

The steps detailing how to request maternity leave and other types of family leave within Oracle Fusion are outlined in this guide.



1. Navigate to absences



2. Request maternity leave

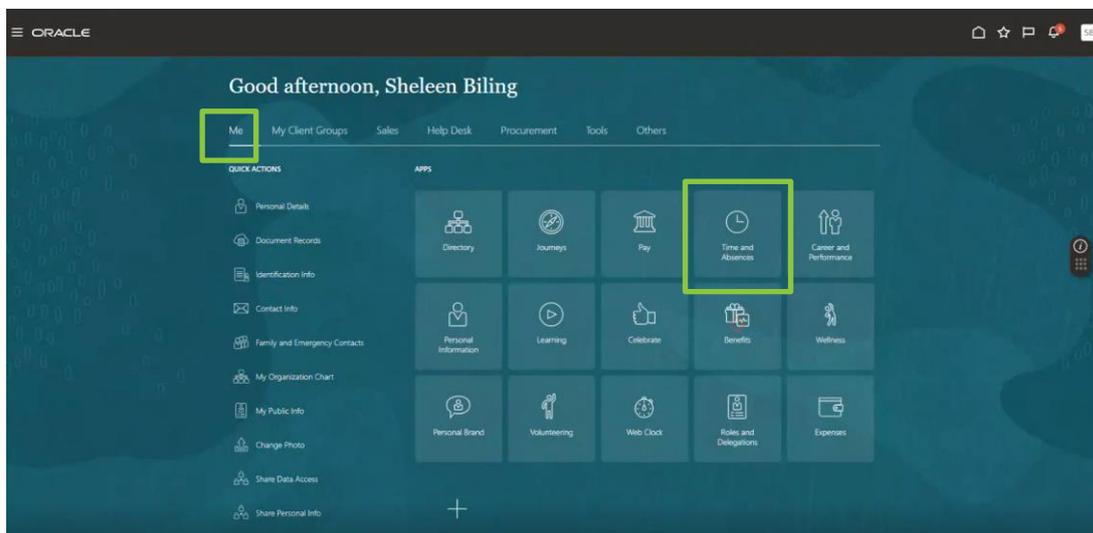


3. Request other types of family leave

01

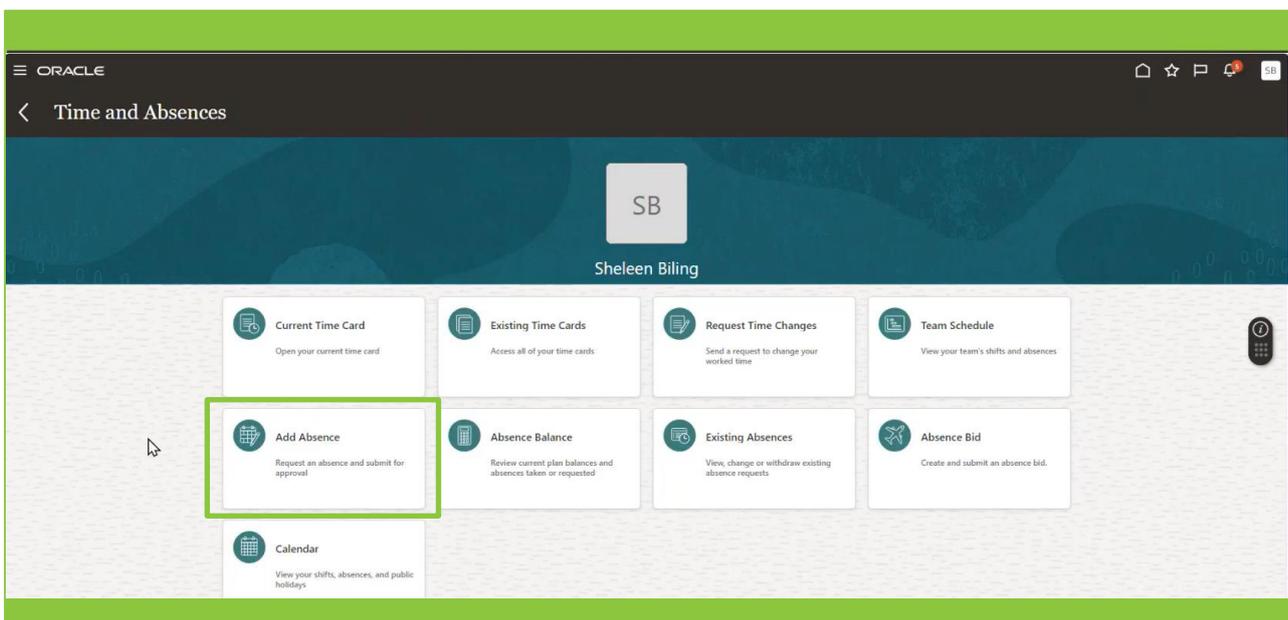
Employees can request various types of family leave in Oracle Fusion, including maternity leave, paternity leave, adoption leave, maternity support leave and shared parental leave. In this guide we will look at how to request some of these types of leave, beginning with maternity leave.

