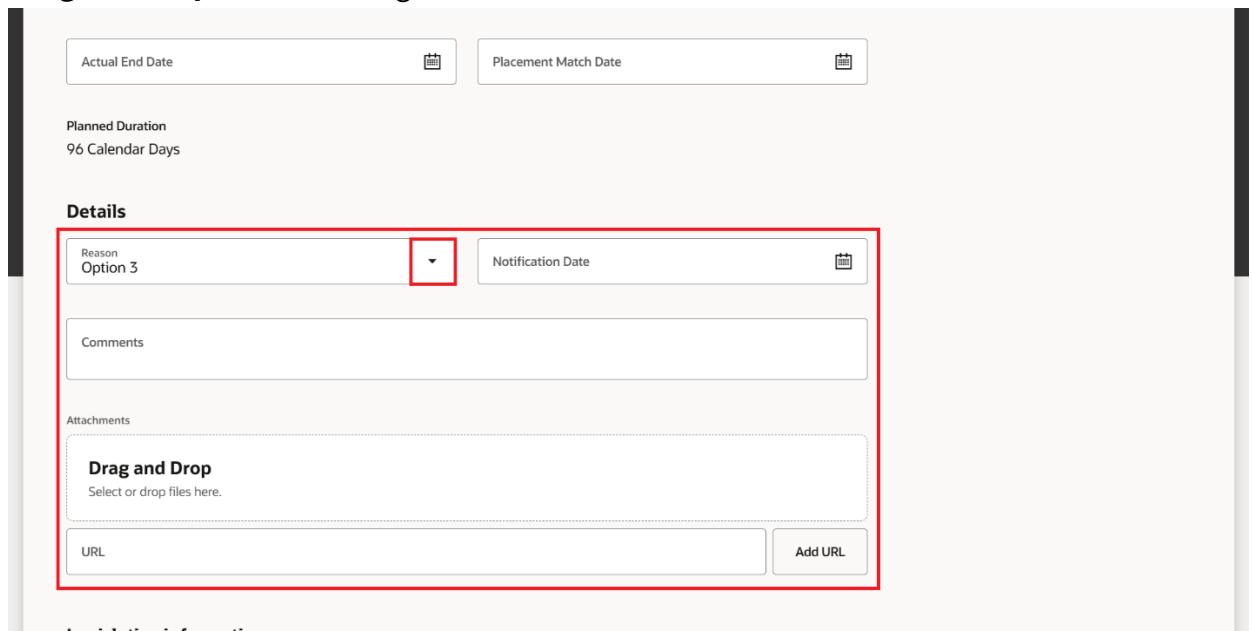
- Complete the **Expected Placement Date**, **Planned Start Date** and the **Planned End Date** fields. These dates can be changed at a later date if needed (please refer to the '[How to Amend Leave](#)' section in this guide).
- If the employee does not plan to return to work, click on the **Won't return to work** toggle instead of the **Planned End Date**.



The screenshot shows the 'Dates' section of the 'New Absence' form. It includes fields for 'Expected Placement Date', 'Actual Placement Date', 'Won't return to work' (a toggle switch), 'Planned Start Date', 'Actual Start Date', 'Planned End Date', 'Actual End Date', and 'Placement Match Date'. The 'Won't return to work' toggle and the date fields for 'Actual Start Date', 'Planned End Date', and 'Actual End Date' are highlighted with a red box. Below this section is a 'Details' section with fields for 'Reason' (set to 'Option 3') and 'Notification Date'.

5. In the **Details** section:

- Select Option 1, 2 or 3 from the **Reason** drop down menu (**note**, the system will default to Option 3, so please ensure this is updated as applicable).
- Enter the **Notification Date** that the employee made their selection on.
- Add any relevant notes in the **Comments** section.
- Attach relevant documentation in the **Attachments** section either by dragging the file into the **Drag and Drop** box or clicking on the box.



Actual End Date

Placement Match Date

Planned Duration  
96 Calendar Days

**Details**

Reason  
Option 3

Notification Date

Comments

Attachments

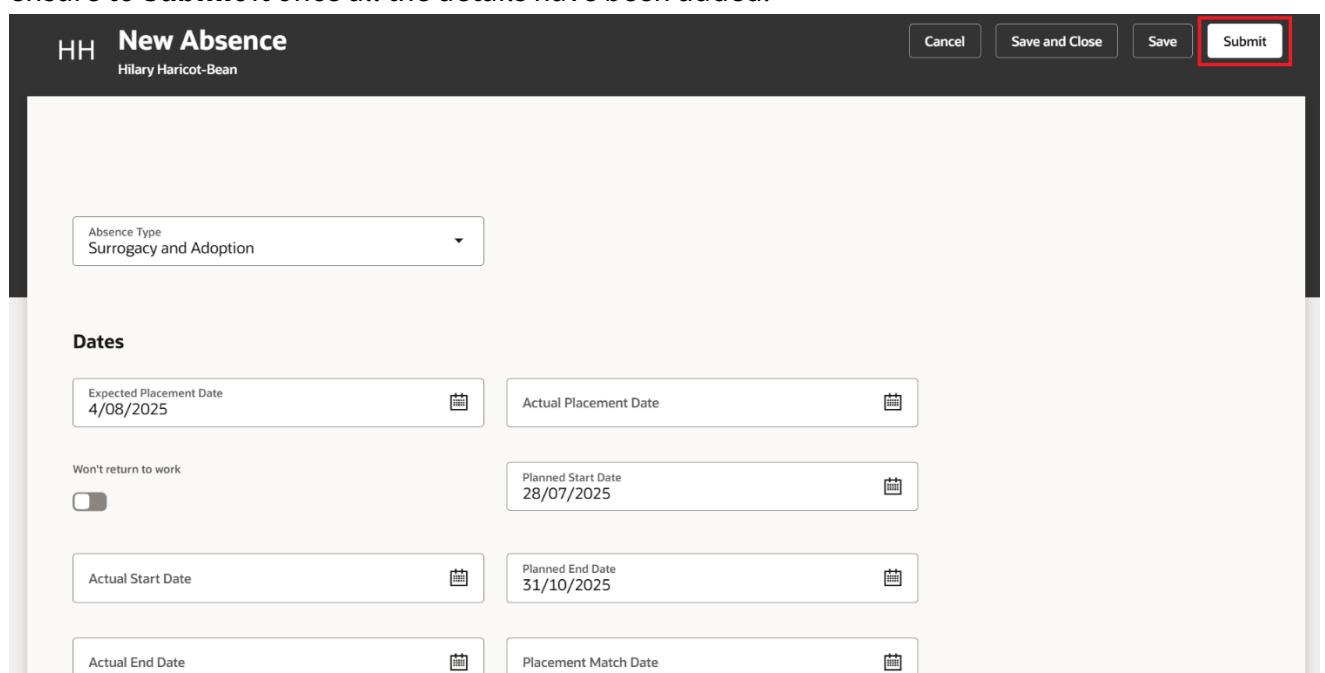
**Drag and Drop**  
Select or drop files here.

URL

**Legislative information**

6. Click on the **Submit** button to complete the absence.

**Note:** The **Save and Close** and **Save** buttons will save this absence in draft state only. Please ensure to **Submit** it once all the details have been added.



HH **New Absence**  
Hilary Haricot-Bean

Absence Type  
Surrogacy and Adoption

**Dates**

Expected Placement Date  
4/08/2025

Actual Placement Date

Won't return to work

Planned Start Date  
28/07/2025

Actual Start Date

Planned End Date  
31/10/2025

Actual End Date

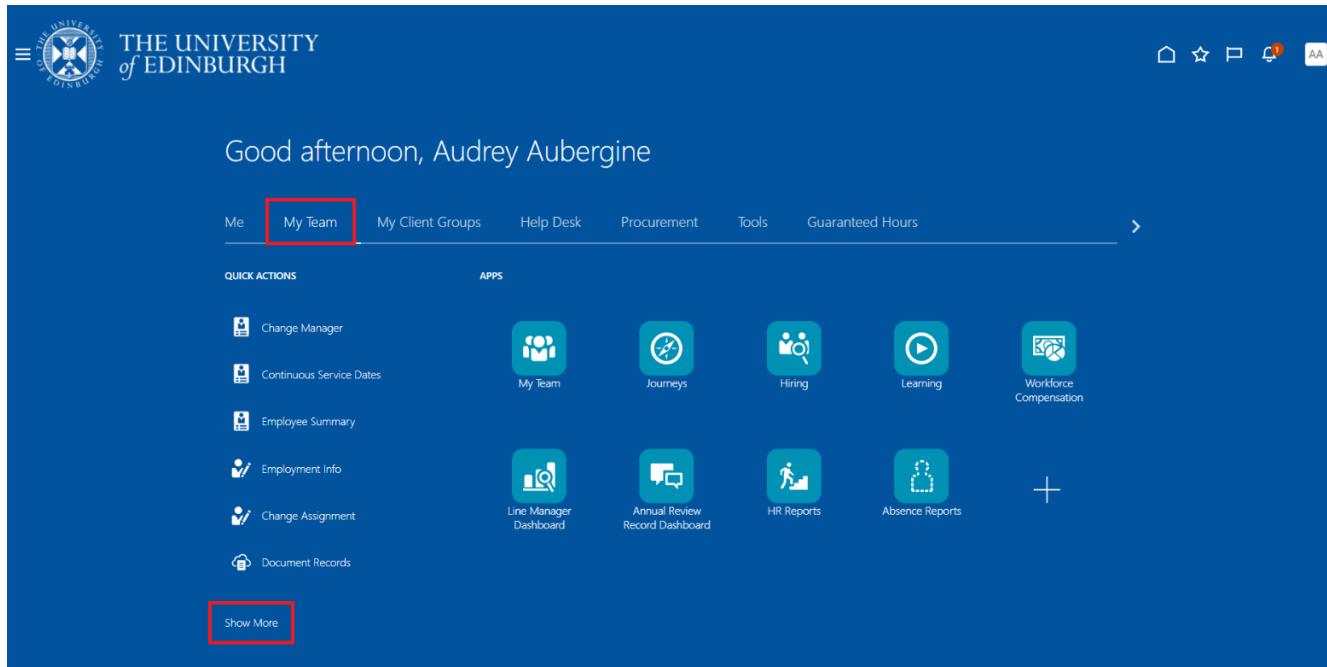
Placement Match Date

**Cancel** **Save and Close** **Save** **Submit**

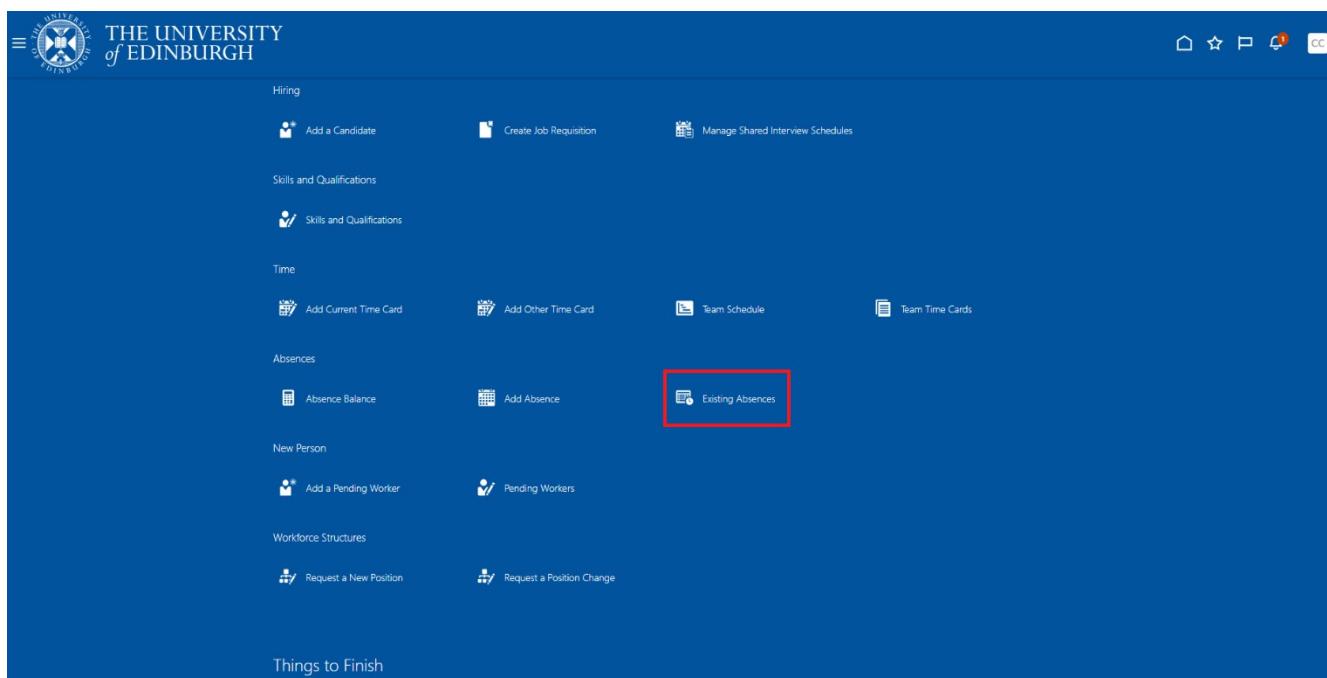
# How to Record Partner Leave

## Partner Adoption

1. Before you can enter the employee's partner leave, you will need to check whether there are any existing absence records on the employee's People and Money record. From the home page, click on the **My Team tab** and **Show More**. Scroll down to the **Absences** heading and click on **Existing Absences**.



