

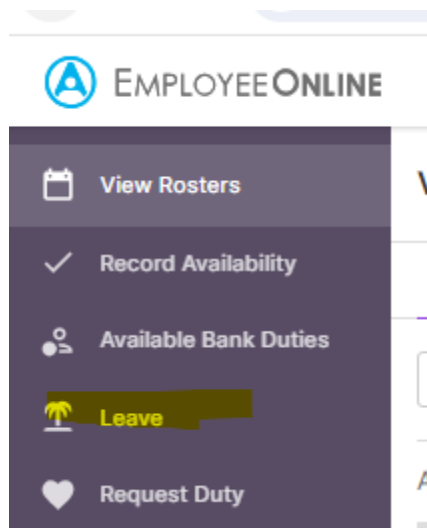
## How to Apply for Partial Day Annual Leave – EOL

Log into EOL using the below link

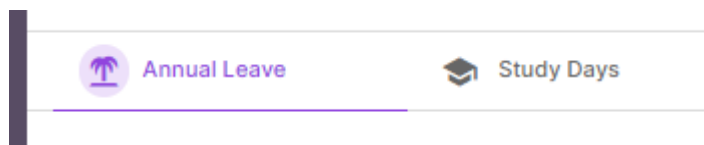
<https://lothianeol.allocate-cloud.com/EmployeeOnlineHealth/LOTHIANLIVE/Account/Login>

Your password should be letters and numbers only.

Click on the Leave tab on the 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.



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		
01 Apr 2023 - 31 Mar 2024		
Entitlement Type	Coverage	Period
Annual Leave	Entitlement Balance	1 Apr 2023 - 31 Mar 2024

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

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

### Request Leave Form

☐ Full day(s) ☒ Partial day

From

04 Mar 2024



Partial Day: Start Time

Hrs/Min (HH:MM)

End Time

Reason:

Annual Leave - Current Ye ▼

Notes

Submit Leave Request

## Request Leave

### Entitlement Balance

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### Request Leave Form

☐ Full day(s) ☒ Partial day

From

04 Mar 2024



Notes

ie. Sports Day

Partial Day: Start Time

09:00

Hrs/Min (HH:MM)

04:00

End Time

13:00

Reason:

Annual Leave - Current Ye ▼

Submit Leave Request

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 date, then click submit. This will send the request to the roster.

Once it has been approved you will receive an email.