To begin the maternity leave request process, firstly select the **Time and Absences** tile from the **Me** tab on the Oracle Fusion homepage.



02

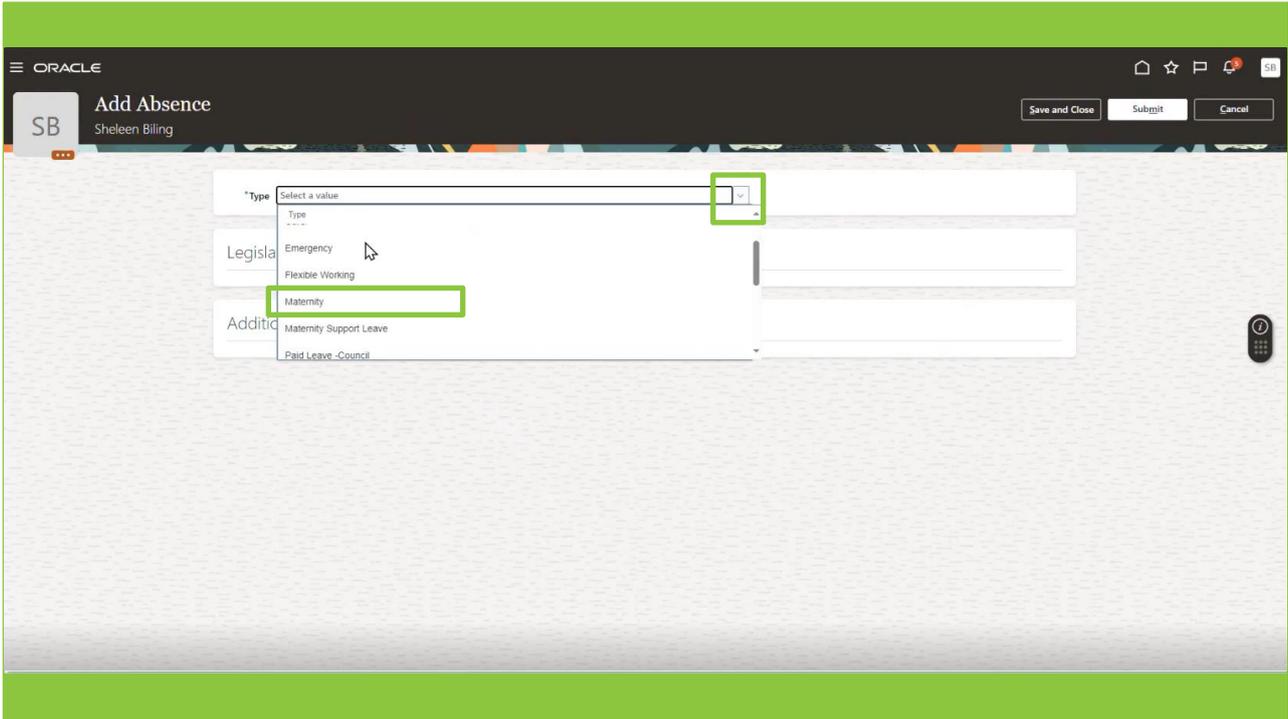
You will now see the **Time and Absences** homepage. From here, select the **Add Absence** tile.



