

**LEIGHTON**



**ESS eLeave User Guide**  
Employee Self Service Electronic Leave

## ESS eLeave User Guide

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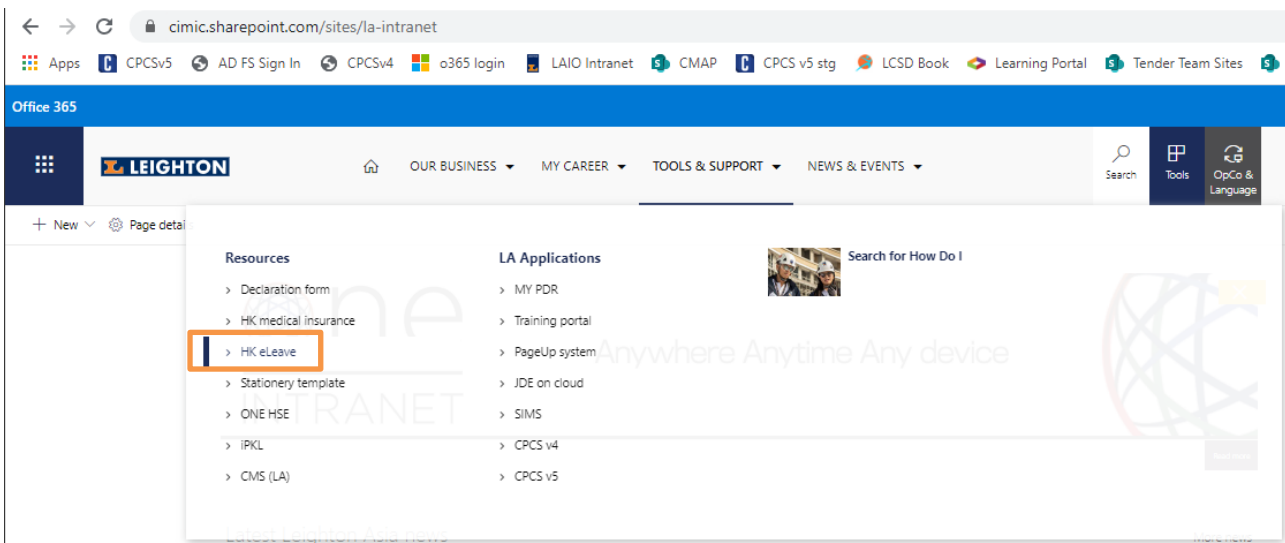
## ESS eLeave User Guide

### I. Accessing the Employee Self Service (ESS) eLeave system

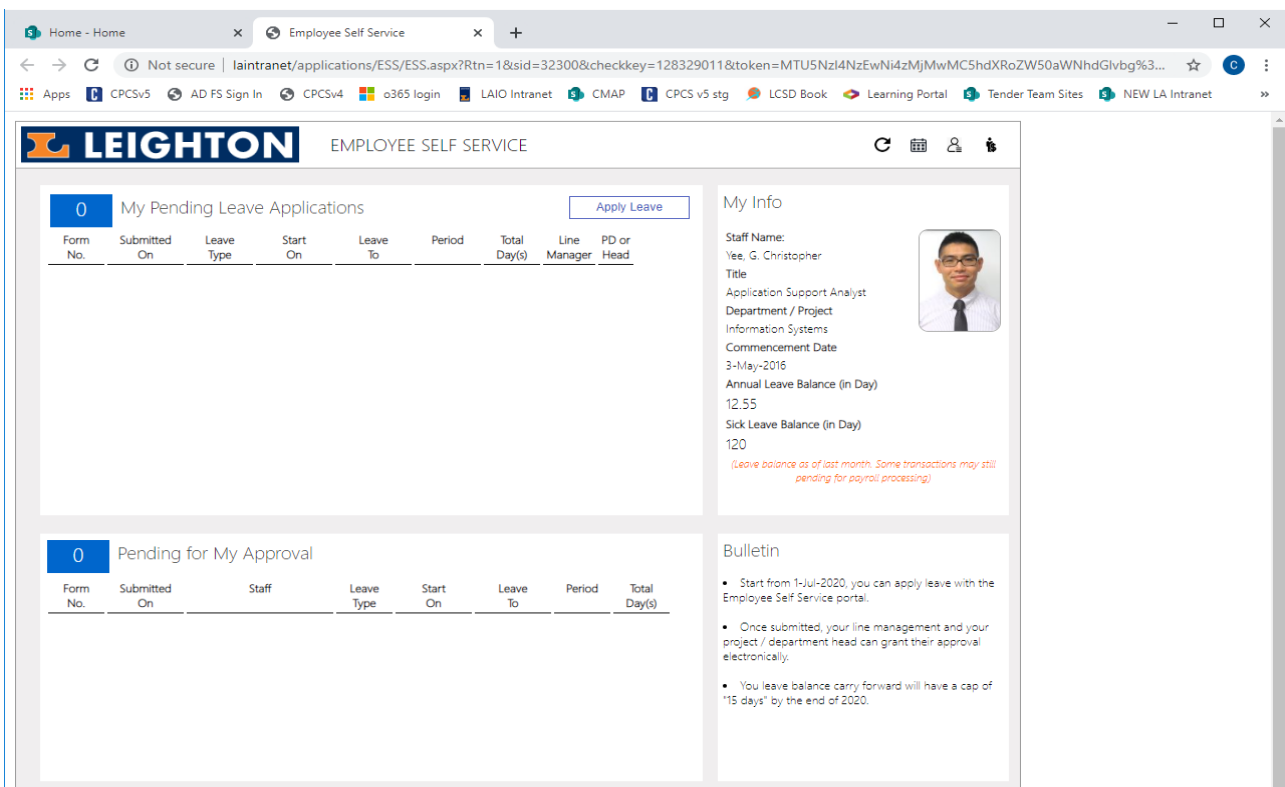
The ESS eLeave system allows users to apply for leave electronically. The system is available on Leighton Asia Intranet. The portal has various sections for you to check your application and approval status.

