

# Leave & Regular Absences in Oracle Calendar

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## 1. Annual Leave

When you are going on leave, it is recommended that you (a) indicate your unavailability by creating all day "meetings" for each day of leave, and (b) notify your colleagues by adding a daily event for each day and sending it to your colleagues' agendas by "inviting" them to it.

### A. Marking your leave days

1. Create a **New Meeting** (**File** | **New** | **Meeting** or **Ctrl+N**) covering the whole working day of your first day of leave with the title "A/L" or "Leave" or something suitable as the title.
2. While you are still in the **New Meeting** dialog, click the **Repeating** button.
3. Under **Frequency**, select **Daily**.
4. In the **Until** field, select the last day of your leave — the **Result** field will list all the days selected.
5. Click the **OK** button when you have set up the repeats.
6. Click the **OK** button to finish creating the meeting.

### B. Notifying colleagues

1. Next, create a **New Day Event** (**File** | **New** | **Day Event**, or **Ctrl+Shift+E**) with the title "John A/L" (with your own name).
2. Enter the date of the first day of leave if it is not the date shown.
3. Add subsequent days by following steps A.2–5, above.
4. Notify your colleagues by adding them to your Day Event, using the **People/Resources** tab, just as you would if you were inviting them to a meeting.
5. Click the **OK** button to accept the repeats — the **Result** field will list all the days selected.
6. Click the **OK** button to finish creating the event.

Exactly who you notify of your leave in this way should be a matter of departmental policy, but should include, at the very least, your line manager, any staff you manage, and your departmental secretary or administrator. In general, it is probably a good idea to include all other staff in your department.

## 2. Regular Absences

If you are a part-time member staff or if you are full-time but regularly not in College on certain days of the week for any other reason, you can use the same general procedure to indicate the days you are not in College. The difference is that under **Frequency** (step A.3) you will need to select **weekly** and then click on the buttons for the relevant day or days of the week. A title of "not in College" should be sufficient, as Oracle Calendar will display your name in parentheses when this items appears in other people's agendas.

## 3. Sick Leave

The recommended procedure for indicating Sick Leave in Oracle Calendar, is that a line manager, departmental administrator or other suitable colleague should create a Day Event saying "Jane Smith off sick" or something similar, notifying all members of department, as described in Step B.4, above. If you know that the person will be off sick for at least a specified period, you can add additional dates by following steps above.

Note that the person who is off sick will also be need to be included in the list of those notified so that it appears in his/her agenda if someone looks at it. Agendas will show in parenthesis the name of the person who has created this Day Event, so it may be best if this

is the person who should be contacted with any queries.