The screenshot shows the University of Edinburgh's People and Money home page. The 'My Team' tab is selected and highlighted with a red box. A 'Show More' button is also highlighted with a red box. The 'Absences' section is visible at the bottom of the page.



The screenshot shows the 'Hiring' section of the People and Money home page. The 'Existing Absences' button is highlighted with a red box.

2. Select the relevant employee from the list or search by name, person number or assignment number using the search bar.

< Existing Absences

Search by name, person number, or assignment number

Reports Direct reports X Assignment Status Manager Type Show primary assignment only Worker Type Filters Clear (1)

Domestic Assistant	Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU10	
Domestic Assistant	Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU5	
Domestic Team Supervisor	Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU17	
Domestic Assistant	Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU6	
Domestic Team Leader	Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU20	
Hilary Haricot-Bean	Domestic Assistant-2	Active - Payroll Eligible	Employee	@exseed.ed.ac.uk
Domestic Assistant	Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU17	
Domestic Assistant-2	Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU4	
Domestic Team Leader	Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU12	
Domestic Assistant	Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU18	
Senior Domestic Assistant	Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU18	

3. Look for any absences that will overlap with the proposed partner leave dates. If you need to amend or delete an absence, please see the [How to Amend Leave](#) section of this guide.

4. If you are still in the **Existing Absences** screen, you can click the **Add Absence** button below the search bar to create a new absence.

THE UNIVERSITY of EDINBURGH

< HH Existing Absences

Hilary Haricot-Bean

Search by type

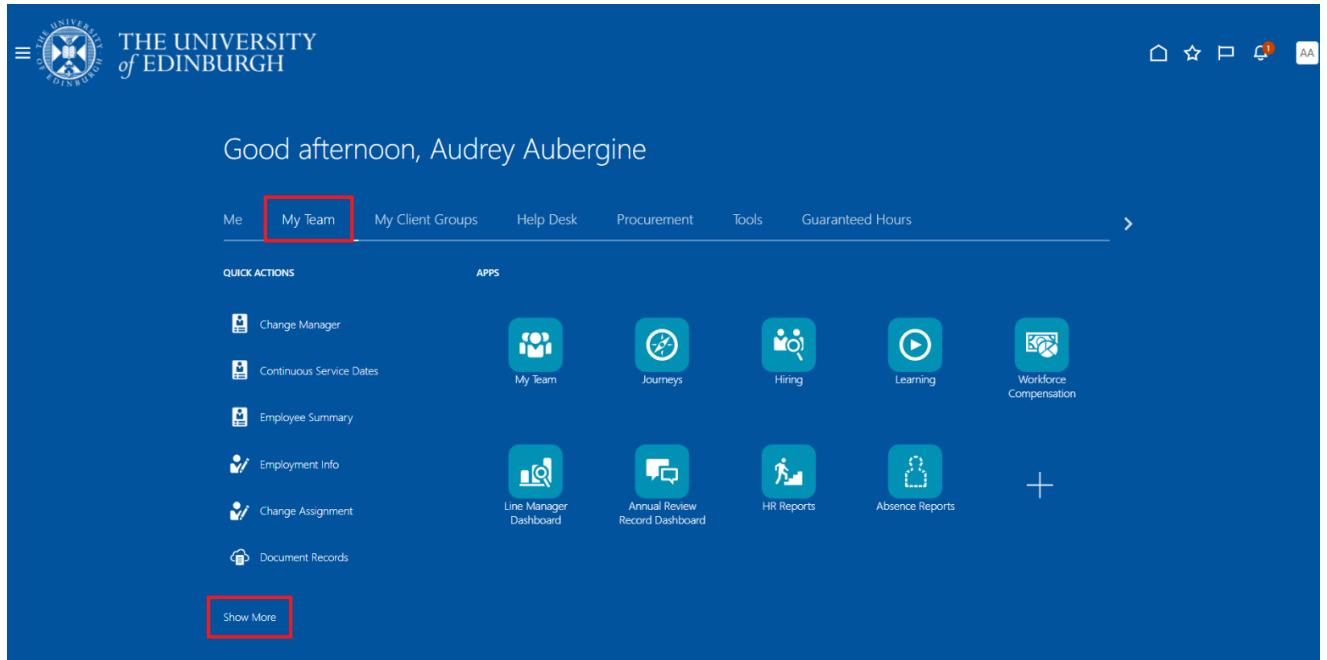
Date 3/12/2024 X Status Clear (1)

Add Absence

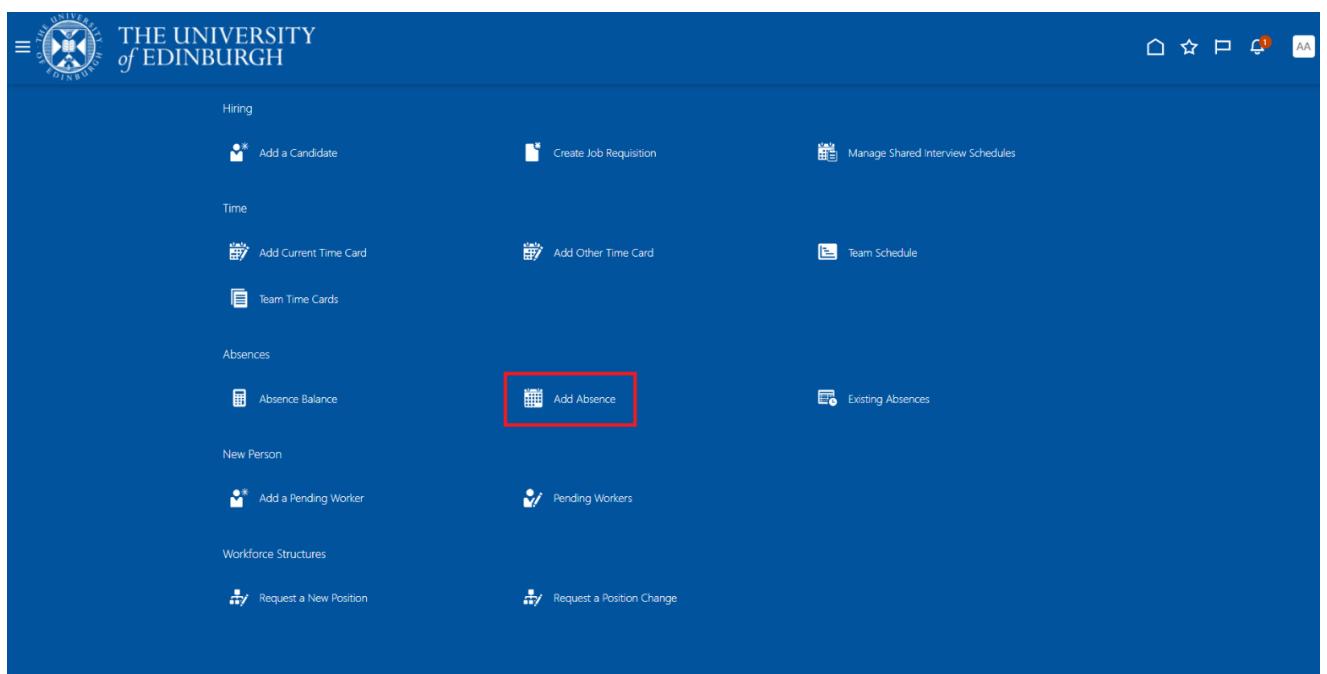
Sort By ▾

Unpaid Parental Leave	3/08/2026 - 9/08/2026 7 Calendar Days	Denied	edit
Maternity	5/01/2026 - 30/06/2026 177 Calendar Days	Scheduled	edit
Annual Leave Domestic Assistant	31/12/2025 - 31/12/2025 5 Hours	Scheduled	edit
Annual Leave Domestic Assistant-2	31/12/2025 - 31/12/2025 5 Hours	Scheduled	edit
Annual Leave Domestic Assistant-2	30/12/2025 - 30/12/2025 5 Hours	Scheduled	edit
Annual Leave Domestic Assistant	30/12/2025 - 30/12/2025 5 Hours	Scheduled	edit
Annual Leave Domestic Assistant	29/12/2025 - 29/12/2025 5 Hours	Scheduled	edit

Alternatively, from the home page, click on the **My Team** tab and **Show More**. Scroll down to the **Absences** heading and click on **Add Absence**.



The screenshot shows the University of Edinburgh HR home page. At the top, the university logo and name are displayed. Below the logo, a greeting says "Good afternoon, Audrey Aubergine". A navigation bar includes tabs for "Me", "My Team" (which is highlighted with a red box), "My Client Groups", "Help Desk", "Procurement", "Tools", and "Guaranteed Hours". A "Show More" button is located at the bottom of the page, also highlighted with a red box. The main content area is titled "QUICK ACTIONS" and "APPS", featuring various icons for different HR functions like Change Manager, Continuous Service Dates, Employee Summary, Employment Info, Change Assignment, Document Records, My Team, Journeys, Hiring, Learning, Workforce Compensation, Line Manager Dashboard, Annual Review Record Dashboard, HR Reports, and Absence Reports.



The screenshot shows the University of Edinburgh HR home page with the "My Team" tab selected. The "Show More" button from the previous screenshot has been clicked, revealing a new section titled "Absences". This section contains three buttons: "Absence Balance" (highlighted with a red box), "Add Absence" (highlighted with a red box), and "Existing Absences". Other sections visible on the page include "Hiring" (with "Add a Candidate", "Create Job Requisition", and "Manage Shared Interview Schedules" buttons), "Time" (with "Add Current Time Card", "Add Other Time Card", and "Team Schedule" buttons), "Absences" (with "Absence Balance", "Add Absence" (highlighted with a red box), and "Existing Absences" buttons), "New Person" (with "Add a Pending Worker" and "Pending Workers" buttons), and "Workforce Structures" (with "Request a New Position" and "Request a Position Change" buttons).

5. Select the relevant employee from the list or search by name, person number or assignment number using the search bar.

Name	Personal Job Title	Person Number	Assignment Number	Assignment Status	Worker Type	Work Email
Bertie Beetroot	Graphic Designer			Active - Payroll Eligible	Employee	bertie.beetroot@ed.ac.uk

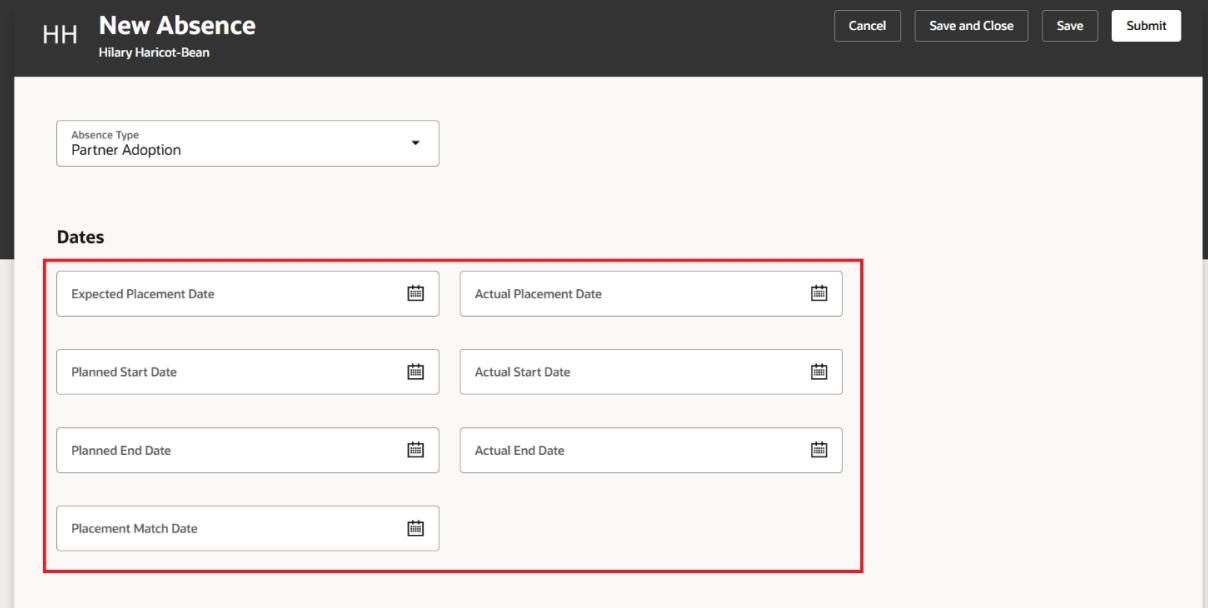
6. Select **Partner Adoption** from the **Absence Type** drop-down list.

