

STANDARD OPERATING PROCEDURE	
Title	How to Request Study Leave in Medic Online
Purpose	To request Study Leave using Medic Online
Aim	To maintain accurate records of requesting Study Leave

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A) How to Request Study Leave in Medic Online

- Log into Medic Online.
- Select 'Leave' – This located in the top left of your screen.



- Select 'Study Days' at the top of your screen.

Annual Leave

Study Days

Other Leave

- Enter the details for the Study Leave date(s) you want to request.
- Press 'Set'.
- You can also add a note to your request.
- Once completed, press 'Submit Leave Request'.

Request Leave Form

Full day(s) Partial day

From: 19 Nov 2018

Number of days: 1

End date: Mon, 19 Nov 2018

Posting: Medics Test Unit - Clinical Fellow

Reason: Academic Day

Notes

- You will get a notification at the top of your screen to say your request has been submitted.

SUCCESS
Your request has been submitted.

- You will also be able to see your episodes of Study Leave on this screen, with your latest request showing in a '?'.

– Episodes (3)

Status	Period	Duration
✓ Medics Conference	16 Jul 2018	1 day
✗ Medics Conference	25 Jul 2018	0 days
? Academic Day	19 Nov 2018	0.94 days

- Once this has been actioned by your manager you will either see a ✓ or a ✗.
- You can also see a description of your entitlement balance.

– Request Leave

Entitlement Balance

Taken 0 days
Planned 1 day
Requested 0.94 days