03

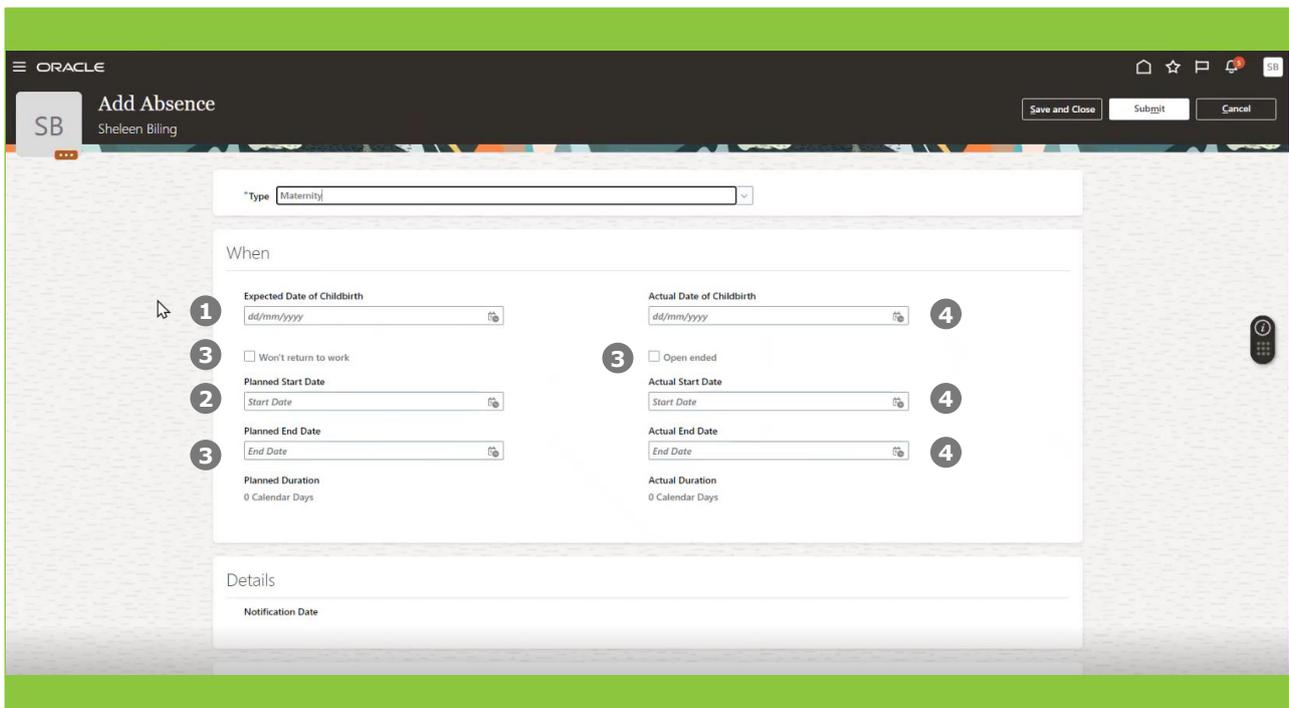
The **Add Absence** page will now be displayed.

In the **Type** field, use the **drop-down arrow** and select the type of leave being requested, in this case, **Maternity**.



04

Once maternity has been selected, additional fields are presented. See the table on the following page detailing how to complete each field in the **When** section of the page.