Absence Type
Annual Leave
Emergency Time off for Dependents
Maternity
Other Paid Leave
Parental Bereavement
Partner Adoption
Partner Birth
Phased Return

7. In the **Dates** section:

- Complete the **Expected Placement Date** field **or**, if known, the **Actual Placement Date** field.
- Complete the **Planned Start Date** field **or**, if known, the **Actual Start Date** field.
- Complete the **Planned End Date** field. The Planned Duration field will automatically calculate the full duration of the absence.

These can be changed at a later date if needed (please refer to the '[How to Amend Leave](#)' section in this guide).



Absence Type  
Partner Adoption

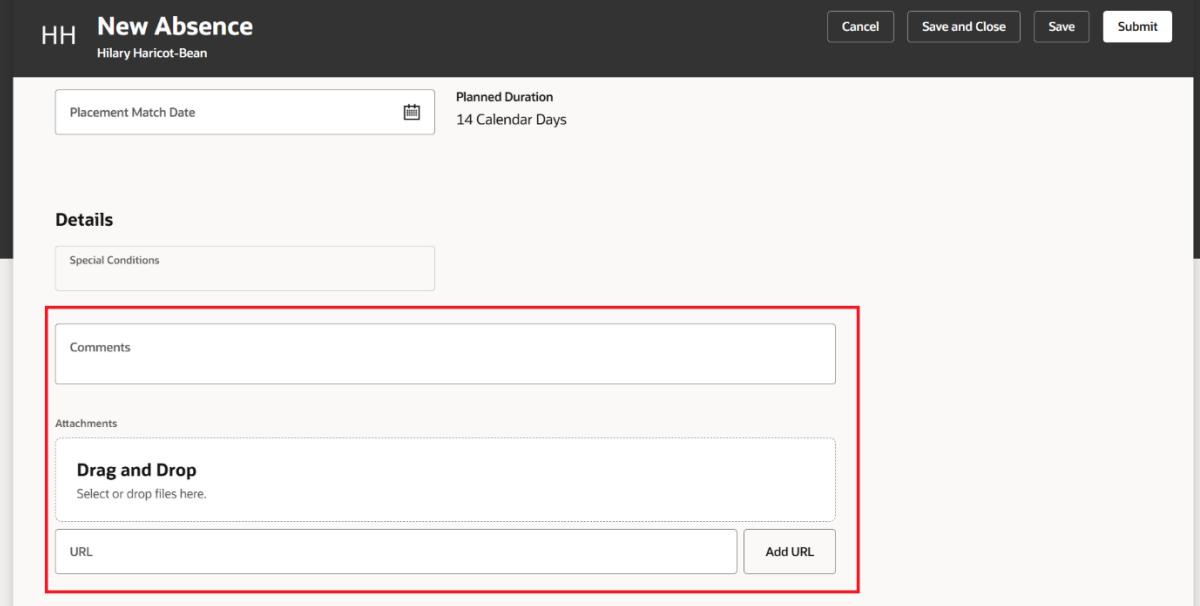
**Dates**

Expected Placement Date	Actual Placement Date
Planned Start Date	Actual Start Date
Planned End Date	Actual End Date
Placement Match Date	

Cancel Save and Close Save Submit

8. In the **Details** section:

- Add any appropriate **Comments**.
- Upload any relevant **Attachments** either by dragging the file into the **Drag and Drop** box or clicking on the box.



Placement Match Date  
Planned Duration  
14 Calendar Days

**Details**

Special Conditions

Comments

Attachments

**Drag and Drop**  
Select or drop files here.

URL Add URL

Cancel Save and Close Save Submit

9. Click on the **Submit** button to complete the absence.

**Note:** The **Save and Close** and **Save** buttons will save this absence in draft state only. Please ensure to **Submit** it once all the details have been added.

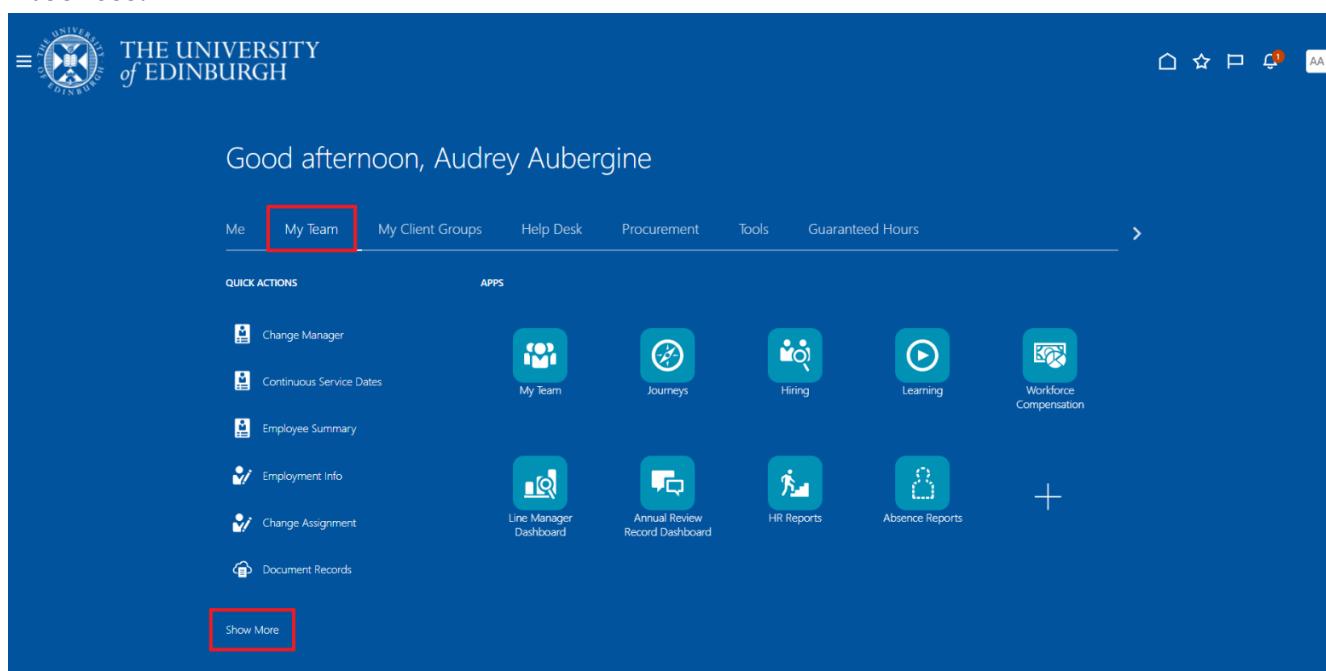
HH **New Absence**  
Hilary Haricot-Bean

Cancel Save and Close Save Submit

Placement Match Date	Planned Duration 14 Calendar Days
<b>Details</b>	
Special Conditions	
Comments	
Attachments	
<b>Drag and Drop</b> Select or drop files here.	
URL	Add URL

## Partner Birth

1. Before you can enter the employee's partner leave, you will need to check whether there are any existing absence records on the employee's People and Money record. From the home page, click on the **My Team tab** and **Show More**. Scroll down to the **Absences** heading and click on **Existing Absences**.



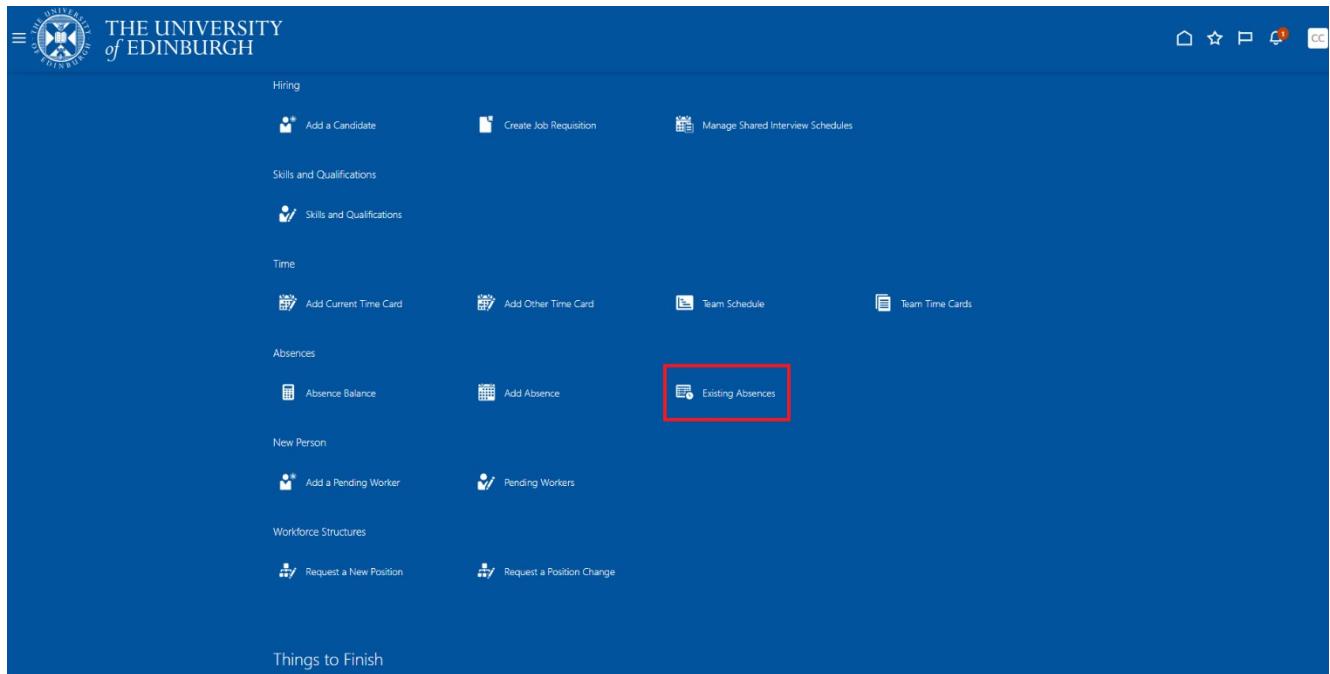
THE UNIVERSITY of EDINBURGH

Good afternoon, Audrey Aubergine

Me **My Team** My Client Groups Help Desk Procurement Tools Guaranteed Hours >

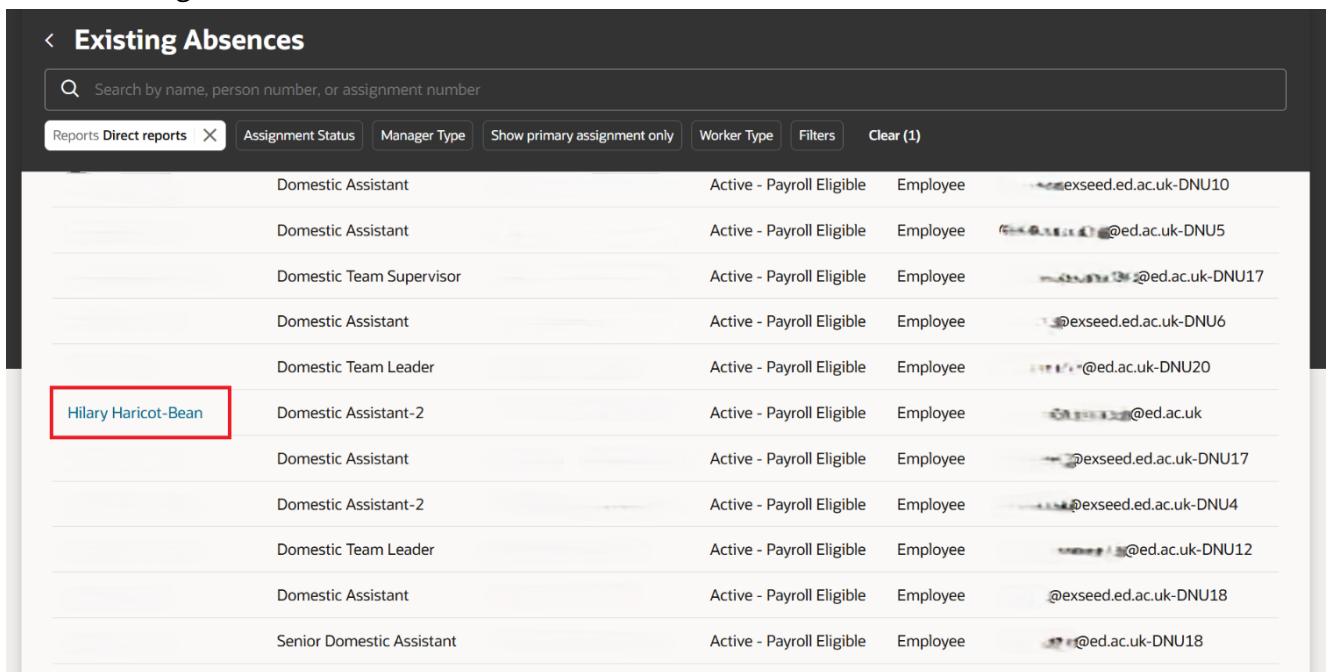
QUICK ACTIONS APPS

Change Manager	My Team	Journeys	Hiring	Learning
Continuous Service Dates	Employee Summary	Annual Review Record Dashboard	HR Reports	Absence Reports
Employment Info	Line Manager Dashboard	+		
Change Assignment	Document Records			
<a href="#">Show More</a>				



