

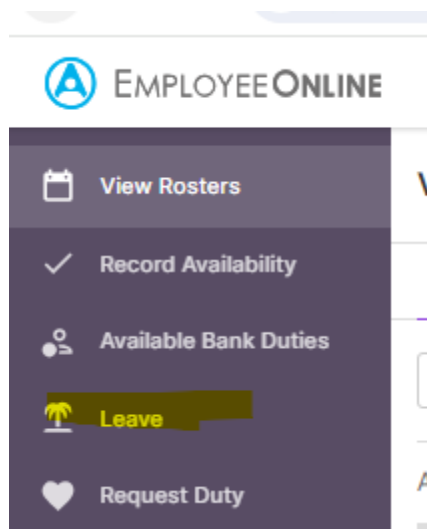
## How to Apply for Study Leave – EOL

Log into EOL using the below link

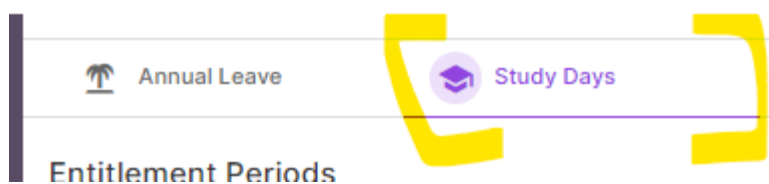
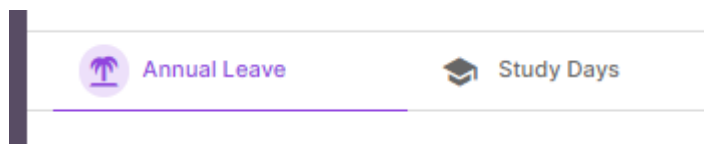
<https://lothianeol.allocate-cloud.com/EmployeeOnlineHealth/LOTHIANLIVE/Account/Login>

Your password should be letters and numbers only.

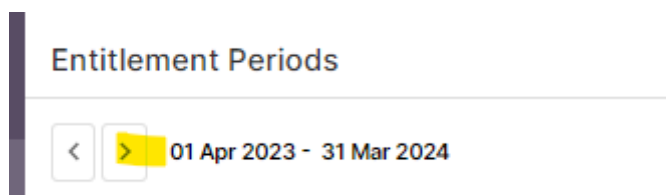
Click on the Leave tab on the left hand side:



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



Use the calendar to select the start date, add in 1 / 2 or you can use the arrow that will appear when you are using the box.

The set button will select the end date.

Request Leave

Entitlement Balance

Taken	0 hrs
Planned	0 hrs
Requested	0 hrs

Request Leave Form

☒ Full day(s) ☐ Partial day

From

26 Jan 2024

Number of days

Set

End date

Posting:

AC eRoosting Team - Bar

Reason:

Mandatory training - Adult

Submit Leave Request

Notes

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.

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

Number of days

2

Set

End date

Tue, 05 Mar 2024

Posting:

AC eRostering Team - Bar ▼

Reason:

Study leave - Unknown ca ▼

Submit Leave Request

Notes

Attending xyz conference at EICC.