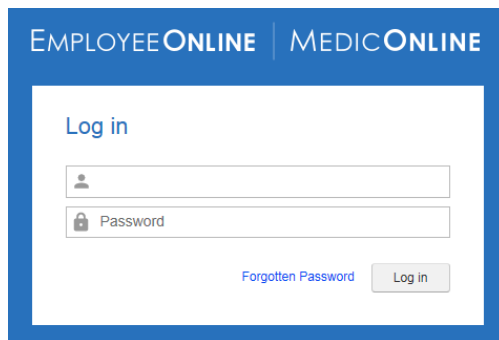
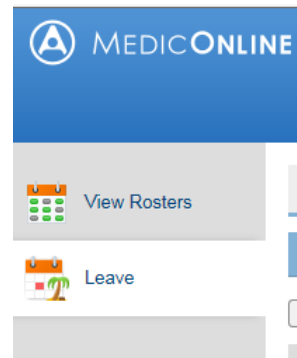


## How to Request Annual Leave in Medic Online

- Log into Medic Online either on a desktop or via your mobile device.
- Select 'Leave' – This located in the top left of your screen.

- Check that you have the correct entitlement period selected.

### Entitlement Periods


◀ ▶ 01 Apr 2019 - 31 Mar 2020

- Enter the details for the Annual Leave date(s) you want to request.
- Enter the period of calendar days you want to take as annual leave.
- Press 'Set'.
- Once completed, press 'Submit Leave Request'.


#### Example One – 1 day

##### Request Leave Form

Full day(s)     Partial day

From: 19 Oct 2018 

Number of days: 1


End date: Fri, 19 Oct 2018 

Reason: Annual Leave


#### Example Two – 7 calendar days

##### Request Leave Form

Full day(s)     Partial day

From: 19 Oct 2018 

Number of days: 7

End date: Thu, 25 Oct 2018 

Reason: Annual Leave

- 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 Annual Leave on this screen, with your latest request showing in a '?'.

- Episodes (1)					
Status	Period	Duration	Times	Notes	Delete
? Annual Leave	3-9 Jun 2019	40 hrs			

- You may receive an email from the Rota coordinator if they have a query regarding your leave request for example: who is covering your clinical duties. Please respond back to any emails at your earliest convenience.
- Once your leave has been approved or rejected you will receive an email notification.
- You can also see a breakdown of your remaining entitlement on Medic Online

Entitlement Balance	
<b>Entitlement</b>	256 hrs
<b>Remaining</b>	216 hrs
<b>Taken</b>	0 hrs
<b>Planned</b>	0 hrs
<b>Requested</b>	40 hrs