The screenshot shows the University of Edinburgh HR system interface. At the top, there is a navigation bar with icons for home, search, and user profile. Below the navigation bar, there are several sections: 'Hiring' (Add a Candidate, Create Job Requisition, Manage Shared Interview Schedules), 'Skills and Qualifications' (Skills and Qualifications), 'Time' (Add Current Time Card, Add Other Time Card, Team Schedule, Team Time Cards), 'Absences' (Absence Balance, Add Absence, Existing Absences), 'New Person' (Add a Pending Worker, Pending Workers), and 'Workforce Structures' (Request a New Position, Request a Position Change). A red box highlights the 'Existing Absences' link under the Absences section.

2. Select the relevant employee from the list or search by name, person number or assignment number using the search bar.

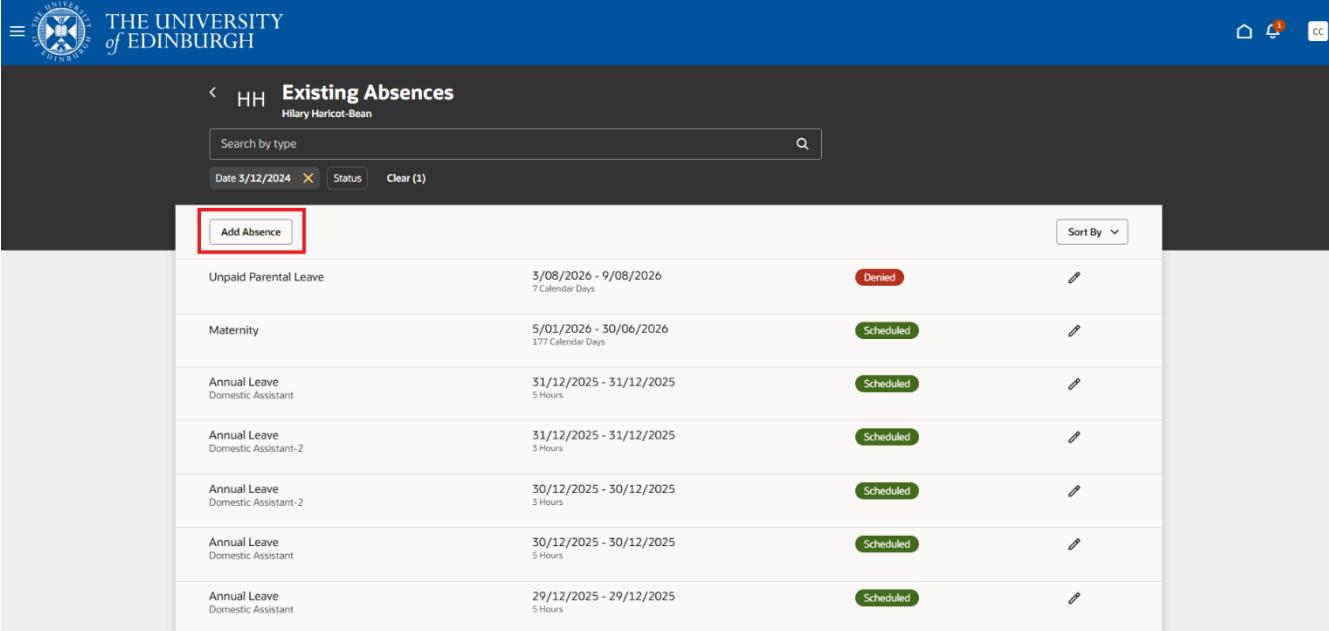


The screenshot shows the 'Existing Absences' list page. At the top, there is a search bar and a filter bar with options: Reports, Direct reports (highlighted with a red box), Assignment Status, Manager Type, Show primary assignment only, Worker Type, Filters, and Clear (1). The main table lists employee details:

Employee Name	Role	Status	Type	Email
Domestic Assistant		Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU10
Domestic Assistant		Active - Payroll Eligible	Employee	@ed.ac.uk-DNU5
Domestic Team Supervisor		Active - Payroll Eligible	Employee	@ed.ac.uk-DNU17
Domestic Assistant		Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU6
Domestic Team Leader		Active - Payroll Eligible	Employee	@ed.ac.uk-DNU20
Hilary Haricot-Bean	Domestic Assistant-2	Active - Payroll Eligible	Employee	@ed.ac.uk
Domestic Assistant		Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU17
Domestic Assistant-2		Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU4
Domestic Team Leader		Active - Payroll Eligible	Employee	@ed.ac.uk-DNU12
Domestic Assistant		Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU18
Senior Domestic Assistant		Active - Payroll Eligible	Employee	@ed.ac.uk-DNU18

3. Look for any absences that will overlap with the proposed partner leave dates. If you need to amend or delete an absence, please see the [How to Amend Leave](#) section of this guide.

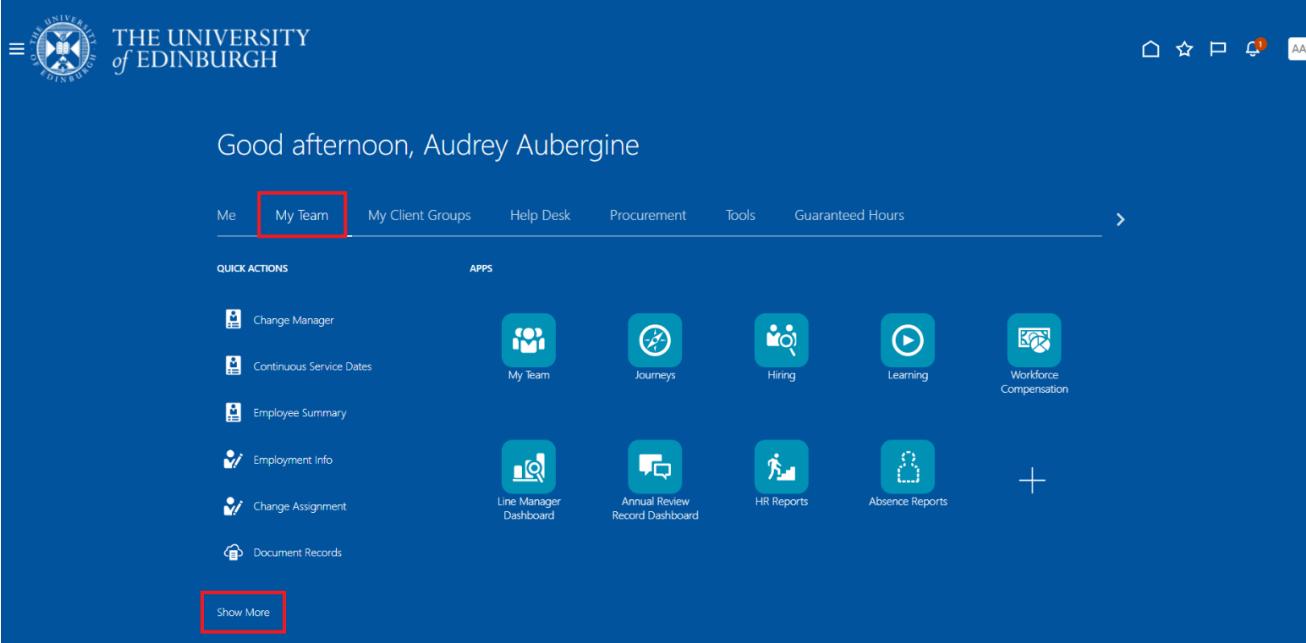
4. If you are still in the **Existing Absences** screen, you can click the **Add Absence** button below the search bar to create a new absence.



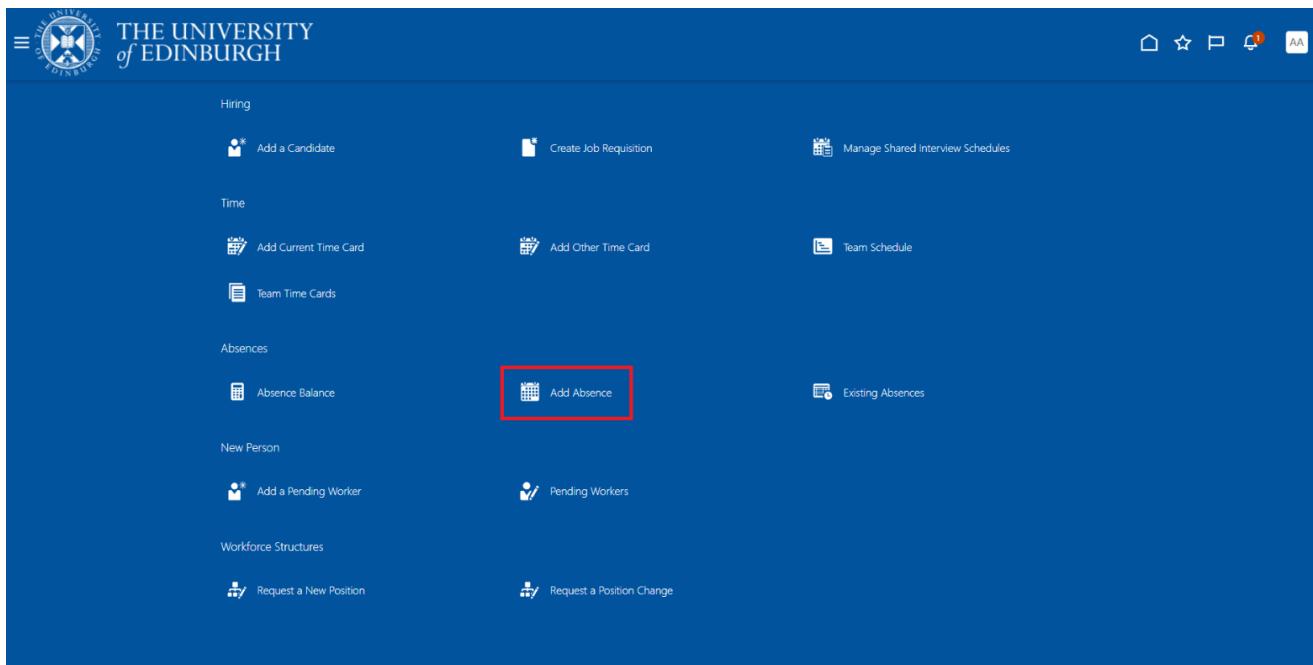
The screenshot shows the 'Existing Absences' page. At the top, there is a search bar with 'Search by type' and a date filter 'Date 3/12/2024'. Below the search bar, there are buttons for 'Status' and 'Clear (1)'. The main table lists several absence entries:

Leave Type	Date Range	Status	Action
Unpaid Parental Leave	3/08/2026 - 9/08/2026 7 Calendar Days	Denied	edit
Maternity	5/01/2026 - 30/06/2026 177 Calendar Days	Scheduled	edit
Annual Leave Domestic Assistant	31/12/2025 - 31/12/2025 5 Hours	Scheduled	edit
Annual Leave Domestic Assistant-2	31/12/2025 - 31/12/2025 5 Hours	Scheduled	edit
Annual Leave Domestic Assistant-2	30/12/2025 - 30/12/2025 5 Hours	Scheduled	edit
Annual Leave Domestic Assistant	30/12/2025 - 30/12/2025 5 Hours	Scheduled	edit
Annual Leave Domestic Assistant	29/12/2025 - 29/12/2025 5 Hours	Scheduled	edit

Alternatively, from the home page, click on the **My Team** tab and **Show More**. Scroll down to the **Absences** heading and click on **Add Absence**.