*For staff with company email address,*

1. Go to Leighton Asia Intranet\* site: <https://cimic.sharepoint.com/sites/la-intranet>
2. Select from menu **Tools & Support** > click **HK eLeave**.



Then the **EMPLOYEE SELF SERVICE (ESS) Portal** will be shown:



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For staff who do not have company email address,

1. Please provide personal email to your project / function administrator.

Then go to: <https://dmz.leightonasia.com/Applications/ESS/Login.aspx>

Click **Sign up / Forgot Password**

2. Enter your **personal email** then click **Send me registration email**.

3. User will receive email with link to reset a new password. Click **Here** to open the link.

ESS Portal Account Setup / Password Reset

Employee Self Service <ess@leightonasia.com>  
To: chantaiman@abc.com

8:48 AM

Leighton Asia Employee Self Service

Dear **Chan Tai Man**

You have requested a new account registration or password reset for the Employee Self Service Portal (ESS). Please click the following link within today to reset your password

Please click [Here](#) to reset your password

Leighton Employee Self Service Portal

Please do not reply to this email

For security issue, please don't forward this email to other.

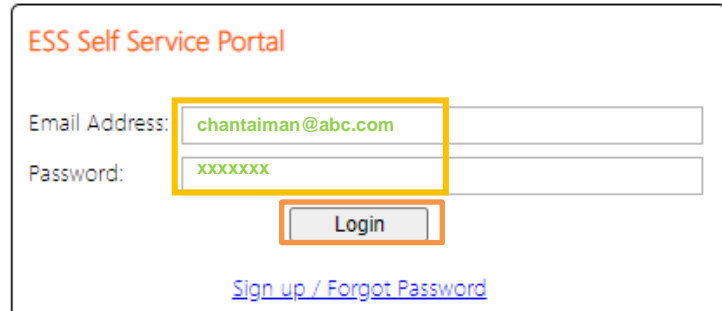
This is a system generated message. Please do not reply.

4. Set new password and click **Update**.

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5. Staff go back to ESS login (<https://dmz.leightonasia.com/Applications/ESS/Login.aspx>) can use the login details to access eLeave system and apply for leave online.



ESS Self Service Portal

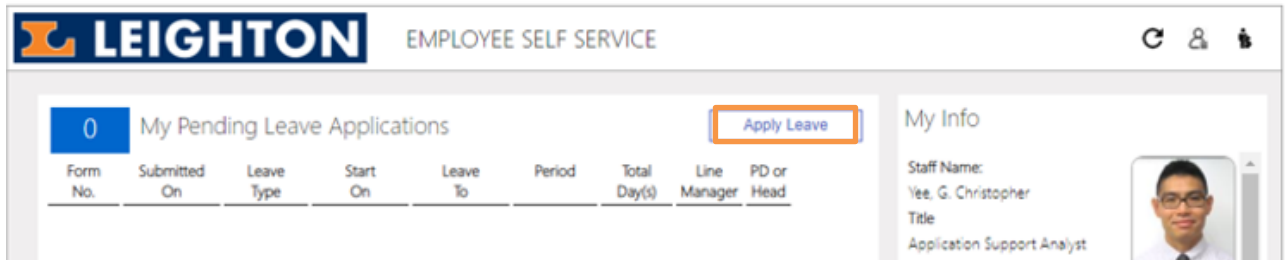
Email Address:

