

Unavailability

You are able to book your unavailability via your Partner Portal account. Please contact the Partner team if you are going on a long-term sabbatical or maternity leave.

You only need to inform us if your unavailable for longer periods (eg over two weeks).

In this session, we will examine the following actions:

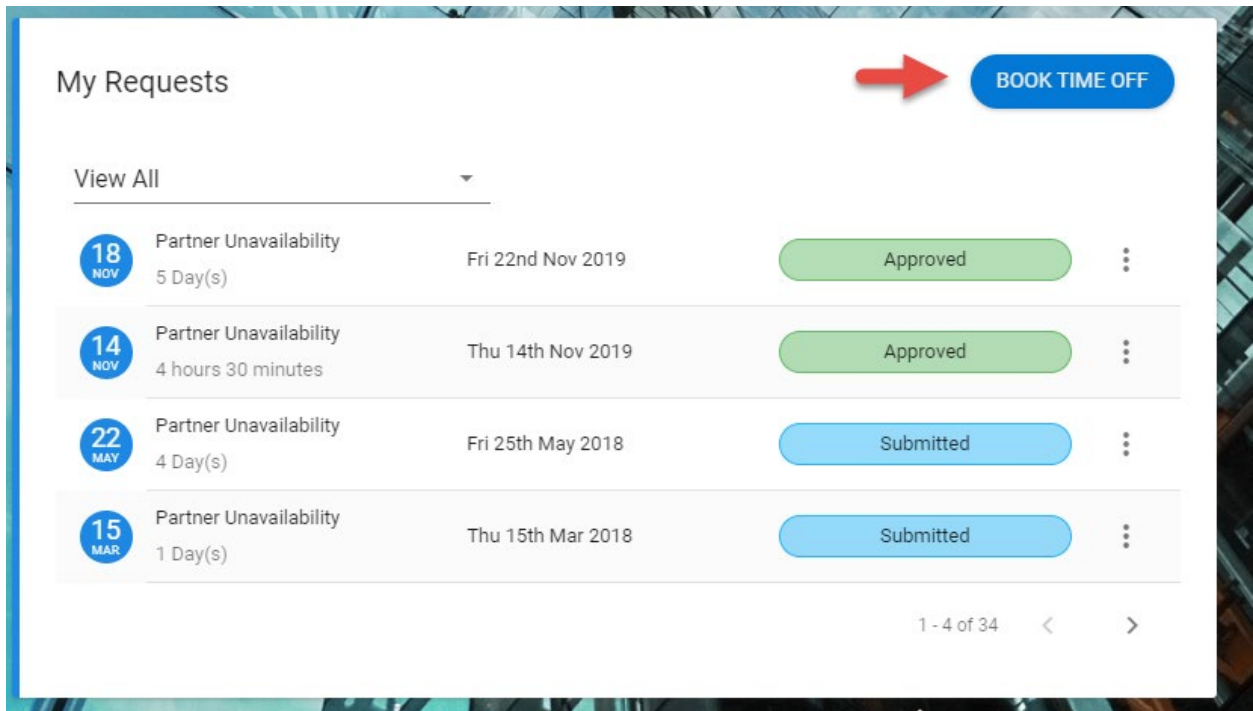
- Submit an unavailability request
- Receipt of your unavailability request
- Check your unavailability on the calendar
- Cancel your unavailability