The screenshot shows the HR home page. At the top, there is a navigation bar with 'Me', 'My Team' (highlighted with a red box), 'My Client Groups', 'Help Desk', 'Procurement', 'Tools', and 'Guaranteed Hours'. Below the navigation bar, there are sections for 'QUICK ACTIONS' and 'APPS'. The 'QUICK ACTIONS' section includes links to 'Change Manager', 'Continuous Service Dates', 'Employee Summary', 'Employment Info', 'Change Assignment', and 'Document Records'. The 'APPS' section includes links to 'My Team' (highlighted with a red box), 'Journeys', 'Hiring', 'Learning', 'Workforce Compensation', 'Line Manager Dashboard', 'Annual Review Record Dashboard', 'HR Reports', and 'Absence Reports'. At the bottom left, there is a 'Show More' button (highlighted with a red box).

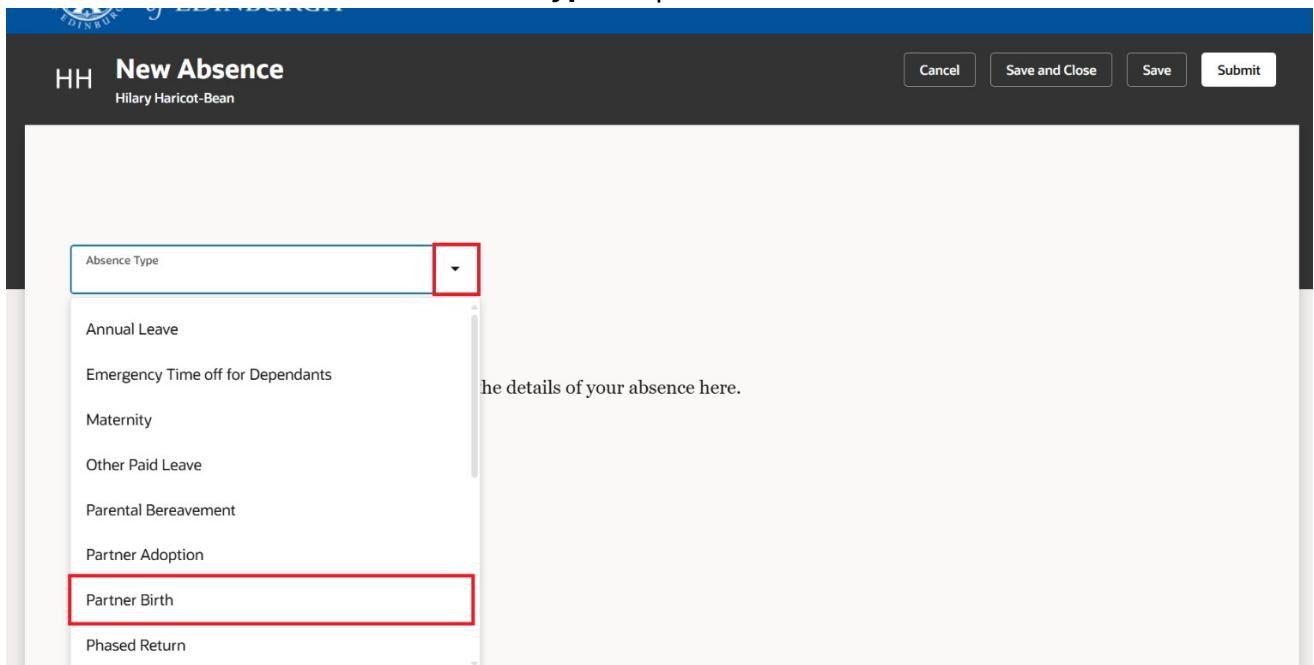


5. Select the relevant employee from the list or search by name, person number or assignment number using the search bar.

The screenshot shows the 'Add Absence' search results page. The search bar at the top contains the text 'Bertie Beetroot', which is highlighted with a red box. Below the search bar is a table with columns: Name, Personal Job Title, Person Number, Assignment Number, Assignment Status, Worker Type, and Work Email. The table shows one result: Bertie Beetroot, Graphic Designer, Person Number 123456789, Assignment Number 123456789, Active - Payroll Eligible, Employee, and the email address bertie.beetroot@ed.ac.uk.

Name	Personal Job Title	Person Number	Assignment Number	Assignment Status	Worker Type	Work Email
Bertie Beetroot	Graphic Designer	123456789	123456789	Active - Payroll Eligible	Employee	bertie.beetroot@ed.ac.uk

6. Select **Partner Birth** from the **Absence Type** drop-down list.

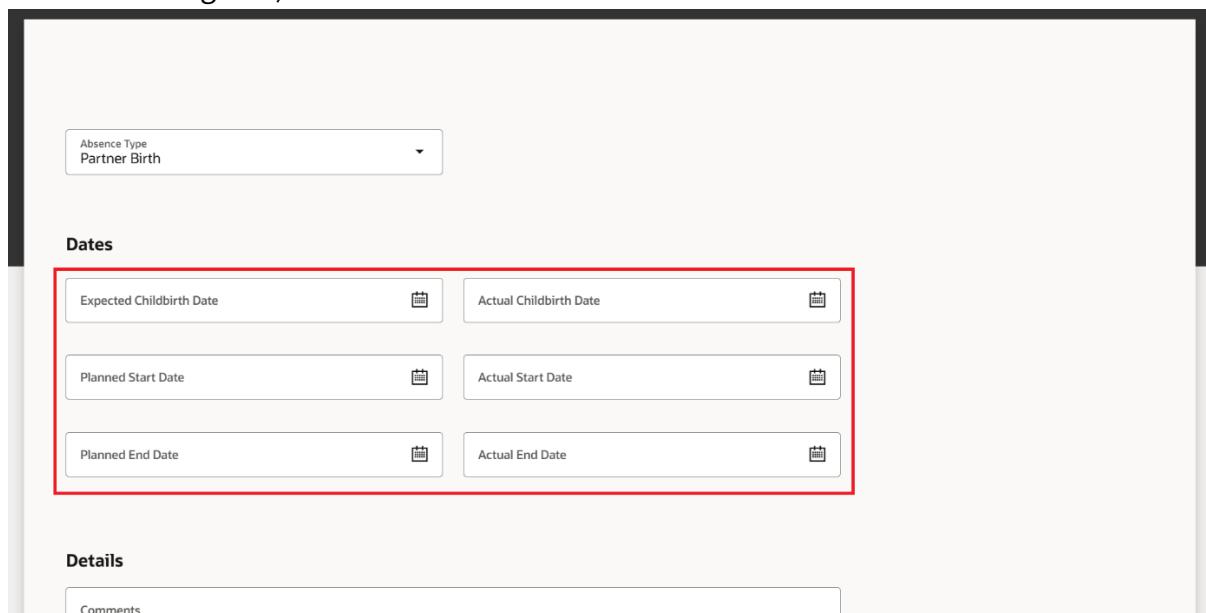


The screenshot shows a software interface for managing absence. At the top, it says 'EDINBURGH CITY COUNCIL' and 'HH New Absence' for user 'Hilary Haricot-Bean'. Below this is a dropdown menu labeled 'Absence Type' with a red box around its border. The menu lists several options: 'Annual Leave', 'Emergency Time off for Dependents', 'Maternity', 'Other Paid Leave', 'Parental Bereavement', 'Partner Adoption', 'Partner Birth' (which is highlighted with a red box), and 'Phased Return'. To the right of the dropdown, there is a text area with placeholder text: 'Enter details of your absence here.'

7. In the **Dates** section:

- Complete the **Expected Childbirth Date** field **or**, if known, the **Actual Childbirth Date** field.
- Complete the **Planned Start Date** field **or**, if known, the **Actual Start Date** field.
- Complete the **Planned End Date** field. The Planned Duration field will appear and automatically calculate the full duration of the absence.

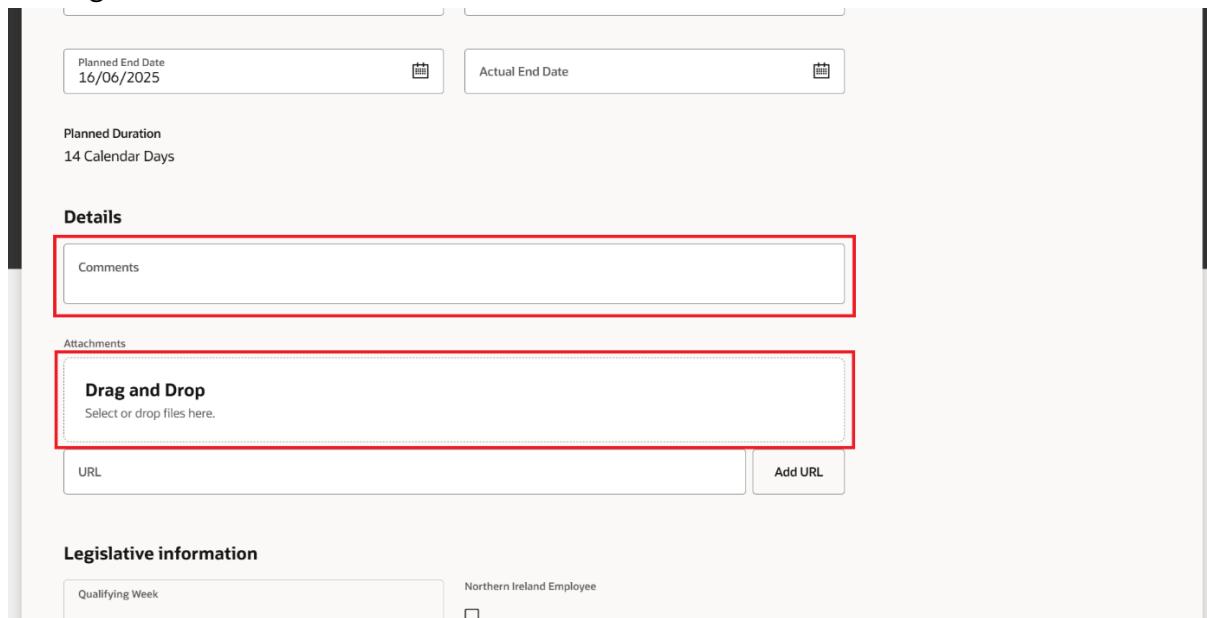
These can be changed at a later date if needed (please refer to the '[How to Amend Leave](#)' section in this guide).



The screenshot shows the 'New Absence' page with the 'Absence Type' dropdown set to 'Partner Birth'. Below it is a 'Dates' section with six date input fields arranged in a 3x2 grid. The entire 'Dates' section is highlighted with a red box. The fields are: 'Expected Childbirth Date' (with a calendar icon), 'Actual Childbirth Date' (with a calendar icon), 'Planned Start Date' (with a calendar icon), 'Actual Start Date' (with a calendar icon), 'Planned End Date' (with a calendar icon), and 'Actual End Date' (with a calendar icon). Below the dates is a 'Comments' text area.

8. In the **Details** section:

- Add any appropriate **Comments**.
- Upload any relevant **Attachments** either by dragging the file into the **Drag and Drop** box or clicking on the box.



Planned End Date: 16/06/2025      Actual End Date:

Planned Duration: 14 Calendar Days

**Details**

Comments:

Attachments: **Drag and Drop**  
Select or drop files here.