Password:

[Sign up / Forgot Password](#)

## II. How to apply for leave

1. Select the **Apply Leave** button.



2. Fill in the relevant fields with leave details\*.

1. Choose **“Leave Type”** and **“Period”**.
2. Fill in **“Leave Start Date”** and **“Leave End Date”** (instead of return date).
3. **Upload** supporting documents if you apply for Sick / Maternity / Marriage / Study / Injury / Jury / Compensation / Compassionate / Medical Leave (refer to supporting document requirement table in the **Appendix**).
4. Choose your current Leighton **“Line Manager”** (including those are working for JV or in secondment).
5. Check the **“Total Days”** requested for your leave and make sure it is correct.
6. Press **Submit**. An email notification will be sent to the selected Line Manager for approval.

Leave Application Form - Google Chrome  
 laintranet.leighton.global/applications/ESS/LeaveForm.aspx?SID=32300&FormID=0&CheckKey=128329011

LEIGHTON EMPLOYEE SELF SERVICE

Employee Self-Service (ESS) > Leave Application Form

Status: New

1. Leave Type \* Annual

Period \* Full Day

2. Leave From \* 27-Jul-2020 (Monday)

Leave To \* 27-Jul-2020 (Monday)

5. Total Days 1.0 Check before you submit!!!

Remarks

3. Attachment Choose File No file chosen  
 (Required for Sick / Maternity / Marriage / Study / Injury / Jury / Compensation / Medical Leave)

4. Line Manager Tse, C. H. Nelson Please select your line manager manually

6. Submit Cancel

Department Head / Project Director Ho, C. H. Andy - I. S.

\*Please note for leave application on Saturdays, leave taken will be counted as one day for project staff. If leave is taken over the weekend and half day leave (0.5) falls into Saturday, separate applications are required i.e. one application for weekdays whereas another for Saturday.  
 \*Should your employment terms be different please contact HR for alternative arrangement.

## III. How to check the status of the leave form submitted

**My Pending Leave Applications** – displays current submitted leave forms that under approvals from management (line managers and department head / project directors).

**My Requests** – displays all your completed leave requests and their status.

The screenshot shows the LEIGHTON Employee Self Service portal. The 'My Pending Leave Applications' section contains a table with one entry:

Form No.	Submitted On	Leave Type	Start On	Leave To	Period	Total Day(s)	Line Manager	PD or Head
<a href="#">LF000294</a>	24-Jul-2020	Annual	27-Jul-2020	29-Jul-2020	FULL	3.0	Waiting	Waiting

An annotation 'Click to open leave form' points to the form number link. Another annotation 'Your current submitted leave forms' points to the table. A 'Leave Balance' annotation points to the 'My Info' section on the right, which shows:

- Annual Leave Balance (in Day): 11.53
- Sick Leave Balance (in Day): 120

The 'My Requests' section shows a table with one entry:

Form No.	Submitted On	Leave Type	Start On	Leave To	Period	Total Day(s)	Status
<a href="#">LF000294</a>	24-Jul-2020	Annual	27-Jul-2020	29-Jul-2020	FULL	3.0	Submitted

An annotation 'Click to open the leave form' points to the form number link. Another annotation 'Your submission history' points to the table.

The bottom part of the screenshot shows a detailed view of the leave form for LF000294, including fields for Staff Name, Title, Department, Commencement Date, Status, Leave Type, Period, Leave From, Leave To (inclusive), Total Days, Remarks, Attachment, Line Manager, and Department Head / Project Director.

## IV. How to grant leave approval (being a manager)

As a line manager or department / project head, you need to:

- **Review** leave request and relevant supporting documents as per the requirement detailed in **Appendix**.
- **Approve / Reject** any leave requests.

**Pending for My Approval** – displays current leave submitted by others who have selected you as line manager approver or if you are their department or project head.

Form No.	Submitted On	Staff	Leave Type	Start On	Leave To	Period	Total Day(s)
<a href="#">LF000331</a>	28-Jul-2020	Wong, Y. K. Louie	Annual	17-Jul-2020	18-Jul-2020	FULL	1.0

**My Previous Approvals** – displays a history of the leave approvals you have completed.

Form No.	Submitted On	Staff	Leave Type	Start On	Leave To	Period	Total Day(s)	My Approval	Form Status
<a href="#">LF000295</a>	24-Jul-2020	Wong, Y. K. Louie	Annual	27-Jul-2020	28-Jul-2020	FULL	2.0	Approved	Submitted
<a href="#">LF000330</a>	28-Jul-2020	Wong, Y. K. Louie	Annual	2-Jul-2020	3-Jul-2020	FULL	2.0	Approved	Submitted

1. You will also receive an **“Approval Request”** email with subject like **“eLeave Approval Request – Staff name”**. Open the email and click the **HERE** link provided.
2. On the Leave Form Approval web page, enter comments and then select **Approve** or **Reject**.