Submit Unavailability Requests

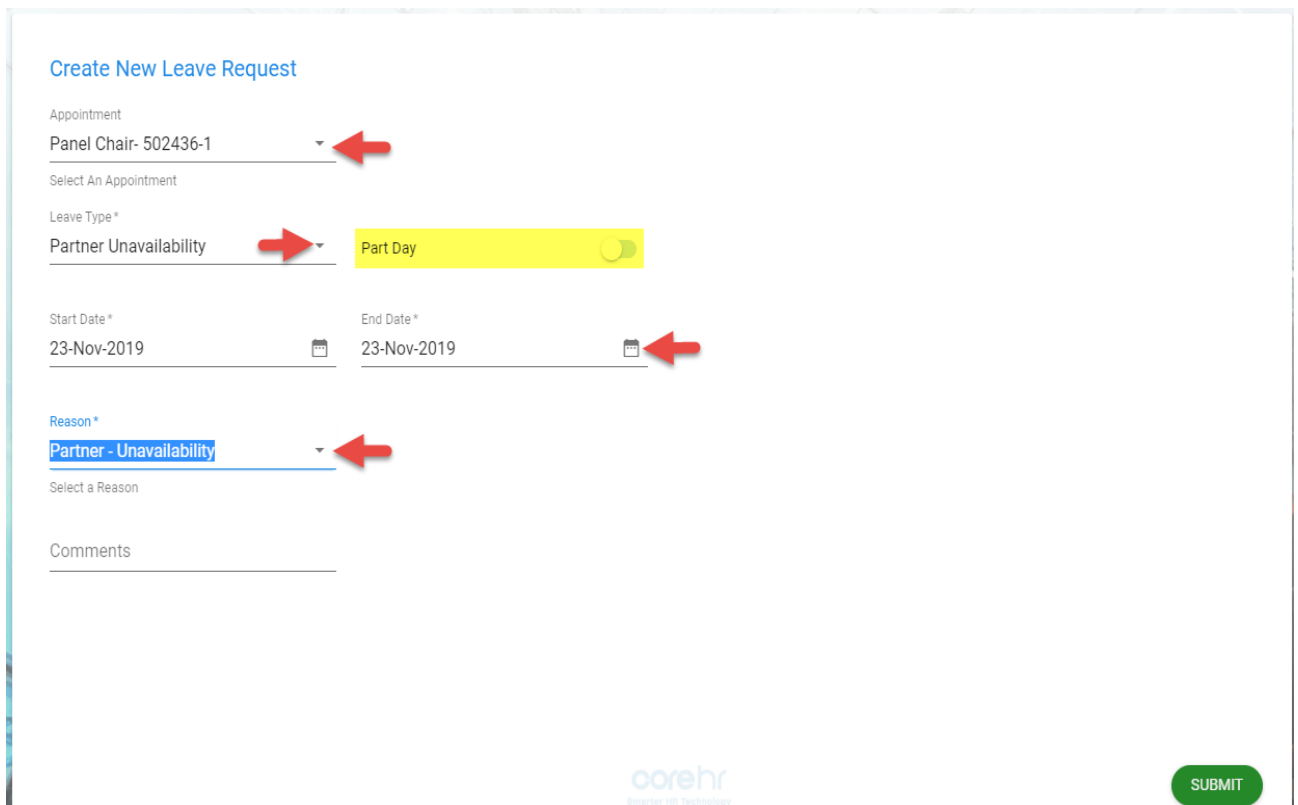
1. Log into your Partner Portal account. Expand the **Navigation Menu** and select **Unavailability**.

The screenshot displays the Partner Portal interface. On the left, the 'Navigation Menu' is expanded, showing options like 'My Role', 'Unavailability', 'Performance Assessments', 'Agreement Renewal', 'Training', 'Community', and 'Partner Recruitment'. The 'Unavailability' option is selected. The main dashboard area features a calendar for November 19th to 24th. A grid shows time slots from 09:00 to 18:00 for each day. A 'BOOK TIME OFF' button is prominently displayed. Below the calendar, a list of unavailability requests is visible, with columns for the request type, date, and status (e.g., 'Approved', 'Submitted').

2. Click on **Book Time Off**.



3. Complete all the relevant fields and select your unavailability dates.



4. Insert your unavailability regarding your role/s with the HCPC.

Please note that you will need to submit your unavailability separately for each of your HCPC roles (if applicable).

Employee Dashboard

Book Time Off

Employee Dashboard > Book Time Off

BALANCE DETAIL

Create New Leave Request

Appointment

Panel Chair- 502436-1

Panel Chair- 502436-1

Cpd Assessor- 502441-1

Visitor- 502439-1

Part Day

Start Date* 23-Nov-2019

End Date* 23-Nov-2019

Reason* Partner - Unavailability

Select a Reason

Comments

corehr

SUBMIT

5. **Submit** your request.