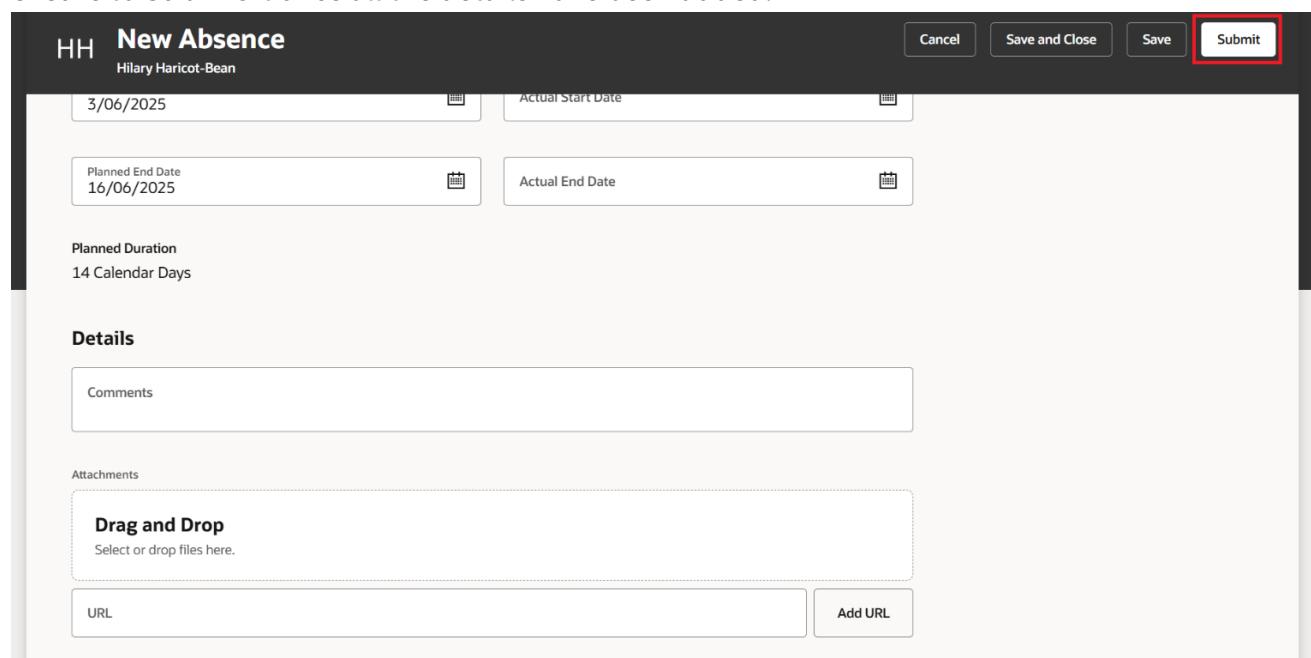
URL:  Add URL:

**Legislative information**

Qualifying Week:  Northern Ireland Employee:

9. Click on the **Submit** button to complete the absence.

**Note:** The **Save and Close** and **Save** buttons will save this absence in draft state only. Please ensure to **Submit** it once all the details have been added.



HH **New Absence**  
Hilary Haricot-Bean

3/06/2025      Actual Start Date:

Planned End Date: 16/06/2025      Actual End Date:

Planned Duration: 14 Calendar Days

**Details**

Comments:

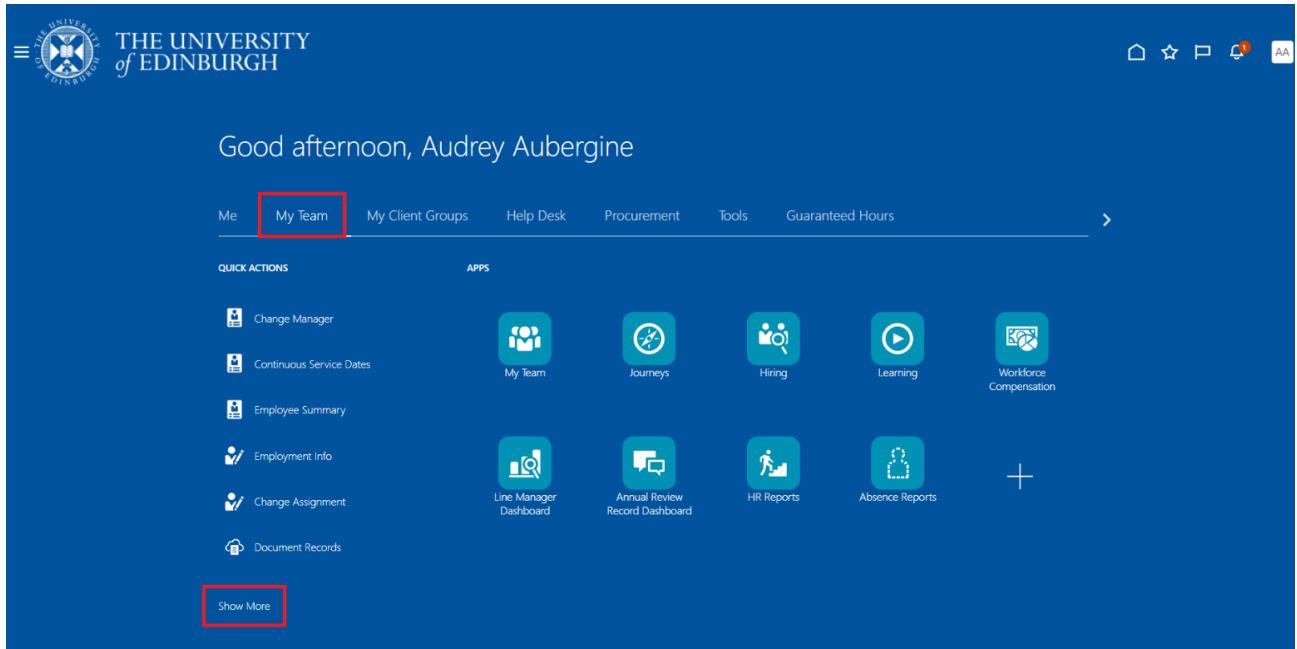
Attachments: **Drag and Drop**  
Select or drop files here.

URL:  Add URL:

Cancel      Save and Close      Save      **Submit**

## How to Record Unpaid Parental Leave

1. From the home page, click on the **My Team** tab and **Show More**. Scroll down to the **Absences** heading and click on **Add Absence**.



Good afternoon, Audrey Aubergine

Me **My Team** My Client Groups Help Desk Procurement Tools Guaranteed Hours >

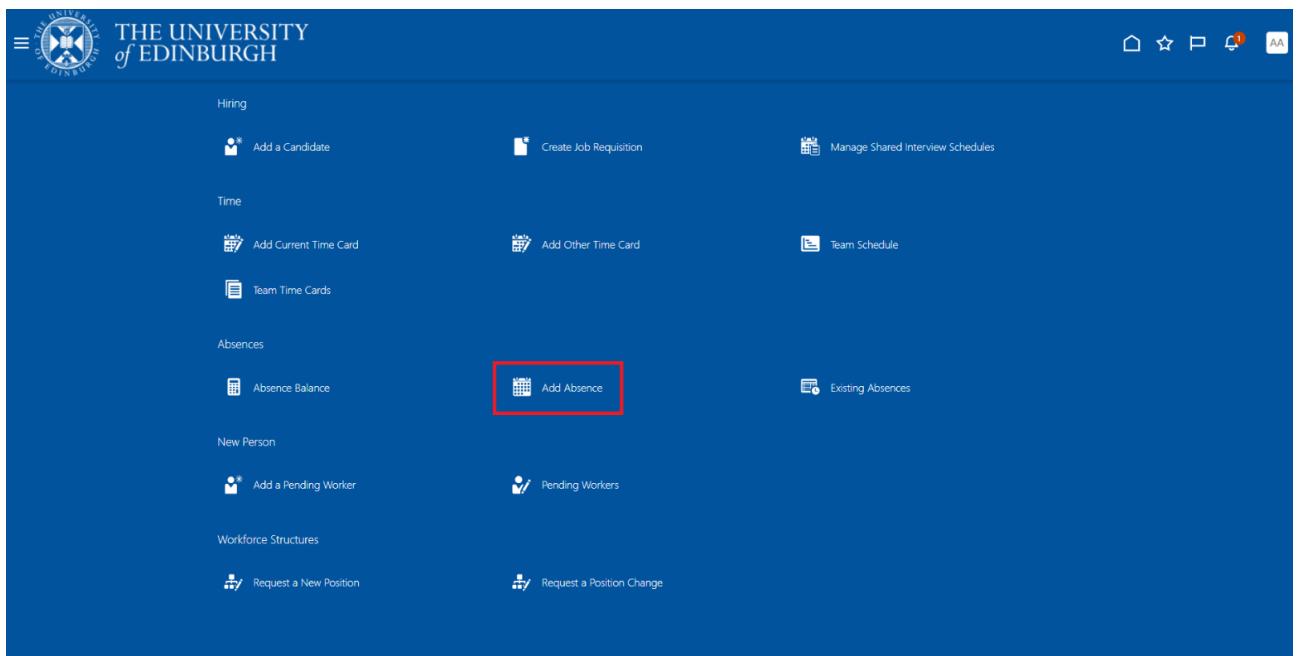
QUICK ACTIONS APPS

Change Manager My Team Journeys Hiring Learning Workforce Compensation

Continuous Service Dates Employee Summary Employment Info Change Assignment Document Records

Line Manager Dashboard Annual Review Record Dashboard HR Reports Absence Reports +

