Getting Started
When you sign into HR Self Service you should see the holiday widget showing your balance for the current holiday year.

If you don’t see the widget you can add it by clicking the tool icon next to ‘Add widget >’

Request a holiday
To make a holiday request, click ‘Request’ on the widget.
The widget will then expand so you can enter details of the holiday you want to take.
HR Self Service
Holidays

Because the system knows your work pattern it will automatically calculate the hours to be deducted based on the dates and times you enter.

**Full days**
It is assumed that a full day will start at 08:45 and end at 17:00 with a lunch hour from 12:30 to 13:30. You should not change this even if you work something slightly different. A standard full-time member of staff should work 7.25 hours every day with one hour for lunch. The lunch hour **IS NOT** included in the hours that will be deducted from your entitlement.

**Part day**
To take only part of a day off you should adjust the start or end time appropriately.

**Requesting holiday on a mobile phone**
You can access HR Self Service on your mobile phone. When you do so the web page will change to make it easier to use on a small screen.