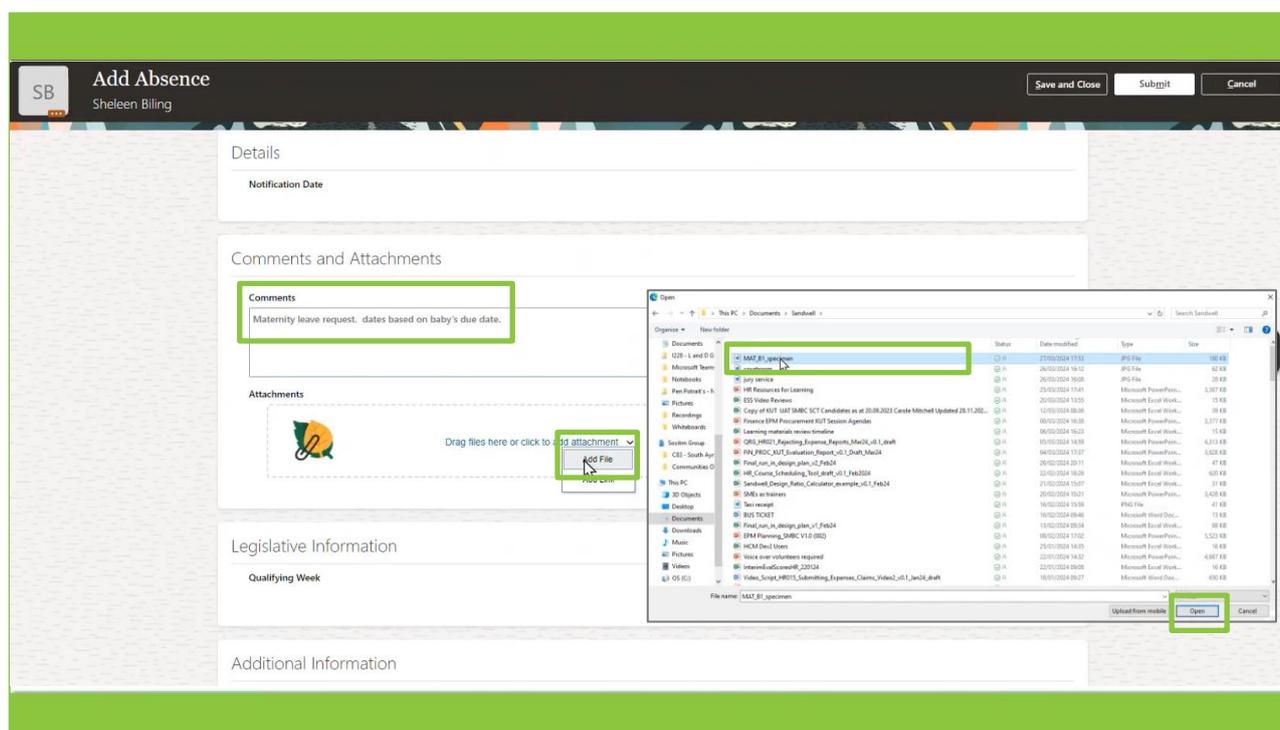
Field	Description
1. Expected Date of Childbirth	Add your baby's due date. This should be taken from you MATB1 form.
2. Planned Start Date	Add the date on which you plan to start your maternity leave.
3. Planned End Date	Add the date on which you plan to return to work after your maternity leave. If you don't plan to return to work once you leave, select the Won't return to work check box. If you are not sure when you will return to work, then select the Open ended check box.
4. Actual Dates	The Actual Date of Childbirth field, the Actual Start Date field and the Actual End Date field are not populated at this stage. They will be updated once the actual dates are known.

05

After completing the **When** section on the page, scroll further down to reveal additional sections.

You can add a comment in the Comments and Attachments section. You can also attach any relevant documentation, for example a copy of your MATB1 form.

To add a document, select Add File from the Add Attachment drop down. A file explorer window will open. Navigate to the document you wish to attach, and then select Open. The document will be added to the maternity leave request.



06

That completes all the fields that need to be populated at this stage. Once you are happy that all the information is correct, select the **Submit** button. The maternity leave request will now be forwarded to your manager and to HR for approval.

When more information is known, for example the date of childbirth, then the actuals fields will be updated by HR.

The screenshot shows the Oracle 'Add Absence' form for Sheleen Billing. The form is titled 'Add Absence' and includes a 'Submit' button highlighted with a green box. The 'When' section contains the following fields:

Field	Value
Expected Date of Childbirth	09/08/2024
Actual Date of Childbirth	dd/mm/yyyy
Expected Week of Childbirth	04/08/2024
Planned Start Date	15/07/2024
Planned End Date	14/07/2025
Planned Duration	365 Calendar Days
Actual Start Date	Start Date
Actual End Date	End Date
Actual Duration	0 Calendar Days

07

The process for requesting other types of family leave is very similar to requesting maternity leave.