An email response will be sent back to staff who applied for leave.

Employee Self-Service (ESS) > Leave Form Approval

Staff Name: Wong, Y. K. Louie  
 Title: Senior VoIP Communications & Network Engineer  
 Department / Project: Information Systems  
 Commencement Date: 1-Sep-2010  
 Leave Balance: 25.73 (has 2 more pending applications)  
 Status: Submitted  
 Leave Type: Annual  
 Period: FULL  
 Leave From: 17-Jul-2020 (Friday)  
 Leave To: 18-Jul-2020 (Saturday)  
 Total Days: 1.0  
 Remarks:  
 Attachment: N/A  
 Project / Department Head: Ho, C. H. Andy - I. S.

Comment:  
 Line manager approve leave test

Approve Reject



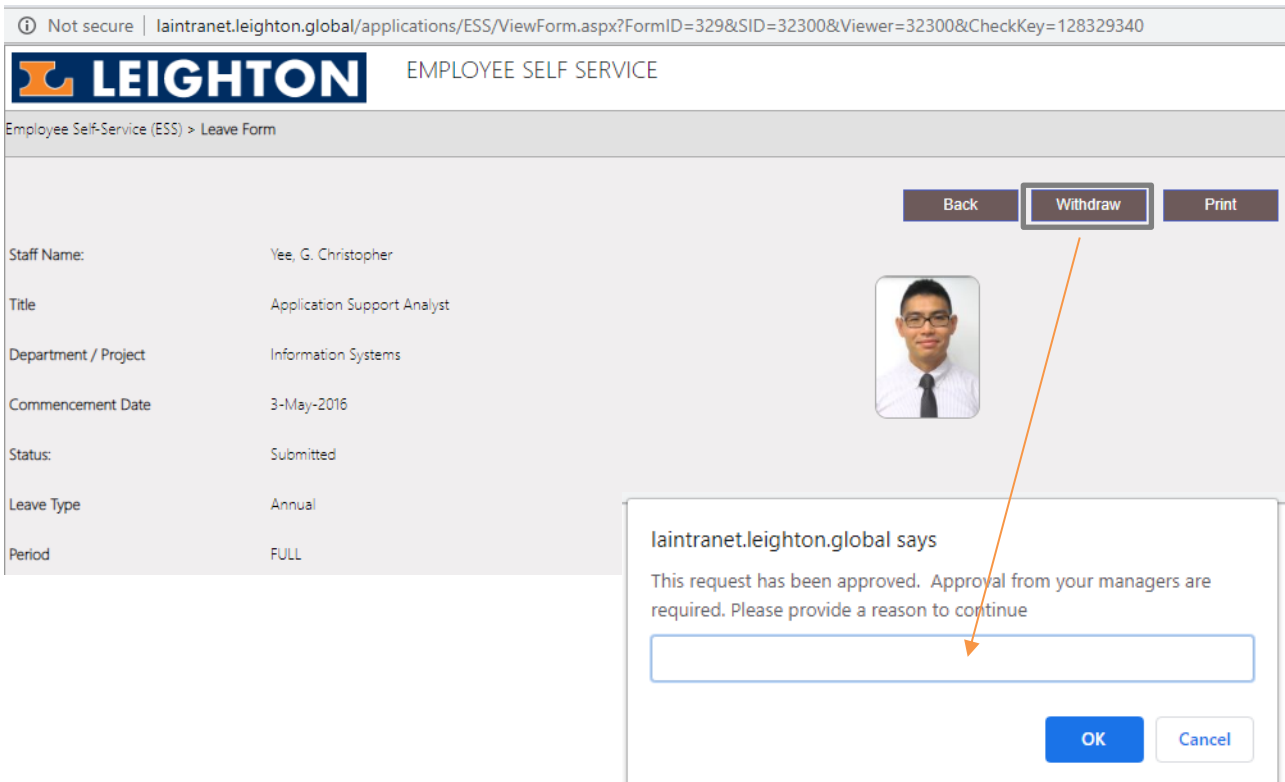
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3. Your status dashboard will be updated with previous leave approval history. An email notification will be sent to the next approver (if any). If you are the 2<sup>nd</sup> approver already, the system will notify the requestor about the result.