Show More



Hiring

Add a Candidate Create Job Requisition Manage Shared Interview Schedules

Time

Add Current Time Card Add Other Time Card Team Schedule

Team Time Cards

Absences

Absence Balance **Add Absence** Existing Absences

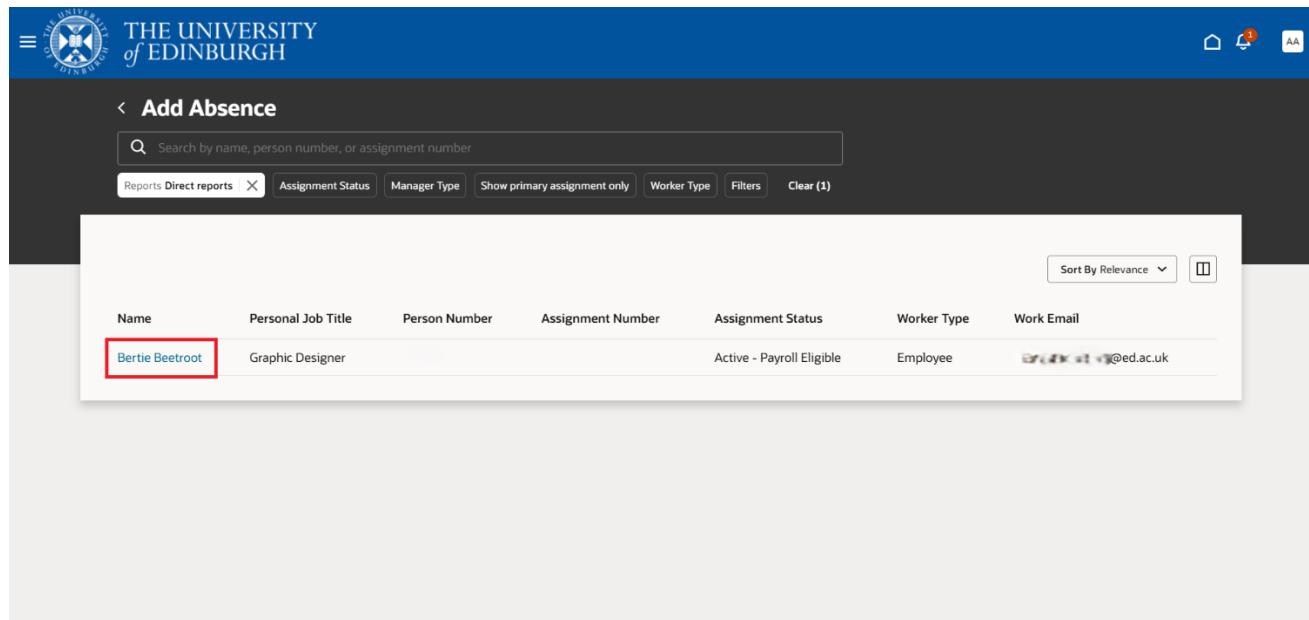
New Person

Add a Pending Worker Pending Workers

Workforce Structures

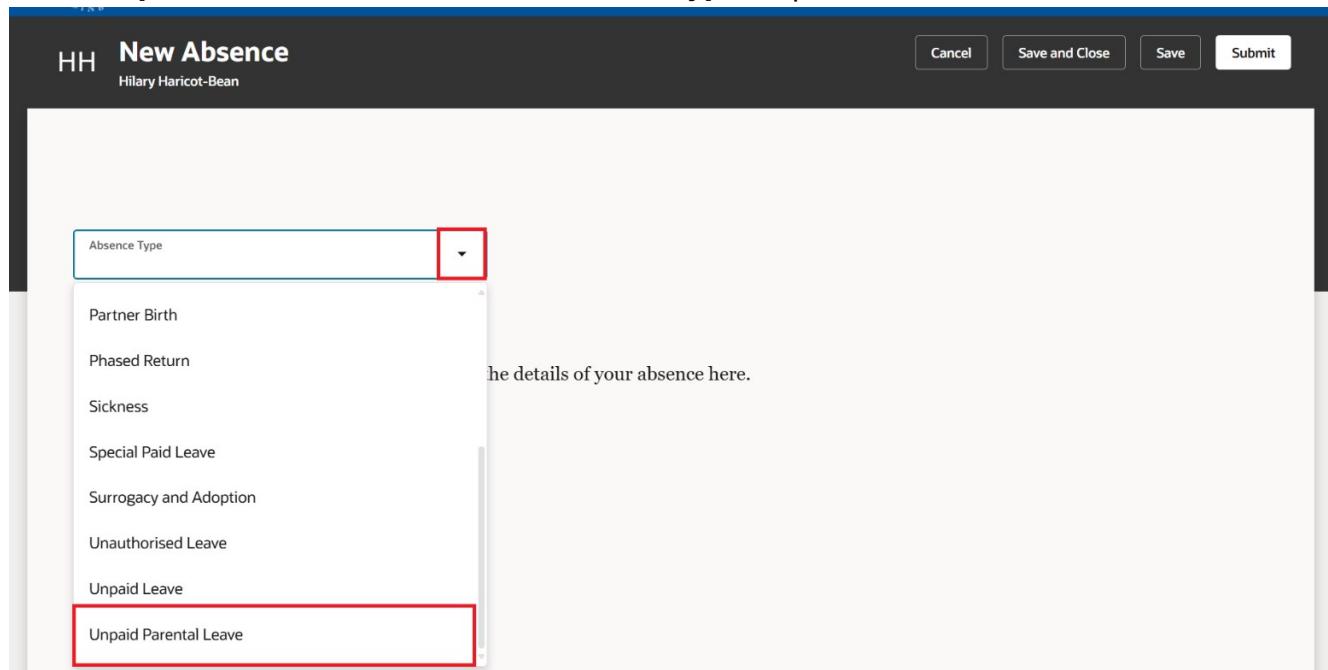
Request a New Position Request a Position Change

2. Select the relevant employee from the list or search by name, person number or assignment number using the search bar.



Name	Personal Job Title	Person Number	Assignment Number	Assignment Status	Worker Type	Work Email
Bertie Beetroot	Graphic Designer			Active - Payroll Eligible	Employee	bertie.beetroot@ed.ac.uk

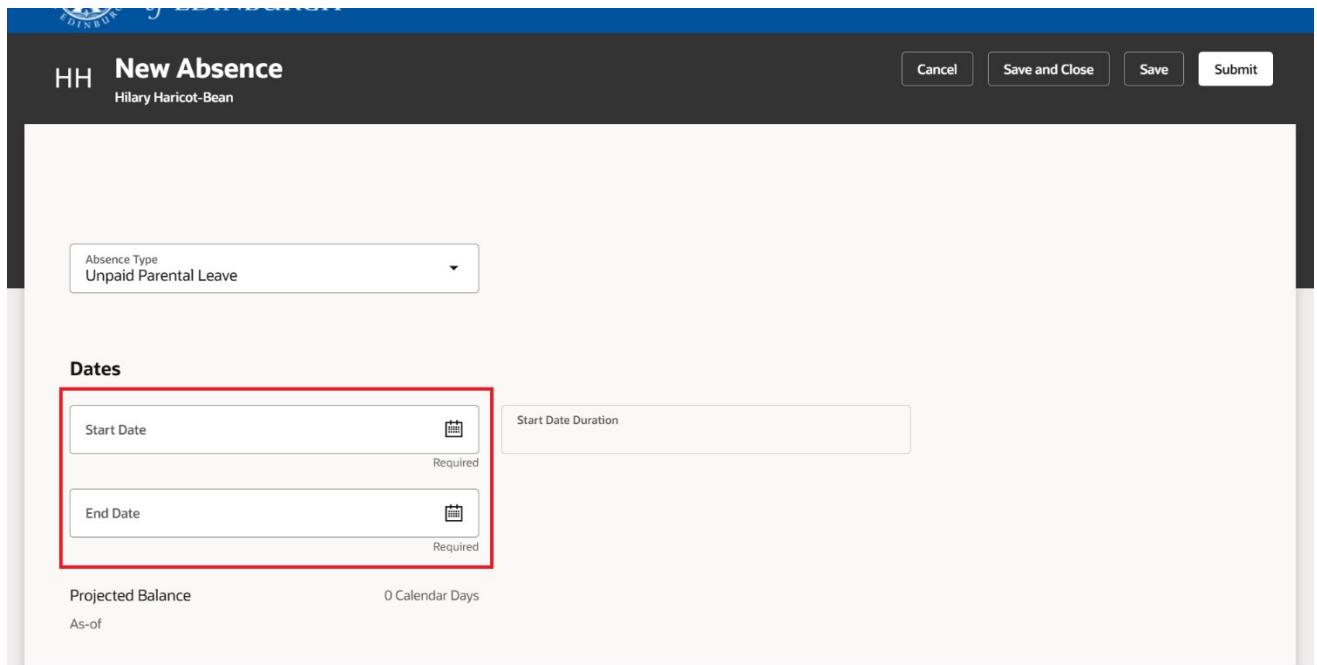
3. Select **Unpaid Parental Leave** from the **Absence Type** drop-down menu.



Absence Type
Partner Birth
Phased Return
Sickness
Special Paid Leave
Surrogacy and Adoption
Unauthorised Leave
Unpaid Leave
Unpaid Parental Leave

4. In the **Dates** section, complete the **Start Date** and the **End Date** fields. These can be changed at a later date if needed (please refer to the '[How to Amend Leave](#)' section in this guide).

**Note:** Parental leave can only be taken in periods of 7 days. Please refer to the [policy](#) for further details.



HH New Absence  
Hilary Haricot-Bean

Absence Type  
Unpaid Parental Leave

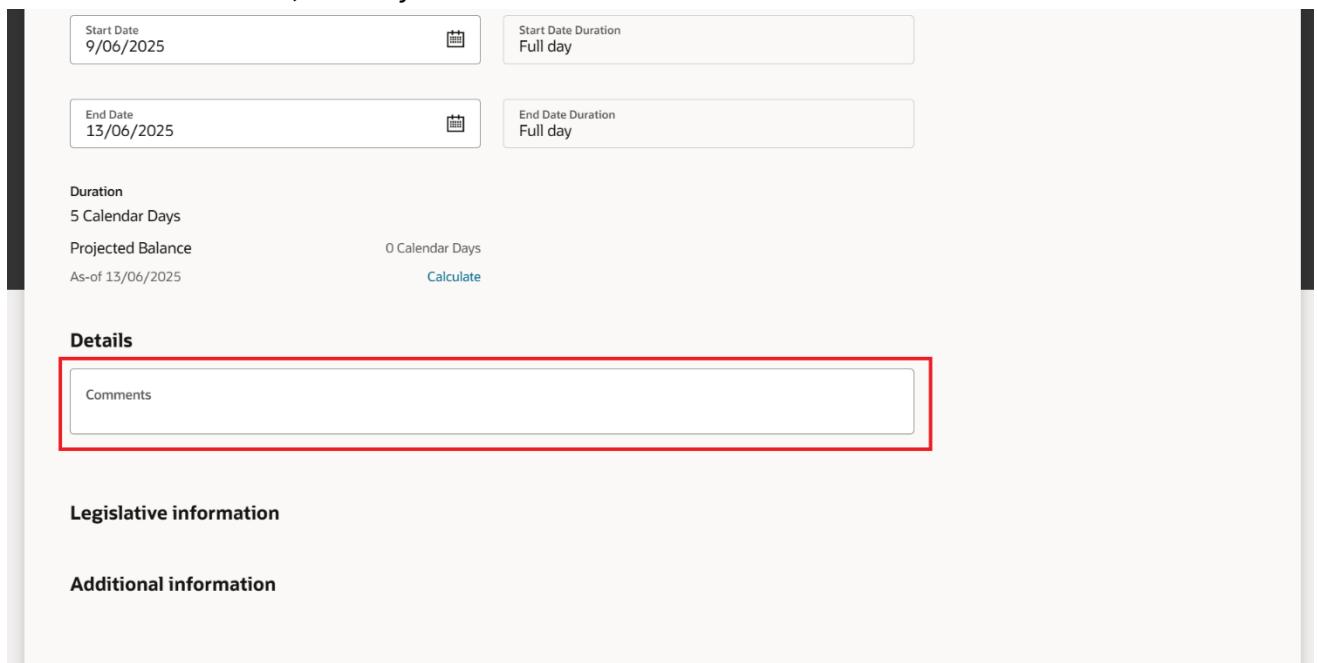
**Dates**

Start Date	Start Date Duration
End Date	End Date Duration

Projected Balance 0 Calendar Days  
As-of

Cancel Save and Close Save Submit

5. In the **Details** section, add any relevant notes in the **Comments** box.



Start Date 9/06/2025 End Date 13/06/2025

Start Date Duration Full day End Date Duration Full day

Duration  
5 Calendar Days

Projected Balance 0 Calendar Days  
As-of 13/06/2025 Calculate

**Details**

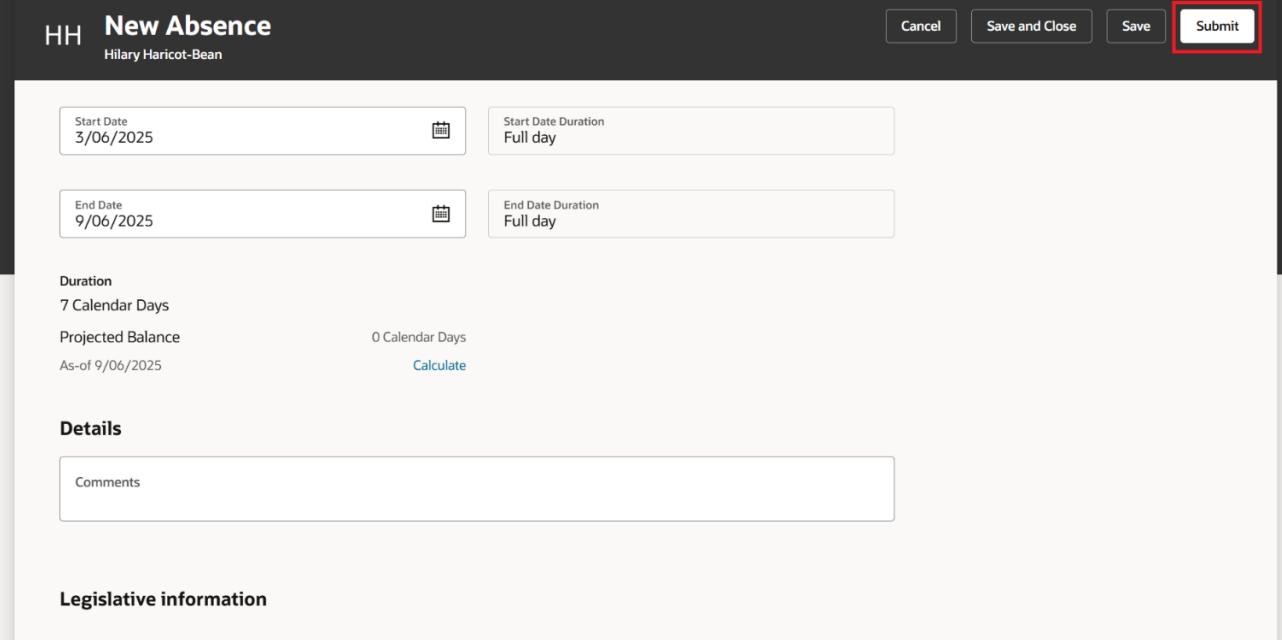
Comments

**Legislative information**

**Additional information**

6. Click on the **Submit** button.

**Note:** The **Save and Close** and **Save** buttons will save this absence in draft state only. Please ensure to **Submit** it once all the details have been added.



