



Intrepid: V10

Leave Manager

Applicant User Guide Health Education South West

Hicom Technology
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Intrepid: V10 is an online system designed to manage trainees and their education, and forms part of the Intrepid HR software suite used to administer training, education and career progression in the healthcare sector.

Table of Contents

Introduction.....	3
Leave Manager – Application.....	3
Leave Manager – Leave Manager.....	5
Leave Manager – Entitlement	5

Distribution

This user guide can be freely distributed to users of the Intrepid: Leave Manager system.

Introduction

This user guide is intended for applications who are applying for leave using the Intrepid: Leave Manager system within Health Education South West.

Leave Manager – Application

Once you have logged into Intrepid, click on the Leave Manager menu on the left hand side and then on 'Leave Application'. This will display the screen below and allow you to select against which post you wish to apply for leave.

The screenshot displays the 'LEAVE MANAGER - POSTS' interface. On the left is a navigation menu with sections for 'GENERAL' (Home, My Account, My Record, Previous Page, Log Off) and 'CPPS' (Leave Application, Leave Manager, Leave Entitlement). The 'LEAVE MANAGER' section is highlighted. Below the menu is the 'Hicom Technology' logo. The main content area has a header 'LEAVE MANAGER - POSTS' and a sub-header 'POST DETAILS'. A note states: 'To apply for leave, press the 'Apply' icon against the post to which your proposed leave applies. For posts where online approval is not available, a 'Closed' icon will be displayed.' The list of posts includes:

Specialty	Location	Start date	End date	Action
General Surgery	Bedford Hospital SpR	Tuesday 01 January 13	Thursday 01 January 15	Apply
Anaesthetics	West Englant SpR	Monday 28 February 11	Friday 28 February 14	Apply
Emergency medicine	AMO Site F2	Tuesday 27 October 09	Thursday 27 October 11	Apply
Paediatrics	CSO SITE F2	Tuesday 09 September 08	Wednesday 09 September 09	Apply

Click 'Apply' next to the post and you will be presented with the leave application form.



GENERAL

- Home
- My Account
- My Record
- Previous Page
- Log Off

LEAVE MANAGER

- Leave Application
- Leave Manager
- Leave Entitlement
- Trust-wide Applications



LEAVE MANAGER - APPLICATION

PERSONAL/POST DETAILS

LEAVE DETAILS

Leave type: Start date: 

Submitted date: 26/06/2013 End date: 

Person covering: Number of days:

Ed. supervisor:

Rota Manager:

Comments:

Have you checked that another member of your department is not on leave?

I confirm by entering the name of my colleague that they understand and have agreed to provide cover for my rostered duties and responsibilities whilst I am on leave. I have also informed all relevant administrative and clinical staff of the name of my colleague who has agreed to cover.

Course:

Course topic:

Course venue:

Course provider:

APPROVERS

Select leave type and start date to display approvers

ENTITLEMENT

LEAVE HISTORY

Do you intend to claim any expenses for this period of Study Leave? (Please note that leave and funding is approved based on the information provided within this application. If you intend to claim expenses you MUST include all costs in the Leave section below)

LEAVE EXPENSES

Cost type:

Cost (£):

Reference:

Comments:

 Add

 Submit Application

 Cancel

May		June 2013						July
Mon	Tue	Wed	Thu	Fri	Sat	Sun		
27	28	29	30	31	1	2		
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
1	2	3	4	5	6	7		

 National Exam day
 Public Holidays
 Approved leave for this doctor

Select the Leave Type you are applying for, along with the start and end dates of the leave and the total number of days you will be on leave for. If required, enter the person who will be covering you whilst you are on leave along with any comments you have.

Confirm that you have checked that another member of your department is not on leave and that the person entered in the 'Person covering' box has agreed to provide cover whilst you are on leave.

Approvers

The list of approvers who will receive your application are listed here. This should be your School's Support Manager.

Entitlement

You can view your entitlements in this section.

Leave History

Previous leave can be viewed in this section. The filter allows you to select different leave types.

Expenses

Anticipated expenses can be added here. Select the expense type, cost and any comments and then click the 'Add' button. You can continue to add expenses to your application.

Submitting

Once you have completed all fields, click on the submit button to submit your leave request.

Leave Manager – Leave Manager

All leave applications are available to view in this section. Any comments made by leave approvers are available to view by clicking on the request and scrolling to the Approvers section of the application. If a leave request is still in progress, it can be amended and re-submitted or cancelled.

Re-submitting an application will require it to be authorised by all approvers from the beginning of the leave approval chain.

Leave Manager – Entitlement

Your entitlement is shown here. You can check your remaining entitlement before submitting a leave request.