ESS eLeave User Guide
Employee Self Service Electronic Leave
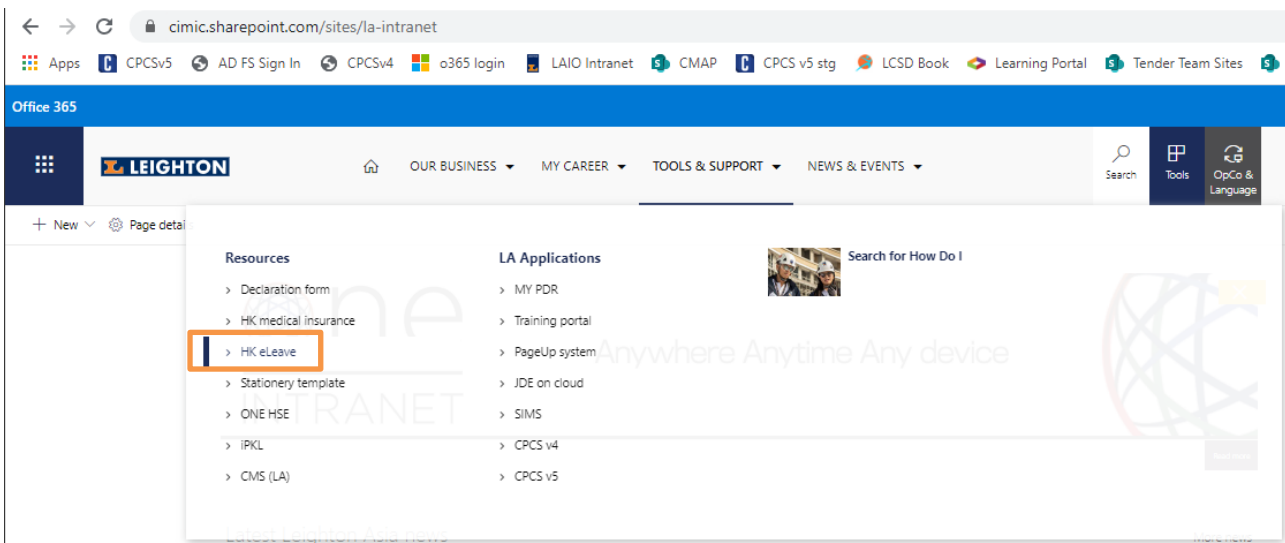
# I. Accessing the Employee Self Service (ESS) eLeave system

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:
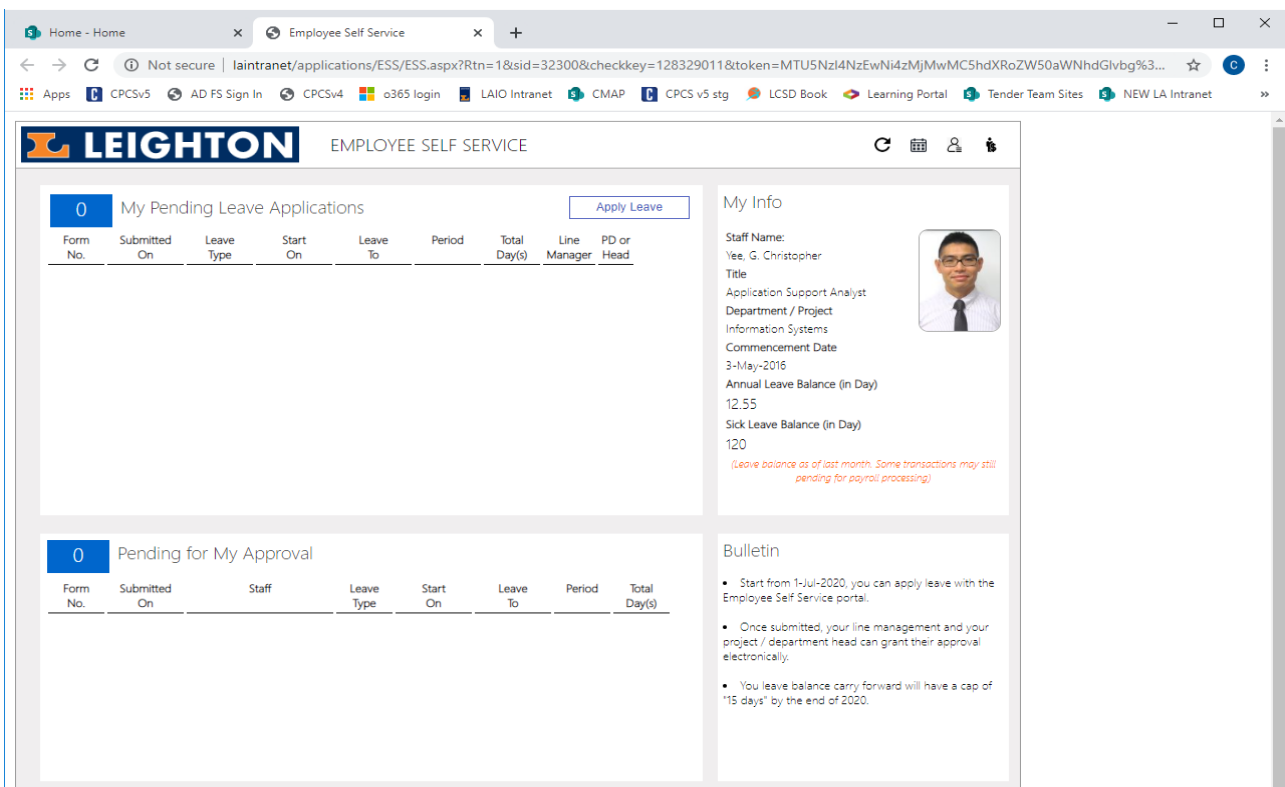
For staff who do not have company email address,

