Bank Holidays

Bank Holidays will now be recorded separately from Annual Leave and will be in days instead of hours. They will be managed in the same way as booking Annual Leave on MyView.

Bank Holidays should be booked on MyView by the end of January or as soon as possible if you have started during the year.

Your Bank Holiday entitlement will be shown on MyView on the Leave management widget. This is the summary section of the leave part of your MyView and looks like this on the welcome page of MyView.

If you do not have a Leave management widget on your MyView dashboard, you can open one as follows:

Click on the spanner on the left hand panel

Click on the plus sign and the widget will move onto the dashboard and look like the example above
You can also see it will also show your Bank Holiday entitlement in the leave request area of MyView:

Where you will be able to see your balance

<table>
<thead>
<tr>
<th>Outstanding Balances</th>
</tr>
</thead>
<tbody>
<tr>
<td>BH : 6.5 Days</td>
</tr>
<tr>
<td>HOL : 89.0 Hours</td>
</tr>
<tr>
<td>ACC : 0.0 Hours</td>
</tr>
</tbody>
</table>

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1. Full-time Employees

If you are a full time employee your Bank Holidays will be populated on your MyView for you.

If they are not, please raise a call with the IT Service Desk.

If you need to move a Bank Holiday because you are using it on a different day, then you will need to delete the Bank Holiday from your absence calendar. You can do this by opening ‘Bank Holiday History’ and selecting the relevant date and then selecting Delete. Your manager will need to authorise the deletion on MyView before you can request the Bank Holiday for a new day.
2. Part-time Employees

Your Bank Holiday entitlement will be a pro rata amount based upon your full time equivalent hours and will be shown on MyView.

You will need to go into MyView and book the Bank Holidays in the same way as you would Annual Leave.

The code for Bank Holidays is BH.

Click on Request new

For example – to enter a Bank holiday on 1st January 2018,

Enter date

There is no need to confirm planned work time as this absence type is in days

Click submit and the request will go to your manager to approve:
A confirmation message will appear

Your manager will receive an e-mail

[Image]

has submitted or updated a request for “Bank Holiday” from 01/01/2018 to 01/01/2018.

Please go to the authorisation option in the "Me" menu to Authorise or Reject the request.

To open MyView click - [https://rl-app-prd-01.mccc.mariecurie.local/dashboard/](https://rl-app-prd-01.mccc.mariecurie.local/dashboard/) if using your Marie Curie network logon name or, [https://myview.mariecurie.org.uk/](https://myview.mariecurie.org.uk/) if using a personal device to log on.

There is a period of ELEVEN DAYS from the receipt of this request to authorise or reject it. After that the request will go to your line manager for action.

Please do not reply this is a system generated e-mail

Once your manager approved your request you will receive an e-mail

[Image]

The Bank holiday will appear in your calendar

<table>
<thead>
<tr>
<th>2018</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BH</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter all your Bank Holidays

Non-working days -

You will need to agree with your manager which day you can take in Lieu of the Bank Holiday and then request as above if a Bank Holiday falls on one of your non working days.

Because Bank Holidays are prorata as a proportion of the full time equivalent you may need to use some of your Annual Leave entitlement to complete the booking of your Bank Holidays.
As you add your Bank Holidays you will see your Bank Holiday balance decreasing.

An example of how this works would be:

A person is part time based in England & Wales, working 28 hours (with a full time equivalent of 35 hours). They work Monday to Thursday 7 hours per day. There are 8 Bank Holidays in 2018, so in this case, the person will be allocated an allowance of 6.5 Bank Holiday days (ie 28 hours ÷ 35 hours x 8).

The England/Wales Bank Holidays 2018 are
1 January – Monday
30 March – Friday
2 April – Monday
7 May – Monday
28 May – Monday
27 August – Monday
25 December – Tuesday
26 December Wednesday

As Friday 30 March is a non working day for this person, they do not need to book this as a Bank Holiday and can take another day to use that entitlement.

With this working pattern, they would need to book Bank Holidays for 1st Jan, 2nd April, 7th & 28th May, 27th August and 25th December. Once they have booked these 6 Bank Holidays, the person will have ½ a day Bank Holiday remaining, but still needs is required to book one more full bank holiday for the 26th December.

```
<table>
<thead>
<tr>
<th>Type</th>
<th>Bank Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dates</th>
<th>Full Day</th>
<th>Part Day</th>
<th>Days off</th>
</tr>
</thead>
<tbody>
<tr>
<td>From *</td>
<td>26/12/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To *</td>
<td>26/12/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Time</td>
<td>0.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

Therefore with this ½ day, the 26th December needs to be booked as Bank Holiday
As the 26th December is a whole day, the remaining ½ day needs to be taken in hours taken from the Annual Leave, in this person’s case, 3.5 hours needs to be booked as Annual Leave (shown as contracted holiday on MyView)

This is how it will show in your calender

If you have any issues booking Bank Holidays please contact the IT Service Desk.