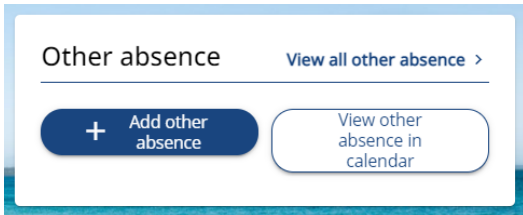


How do I request other (special paid or unpaid) leave in PiP?

Step 1. Log in to **PiP For Me** and you will be taken to your home screen dashboard. Here you have an **Other absence** section.



In this section you can:

- View any special leave requests
- Request special paid or unpaid leave
- View your special leave in your absence calendar

Step 2. Click on **Add other absence**

Step 3. Complete the details of your special leave request in the pop-up window:

Choose **Special leave – paid or unpaid** for the **Absence type**

Choose the **reason** for your special leave.

Select your **absence period** e.g. Part day, Full day or More than one day

When you select your absence period you will then be prompted to select the **date/s** of your special leave

If you choose **Part day** or **More than one day** you will have the option to choose **Morning**, **Afternoon** or **Specify time**. If you select Specify time you can either add a start time and an end time or just the number of hours you will be absent from work on that date

If you hold **more than one position**, choose the position you wish to request leave for

Step 4. Click **Submit** to complete your request.

Note: Special leave requires two levels of approval, your line manager you're your manager's manager. Your special leave is not confirmed until both approvals have been received.

Maternity, Paternity and Adoption leave are all booked by your line manager on PiP For My Team.

Step 5. Log off **PiP For Me** now if you are finished with the system

Warning: Be aware of keeping your information confidential, especially if you are using **PiP For Me** in an open or public place.

Require further assistance?

Please contact the Employment Changes Team on Tel: 694303 or email: pipchanges@gov.im