HH **New Absence**  
Hilary Haricot-Bean

Start Date: 3/06/2025      Start Date Duration: Full day

End Date: 9/06/2025      End Date Duration: Full day

Duration: 7 Calendar Days

Projected Balance: 0 Calendar Days

As-of 9/06/2025      [Calculate](#)

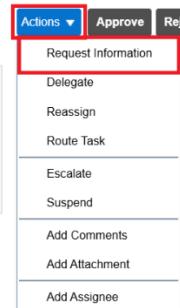
**Details**

Comments

**Legislative information**

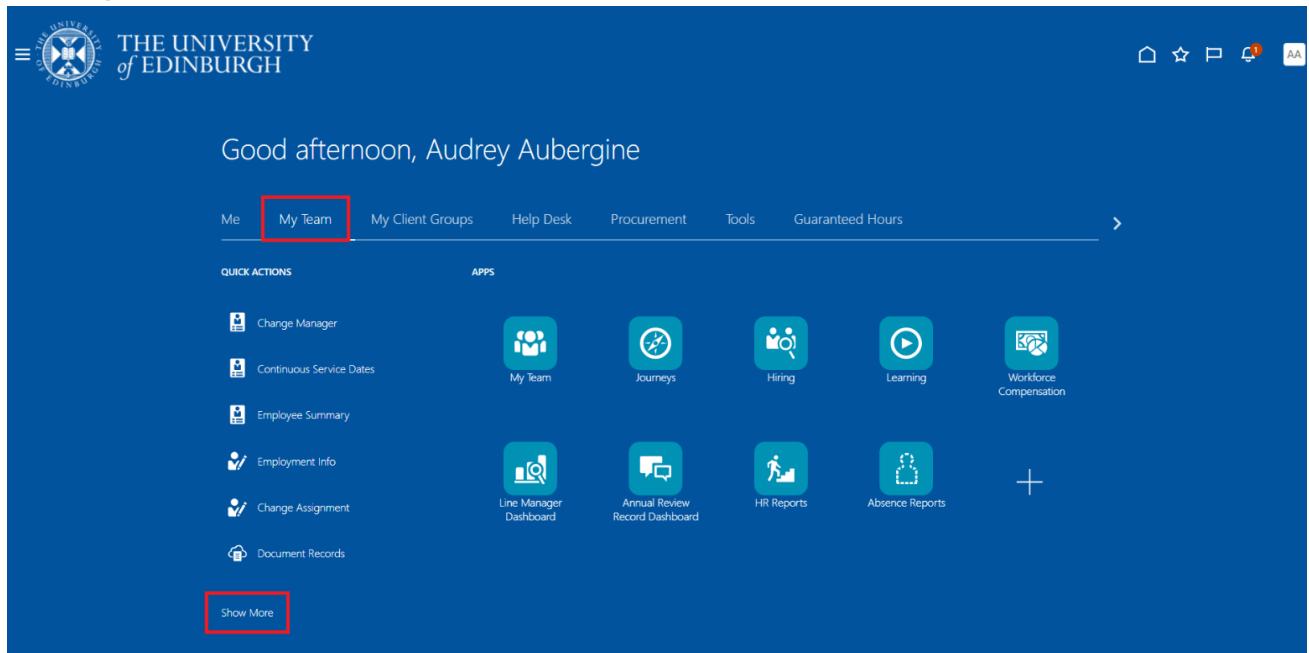
**Note:** When an employee submits a parental leave request, the line manager will receive a request to approve or reject this. Policy states that Parental Leave requests cannot be rejected. Alternative dates can be suggested, although the employee is not obliged to agree to these. If proposing alternative dates, please ensure this is done from the approval notification within People and Money by clicking on the **Actions** button, then selecting the **Further Information** option, **not** Reject.

Approval of Unpaid Parental Leave Absence Request for Hilary Haricot-Bean from 2026-08-03 to ...



## How to Amend Leave

1. From the home page, click on the **My Team** tab and **Show More**. Scroll down to the **Absences** heading and click on **Existing Absences**.



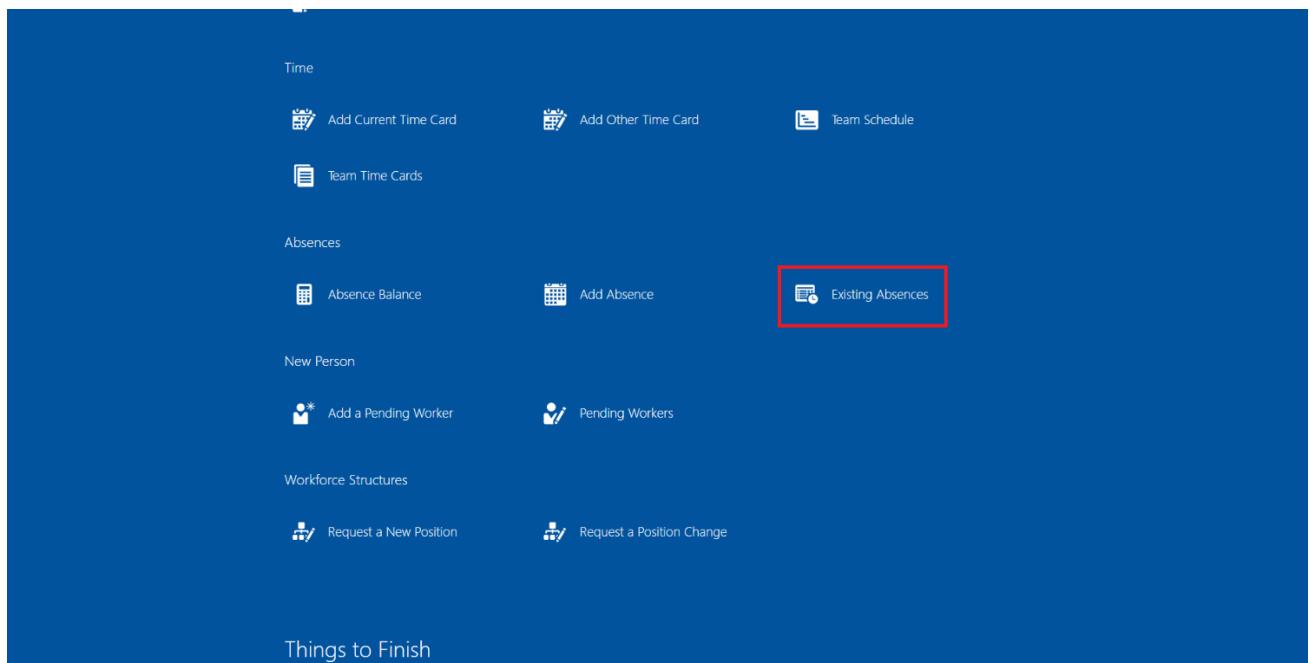
Good afternoon, Audrey Aubergine

Me **My Team** My Client Groups Help Desk Procurement Tools Guaranteed Hours >

QUICK ACTIONS APPS

Change Manager	My Team	Journeys	Hiring	Learning	Workforce Compensation
Continuous Service Dates					
Employee Summary					
Employment Info	Line Manager Dashboard	Annual Review Record Dashboard	HR Reports	Absence Reports	
Change Assignment					
Document Records					

Show More



Time

Add Current Time Card Add Other Time Card Team Schedule

Team Time Cards

Absences

Absence Balance Add Absence **Existing Absences**

New Person

Add a Pending Worker Pending Workers

Workforce Structures

Request a New Position Request a Position Change

Things to Finish

2. Select the relevant employee from the list or search by name, person number or assignment number using the search bar.

< Existing Absences

Search by name, person number, or assignment number

Reports Direct reports X Assignment Status Manager Type Show primary assignment only Worker Type Filters Clear (1)

Domestic Assistant	Active - Payroll Eligible	Employee	exseed.ed.ac.uk-DNU10	
Domestic Assistant	Active - Payroll Eligible	Employee	exseed.ed.ac.uk-DNU5	
Domestic Team Supervisor	Active - Payroll Eligible	Employee	exseed.ed.ac.uk-DNU17	
Domestic Assistant	Active - Payroll Eligible	Employee	exseed.ed.ac.uk-DNU6	
Domestic Team Leader	Active - Payroll Eligible	Employee	exseed.ed.ac.uk-DNU20	
Hilary Haricot-Bean	Domestic Assistant-2	Active - Payroll Eligible	Employee	exseed.ed.ac.uk
Domestic Assistant	Active - Payroll Eligible	Employee	exseed.ed.ac.uk-DNU17	
Domestic Assistant-2	Active - Payroll Eligible	Employee	exseed.ed.ac.uk-DNU4	
Domestic Team Leader	Active - Payroll Eligible	Employee	exseed.ed.ac.uk-DNU12	
Domestic Assistant	Active - Payroll Eligible	Employee	exseed.ed.ac.uk-DNU18	
Senior Domestic Assistant	Active - Payroll Eligible	Employee	exseed.ed.ac.uk-DNU18	

3. Click on the **pencil icon** against the absence.

**Note:** if you change the **Date** filter, you must enter a start date **and** an end date.

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HH Existing Absences Hilary Haricot-Bean

Search by type

Date 27/11/2024 X Status Clear (1)

Add Absence Sort By ▾

Maternity	5/01/2026 - 30/06/2026 177 Calendar Days	Scheduled	
Annual Leave Domestic Assistant	31/12/2025 - 31/12/2025 5 Hours	Scheduled	
Annual Leave Domestic Assistant-2	31/12/2025 - 31/12/2025 3 Hours	Scheduled	
Annual Leave Domestic Assistant-2	30/12/2025 - 30/12/2025 3 Hours	Scheduled	

4. Make the necessary changes to the leave dates or confirm the Actual Childbirth Date/Actual Placement Date/Placement Match Date, etc. if known. Press **Submit** when the changes are made.

HH **Edit Absence**  
Hilary Haricot-Bean

Reason: Option 1      Notification Date: 28/05/2025

Comments:

Attachments:

**Drag and Drop**  
Select or drop files here.

URL:  Add URL

**Entitlements**

**Maternity Plan**

11/05/2026 - 30/06/2026      Entitlement exceeded

**Submit** Withdraw

5. Alternatively, you can delete the absence completely by clicking on the **Withdraw** button at the top of the page.

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HH **Edit Absence**  
Hilary Haricot-Bean

Absence Type: Maternity

**Dates**

Expected Childbirth Date: 12/01/2026      Actual Childbirth Date:

Won't return to work:       Planned Start Date: 5/01/2026

Actual Start Date:       Planned End Date: 30/06/2026

Actual End Date:       Planned Duration: 177 Calendar Days

**Withdraw** Cancel Submit

## Appendix

We are aware that the field names within the Adoption and Surrogacy Leave screens may not fit your individual circumstances. Below is a table that outlines what information you should input into the fields, to suit your type of leave, and outlines the timeframe for submission within P&M.

\*Rows in Blue are Optional Fields and can be input later if your circumstances change

Field in P&M	Adoption	Overseas Adoption	Surrogacy
<b>Expected Date of Placement</b>	Expected Date of Placement	Estimated Date of Arrival in the UK	Expected Due Date of Baby
<b>Placement Match Date</b>	Expected Date of Placement? <sup>1</sup>	Official Notification Date	Expected Due Date of Baby
<b>Planned Start Date</b>	Planned Start Date of adoption leave	Planned Start Date of adoption leave	Planned Start Date of surrogacy leave
<b>Planned End Date</b>	Planned End Date of adoption leave	Planned End Date of adoption leave	Planned End Date of surrogacy leave
<b>Reason - Option</b>	Option 1, 2 or 3	Option 1, 2 or 3	Option 1, 2 or 3
<b>Actual date of placement</b>	Date of Placement if different from Expected Date	Actual Date of Arrival in the UK	Actual Birth Date of Baby
<b>Actual start date</b>	Actual start date if different from planned	Actual start date if different from planned	Actual start date if different from planned
<b>Actual end date</b>	Actual end date if different from planned	Actual end date if different from planned	Actual end date if different from planned
<b>Time Frame for submission within P&amp;M</b>	This information should be input and submitted within seven days of being matched with a child, and at least 28 days in advance of your anticipated leave start date.	This information should be input and submitted within 28 days of getting notification of the estimated date of arrival in the UK.  The actual date the child arrives in the UK can be input at a later date, within 28 days of the arrival date.	This information should be input and submitted at least 15 weeks before the baby's due date.

## Version History

Version	Date	Description	Approved By
1.1	N/A	Draft	
2.0	09 June 2025	Updated guide to new format. Content and screenshots updated to reflect new Redwood screens. 'How to record partner leave' section split in to separate sections for 'Partner Adoption' and 'Partner Birth'.	ME
2.1	21 July 2025	Additional guidance for the Date filter within the Existing Absences screen.	ME

## Reviewers & Approvers

Further details of the Reviewers and Approvers of this document can be found by contacting HR Process Improvement. Please raise a Service Request using the category Continuous Improvement.