Create New Leave Request

Appointment

Panel Chair- 502436-1

Select An Appointment

Leave Type* Partner Unavailability

Part Day

Start Date* 23-Nov-2019

End Date* 23-Nov-2019

Reason* Partner - Unavailability

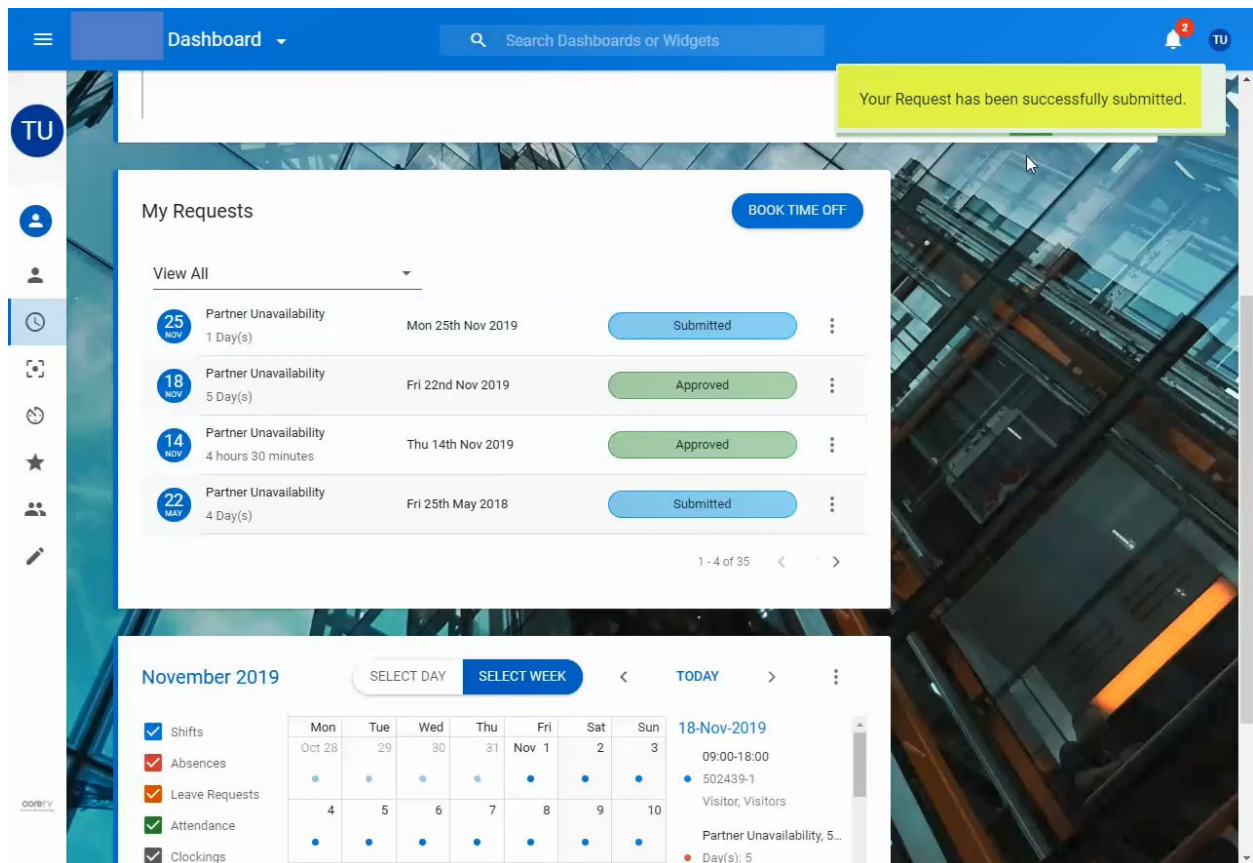
Select a Reason

Comments

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SUBMIT

6. A confirmation message will be displayed on top of your screen.



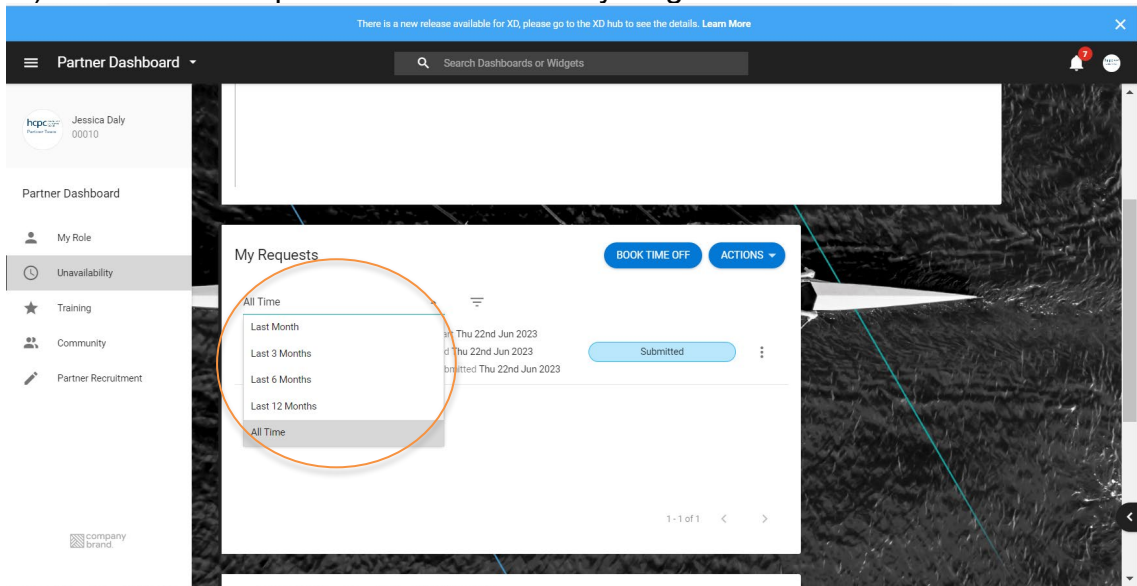
Receipt of Unavailability Request

1. Once you have submitted your request, you will receive a confirmation email stating that you have submitted an unavailability request.
2. Your unavailability notification will be sent to the relevant department.
3. Once the relevant department has confirmed your unavailability, you will receive an email in your inbox asking to visit the Partner Portal in order to check the updated status of your request.