To request other types of family leave, you will follow steps one to three in this guide. The only difference is, instead of selecting Maternity from the drop-down options list in step three, you will choose the type of family leave that you wish to request.

The screenshot shows the Oracle 'Add Absence' form for Clarence Jules. The 'Type' dropdown menu is open, showing the following options:

- Legisla
- Additic
- Shared Parental Adoption

In this example, the user selected Paternity Adoption leave. As you can see the screen layout is similar to that for Maternity leave, however the fields in the **When** section of the page differ slightly.

The fields are more relevant to adoption rather than childbirth, for example asking for **Expected Date of Placement** rather than **Expected Date of Childbirth**.

The screenshot shows the Oracle 'Add Absence' form for Paternity Adoption leave. The form is titled 'Add Absence' and is for user 'Clarence Jules'. The 'Type' is set to 'Paternity Adoption'. The 'When' section is highlighted with a green box and contains the following fields:

- Expected Date of Placement (dd/mm/yyyy)
- Placement Match Date (dd/mm/yyyy)
- Planned Start Date (Start Date)
- Planned End Date (End Date)
- Planned Duration (0 Calendar Days)
- Actual Date of Placement (dd/mm/yyyy)
- Actual Start Date (Start Date)
- Actual End Date (End Date)
- Actual Duration (0 Calendar Days)
- Open ended (checkbox)

Below the 'When' section are sections for 'Details' (Notification Date) and 'Comments and Attachments'.

In this next example, the leave type selected is Parental Bereavement.

Here, the **When** section contains fewer fields, and only requires the start date and the duration (either a half or full day) to be input, along with the end date and duration.

The screenshot shows the Oracle 'Add Absence' form for Parental Bereavement leave. The form is titled 'Add Absence' and is for user 'Clarence Jules'. The 'Type' is set to 'Parental Bereavement' and the 'Business Title' is 'Housing Investment & Development Officer'. The 'When' section is highlighted with a green box and contains the following fields:

- *Start Date and Duration (dd/mm/yyyy)
- *End Date and Duration (dd/mm/yyyy)
- Duration dropdown menu (Half day, Full day)
- Absence Duration (0 Calendar Days)
- Projected Balance (Calculate)

Below the 'When' section are sections for 'Details' and 'Comments and Attachments'.

The Legislative Information fields also need to be completed for Parental Bereavement leave requests.

This includes the **Date of Death or Stillbirth of Child** and the **Notice Given Date**.

The screenshot shows the Oracle 'Add Absence' form for Clarence Jules. The 'Legislative Information' section is highlighted with a green box. It contains two date picker fields: '* Date of Death or Stillbirth of Child' and 'Notice Given Date', both with the format 'dd/mm/yyyy'. Below this is the 'Additional Information' section with a 'Context Segment' dropdown menu. The form also includes sections for 'Details', 'Comments and Attachments', and 'Attachments'.

In this final example, the leave type selected is Maternity Support Leave.

In this case, the **When** section includes the same fields as for Maternity Leave, and it should be completed in the same way.

The screenshot shows the Oracle 'Add Absence' form for Clarence Jules. The 'Type' is set to 'Maternity Support Leave'. The 'When' section is highlighted with a green box. It contains several date picker fields: 'Expected Date of Childbirth', 'Actual Date of Childbirth', 'Planned Start Date', 'Actual Start Date', 'Planned End Date', and 'Actual End Date'. There are also checkboxes for 'Won't return to work' and 'Open ended'. Below these are 'Planned Duration' and 'Actual Duration' fields, both showing '0 Calendar Days'. The form also includes sections for 'Details', 'Comments and Attachments', and 'Attachments'.

For more information about the different types of family leave, and your entitlements, please refer to the relevant HR policy and guidance.

That brings this Quick Reference Guide to a close.