

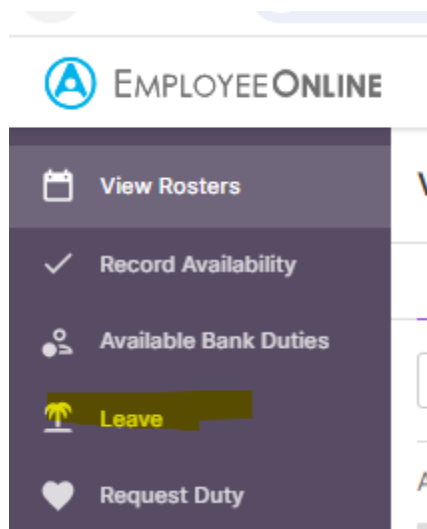
How to Apply for Partial Day Study Leave – EOL

Log into EOL using the below link

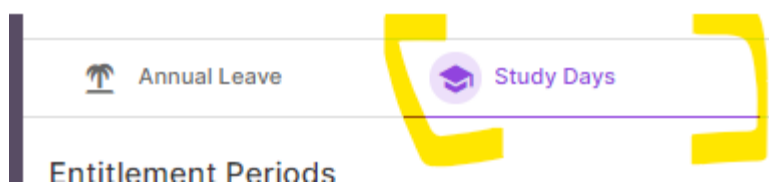
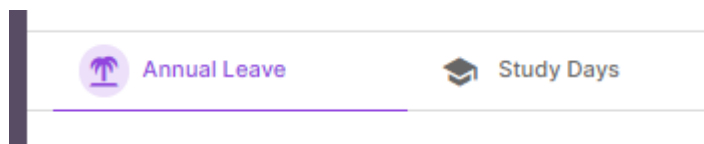
<https://lothianeol.allocate-cloud.com/EmployeeOnlineHealth/LOTHIANLIVE/Account/Login>

Your password should be letters and numbers only.

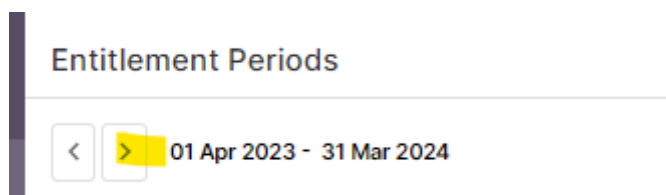
Click on the Leave tab on the left hand side:



You will see a few tabs along the top, concentrate on the first two. For Annual Leave please use the Annual Leave tab. Click on Study Leave for Study, this will then turn purple.



Check the date range, using the right hand arrow to go forward a year



To request a partial day leave, scroll down to the Request Leave section at the bottom.

Choose Partial Day, click the date you would like a part day, the start time is when you would like the leave to start, if you work 09:00 to 5pm and would like the morning off, I shall show that below.

Enter 09:00 in the partial day start time, then enter how long you would like off, ie 04:00, then tab. This will populate the End Time.

▼ Request Leave

Entitlement Balance

Taken	0 hrs
Planned	0 hrs
Requested	0 hrs

Request Leave Form

☐ Full day(s) ☒ Partial day

From

04 Mar 2024



Notes

Partial Day: Start Time

09:00

Hrs/Min (HH:MM)

04:00

End Time

13:00

Posting:

AC eRostering Team - Bar ▼

Reason:

Mandatory training - Pers ▼

Submit Leave Request

Have a look through and see if anything fits from the Reason drop down, if not choose the bottom option for unknown.

Reason:

Mandatory training - Adult ▼

Submit Leave Request

Reason:

Study leave - Unknown ca ▼

Submit Leave Request

If you have to use Unknown we would suggest you add what course / conference it is in the notes section. This will hold your time on the roster, but you should follow normal internal process for Turas and gaining approval from the department.

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Request Leave Form

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Partial Day: Start Time

09:00

Hrs/Min (HH:MM)

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End Time

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Posting:

AC eRostrering Team - Bar ▼

Reason:

Study leave - Unknown ca ▼

Submit Leave Request

Notes

Attending AM portion of XYZ conference