### V. How to cancel a submitted leave form

You can cancel your leave application after the submission.

1. Select the **Form No#** "LF###" to open the application details
2. Select the **Withdraw** button.
3. Provide reason for the withdraw then click **OK**.
4. A notification email will be sent to your line manager and / or all previous approver to endorse the withdrawal.



Not secure | laintranet.leighton.global/applications/ESS/ViewForm.aspx?FormID=329&SID=32300&Viewer=32300&CheckKey=128329340

**LEIGHTON** EMPLOYEE SELF SERVICE

Employee Self-Service (ESS) > Leave Form

Back Withdraw Print

Staff Name: Yee, G. Christopher

Title: Application Support Analyst

Department / Project: Information Systems

Commencement Date: 3-May-2016

Status: Submitted

Leave Type: Annual

Period: FULL

laintranet.leighton.global says

This request has been approved. Approval from your managers are required. Please provide a reason to continue

OK Cancel

### For Enquiries

For any enquiries, please contact your HR representative.

For staff who do not have a company email address, please contact your project/function administrator.

## VI. Appendices

### Appendix I - Supporting Leave Requirement Table

Please refer to the following for supporting documents of leaves taken.

Types of Leaves	Entitlement & Eligibility	Required Supporting Documents
Annual Leave	As per your employment contract or the relevant subsequent documents  <i>After probation</i>	Nil
Compassionate leave	<ul style="list-style-type: none"> <li>• Direct family members: <b>3 days</b></li> <li>• Siblings, Grandparents, Parents-in-law, Grandparents-in-law: <b>1 day</b></li> <li>• Plus <b>2 days</b> traveling for visa holder who need to travel back to home country (subject to management approval)</li> </ul> <i>After commencement of work</i>	Death certificate of your direct or indirect family member or other supporting documents (optional)
Compensation Leave	Subject to Project Director's / Corporate Function Head's Guideline	Email Approval / Advance written Approval /Timecard Records with timesheet(s) or other approval documents, as appropriate
Jury Service Leave	As per the direction of Judiciary Department of Hong Kong  <i>After commencement of work</i>	Notification letter from Judiciary Department of Hong Kong
Marriage Leave	<b>3 days</b>  <i>After completion of one year service</i>	Marriage Certificate
Maternity Leave (Stat)	<b>14 weeks</b>  <i>Completion of at least 40 weeks' service</i>	Medical certificate with expected date of delivery
Medical Check Up Leave (For Body Check)	<b>0.5 day</b>  <i>After completion of one year service</i>	Attendance certificate from company specific medical centre/practice
Paternity Leave (Stat)	<b>5 days</b>  <i>Completion of at least 40 weeks' service</i>	Medical certificate with expected date of delivery of your spouse or birth certificate of your new born baby
Primary Carer Leave	<b>16 weeks (includes all holidays falling within the period)</b>  <i>Minimum period of 12 months of continuous service with the Group</i>	Provide appropriate supporting document if available

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Types of Leaves	Entitlement & Eligibility	Required Supporting Documents
Partner Leave	<p><b>2 weeks</b> (includes all holidays falling within the period)</p> <p><i>Minimum period of 12 months of continuous service with the Group</i></p>	Provide appropriate supporting document if available
Sick Leave	<p>As per HK employment ordinance</p> <p><i>After commencement of work</i></p>	Sick leave certificate issued by the recognized medical practitioner (not attendance certificate)
Study Leave	<p><b>1 day</b></p> <p><i>After completion of probation</i></p>	Examination schedule issued by the relevant institution
No Pay Leave	<p>Depends on the leave approval</p> <p><i>After commencement of work due to personal or emergency reason</i></p>	<ul style="list-style-type: none"> <li>• Approval email(s)</li> <li>• Further CIMIC's approval is required for absence <math>\geq</math> 20 days</li> </ul>

**Appendix II - Roles and Responsibilities of Leave Application Process**

Please refer to the following for actions required during the leave application process.

Type of Personnel	Roles and Responsibilities
Staff (Applicant)	Apply leave and provide relevant required supporting documents
Line Manger	Review and approve leave applications
Project / Function Administrator	Assist project / function heads in checking leave application summary/report with relevant supporting document(s)
Project / Function Head	Final review and approve leave applications
Payroll Team	Random check of approved leave application with relevant supporting document and proceed with leave payments
HR Team (Compensation & Benefits)	Obtain CIMIC approval for no pay leave taken $\geq$ 20 days