

Carry Forward of Annual Leave FAQs (My HSE Self Service)



How do I calculate carry forward leave?

1. Ensure all your leave is up-to-date and approved up to 31st March 2021 on My HSE Self Service, the same as you would with the previous paper leave card. This will ensure that the balance in hours you carry forward is accurate.
2. The “Your Leave” tile in HSE Reports on My HSE Self Service – NiSRP will provide an up-to-date balance from the SAP system. Ensure you select the dates 1st April 2020 - 31 March 2021 from the drop-down menu.
3. Talk to your manager to ensure you are both in agreement regarding the balance in hours to carry forward into leave year 2021/2022.

If you were still using the paper leave card for 1st April 2020 - 31 March 2021 follow the advice in the step by step guide [here](#) to convert days to hours.

What is the process for requesting to carry forward annual leave?

You may now apply to carry forward annual leave on My HSE Self Service - NiSRP.

1. Establish the amount of annual leave in hours (see above) to be carried forward as of 31st March 2021.
2. Enter this into My HSE Self Service - NiSRP using the “Leave Carry Forward” tile. This can be done from 1st April 2021.
3. Your manager can then approve or reject the request via My HSE Self Service - NiSRP.
4. All annual leave balances will then be added to the leave year 2021/2022.



@NiSRP_HR



For more, click here



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How do I take my carry forward leave?

When you request annual leave, the system will automatically take from your carry forward leave balance first. You can check this via the "My Leave Requests" tile.

Will I be able to request carry forward of annual leave if My Leave 'Entitlement' shows low or minus hours under 'Available'?

Yes, you will be able to request to carry forward annual Leave if you can confirm the balance outstanding.

What to do if I have the wrong "Approver" when I go to submit leave/travel?

If you have the incorrect approver or if a manager's staff list is incorrect, please complete the "Reporting Line Change Form" available [here](#) and send to your local OM administrator. You can access contact details for East OM administrators [here](#) and South East OM administrators [here](#).

Do I still need to use the HR108 Carry Forward of Annual Leave forms?

No, all employees in HSE East and South East may use the "Leave Carry Forward" tile via the My HSE Self Service. HR108 forms if submitted will be returned to the employee advising that they can now use self-service to apply to carry forward annual leave.

Why is my leave shown in hours and not days?

The balance is in hours to accommodate all the different types of contracts in the HSE many of which leave is taken in hours and not days. Please calculate your "Entitlement" or "Availability" in days by dividing the hours shown by your working hours per day.



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I want to carry forward 1 day of Annual Leave, how do I calculate this?

You will have to divide your weekly hours by the number of days you work in a week in order to calculate your daily hours worked. If you want to carry forward a half day, divide the answer by two. The advice in the step by step guide [here](#) gives further details on how to convert into hours.

How do I know whether my manager has approved my carry forward leave?

You can check this by going onto the "Leave Carry Forward" tile. You will then see the messages: "CF Leave has already been approved by your manager" if it has been approved, or "CF Leave request has been rejected by your manager – reason given below" if it has been rejected.

I made a mistake on my carry forward leave request; can this be corrected?

If an employee's request is not approved yet they should contact their line manager as soon as possible and they will be able to reject the request, so that it can be corrected and resubmit.

If an employee submits a carry forward leave request with the incorrect hours and it gets approved by their line manager, the employee will then have to go back into the "Leave Carried Forward" tile and submit another request with the correct hours, which will override the previous approved request.

How long do I have to use any annual leave that has been carried forward?

In line with the standard terms and conditions you should take the leave you have carried forward within six months of the start of the leave year. However, in line with *HR Circular 003/2021 - Frontline Healthcare Employees and Carryover of Annual Leave during COVID-19* managers of frontline staff may extend the end date by which the annual leave carried forward must be taken up to a maximum of the end of that leave year.



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