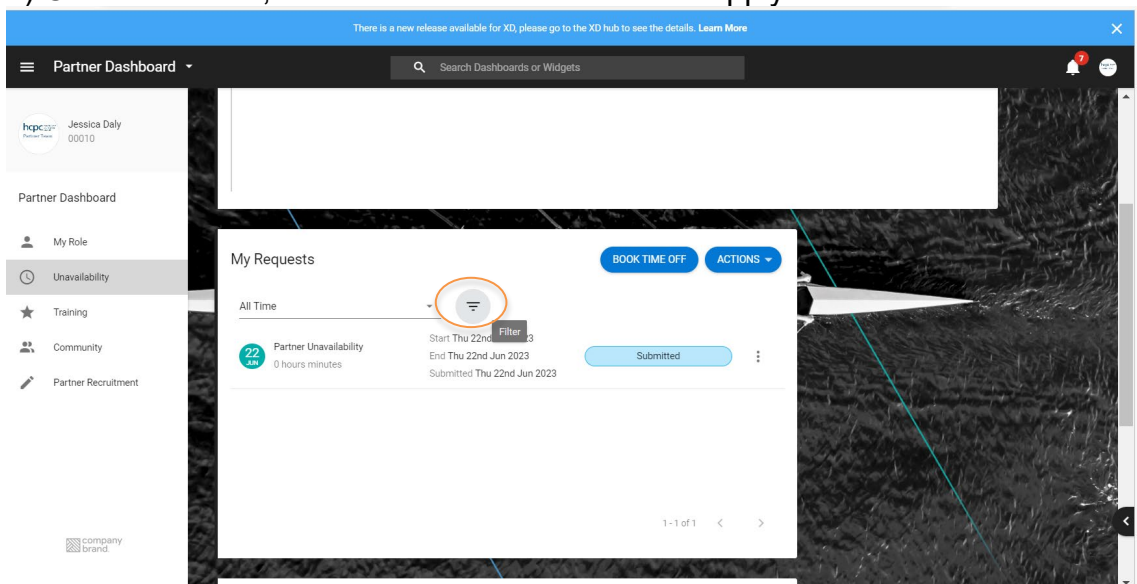
Check Your Unavailability

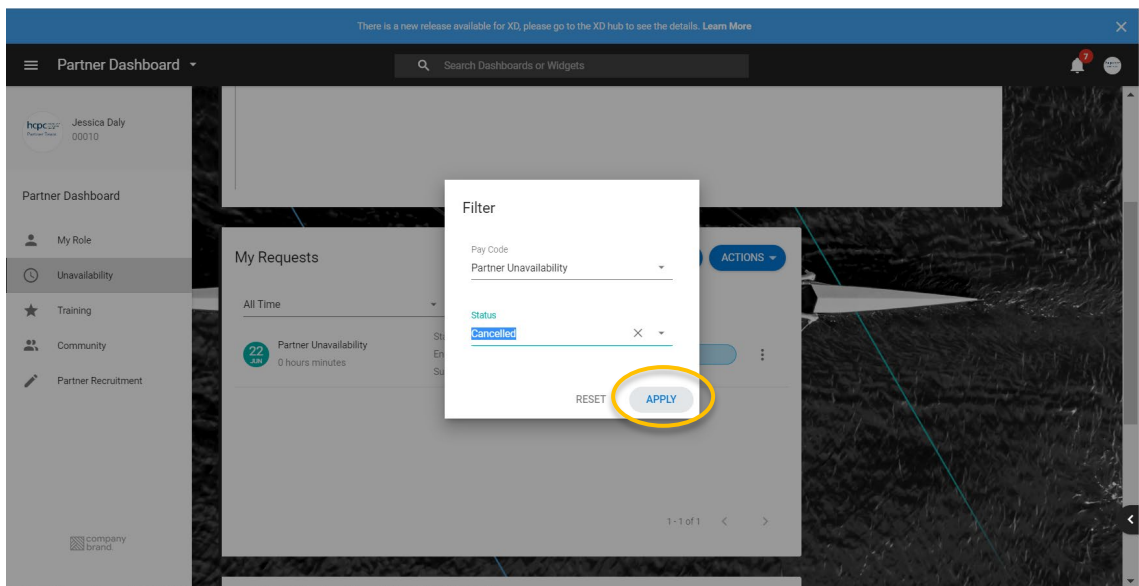
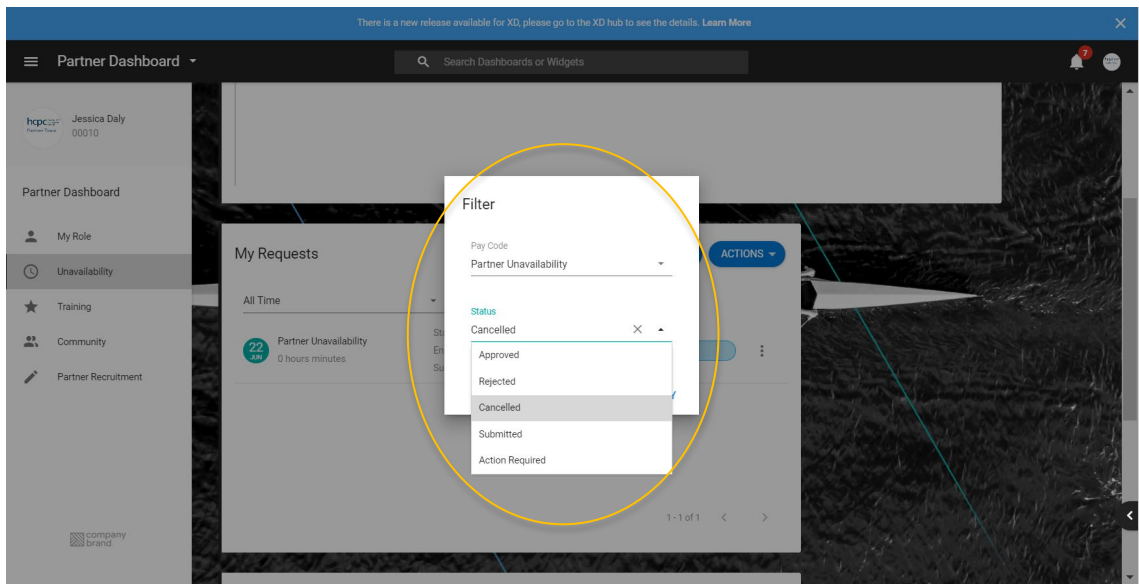
1. You can check the status of your requests on the **My Requests** list where you can also filter your requests as seen below:

a) Click on the drop down menu to filter by length of time:



b) Click the funnel, fill in the fields and then click “Apply”.





Cancel your unavailability

- 1. To cancel your unavailability, click on the 3 dots and click on cancel. This will automatically cancel your unavailability.

