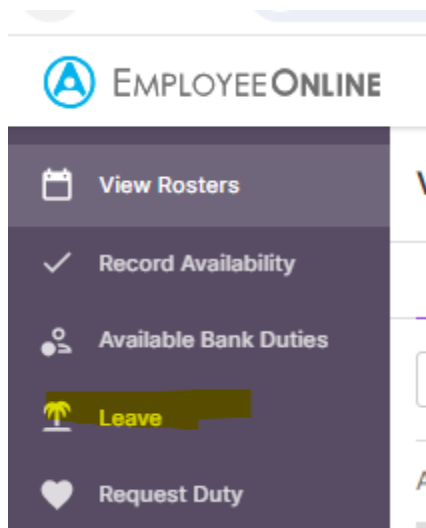How to Apply for Annual Leave – EOL
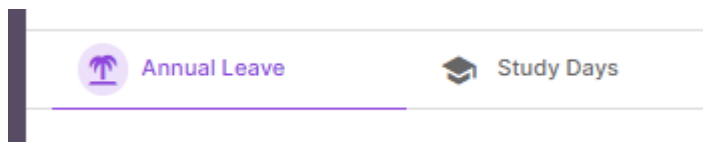
Log into EOL using the below link

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.

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

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.