

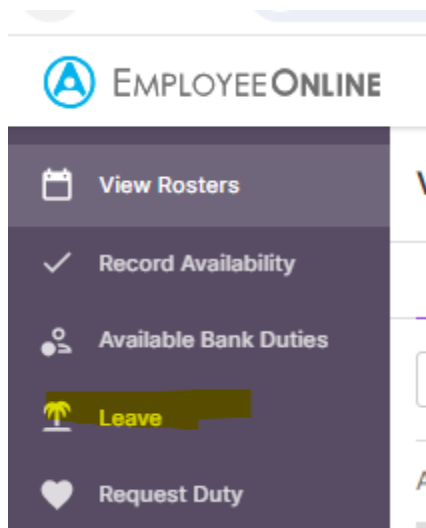
## How to Apply for Annual Leave – EOL

Log into EOL using the below link

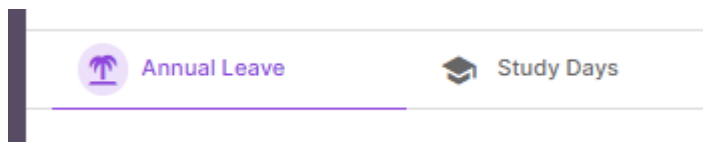
<https://lothianeol.allocate-cloud.com/EmployeeOnlineHealth/LOTHIANLIVE/Account/Login>

Your password should be letters and numbers only.

Click on the Leave tab on the lefthand side:



You will see a few tabs along the top, concentrate on the first two.



Looking further down, you can scroll right to go forward a year.

If your leave year is not April to March you will see this on the blue line – we are investigating if we can amend the top line to match.

Entitlement Periods		
<div><div>&lt;</div><div>&gt;</div>01 Apr 2023 - 31 Mar 2024</div>		
Entitlement Type	Coverage	Period
Annual Leave	Entitlement Balance	1 Apr 2023 - 31 Mar 2024

To request leave, scroll down to the Request Leave section at the bottom:

The screenshot shows a web interface for requesting leave. At the top, there is a link '> Annual Leave Calendar'. Below it is a grey bar with a dropdown menu 'Request Leave' which is highlighted with a yellow box. Underneath is the 'Entitlement Balance' section, which contains a table with the following data:

Entitlement	262.5 hrs
Remaining	77 hrs
Taken	0 hrs
Planned	122 hrs
Requested	63.5 hrs

Below the table is the 'Request Leave Form' section. It starts with two radio buttons: 'Full day(s)' (selected) and 'Partial day'. Below these are three input fields: 'From' (containing '26 Jan 2024' and a calendar icon), 'Number of days' (with a yellow box next to it and a 'Set' button), and 'End date'. To the right of these fields is a large text area labeled 'Notes'. Below the input fields is a 'Reason:' dropdown menu showing 'Annual Leave - Current Ye'. At the bottom of the form is a grey button labeled 'Submit Leave Request' with a yellow box next to it.

Use the calendar to select the start date, use the number of days to dictate how long you would like to be off, 1 / 5 / 14, there will be an arrow as well when you are using this.

Once you have entered the dates, your submit leave will have turned blue. You can add a note if you would like – if it is important for wedding etc, then click submit. This will send the request to the roster.

Once it has been approved you will receive an email.