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**

ESS Self Service Portal

Email Address: [＿＿＿＿＿＿＿＿＿＿＿＿]

Password: [＿＿＿＿＿＿＿＿＿＿＿＿]

[Login]

Sign up / Forgot Password

Admin will help register staff with no Leighton email address to assign a password

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

Registration

PLEASE INPUT YOUR PRIVATE EMAIL ADDRESS PROVIDED TO HR DEPARTMENT TO CONTINUE

Email Address: chantaiman@abc.com

[Send me registration email] [Cancel]

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

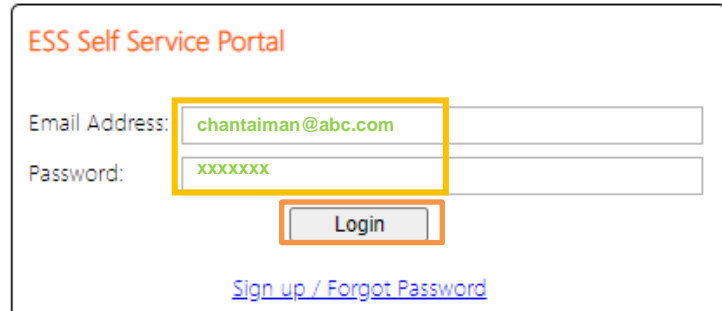**For security issue, please don't forward this email to other.**

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

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

Dear Christopher.Yee@leightonasia.com, you can setup or reset your password (min. 8 characters)

New Password: xxxxxxx

Confirm: xxxxxxx

[Update]

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.

II. How to apply for leave

1. Select the **Apply Leave** button.
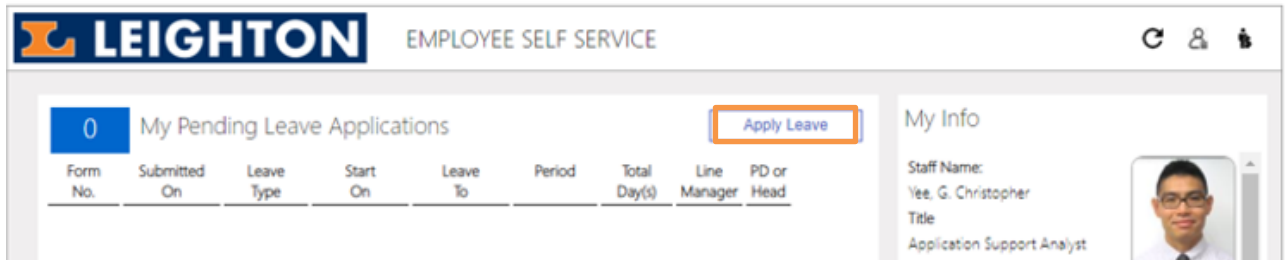
2. Fill in the relevant fields with leave details*.

   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.

*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.

Click to open leave form

Your current submitted leave forms

Leave Balance

Your submission history

Click to open the leave form

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.

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

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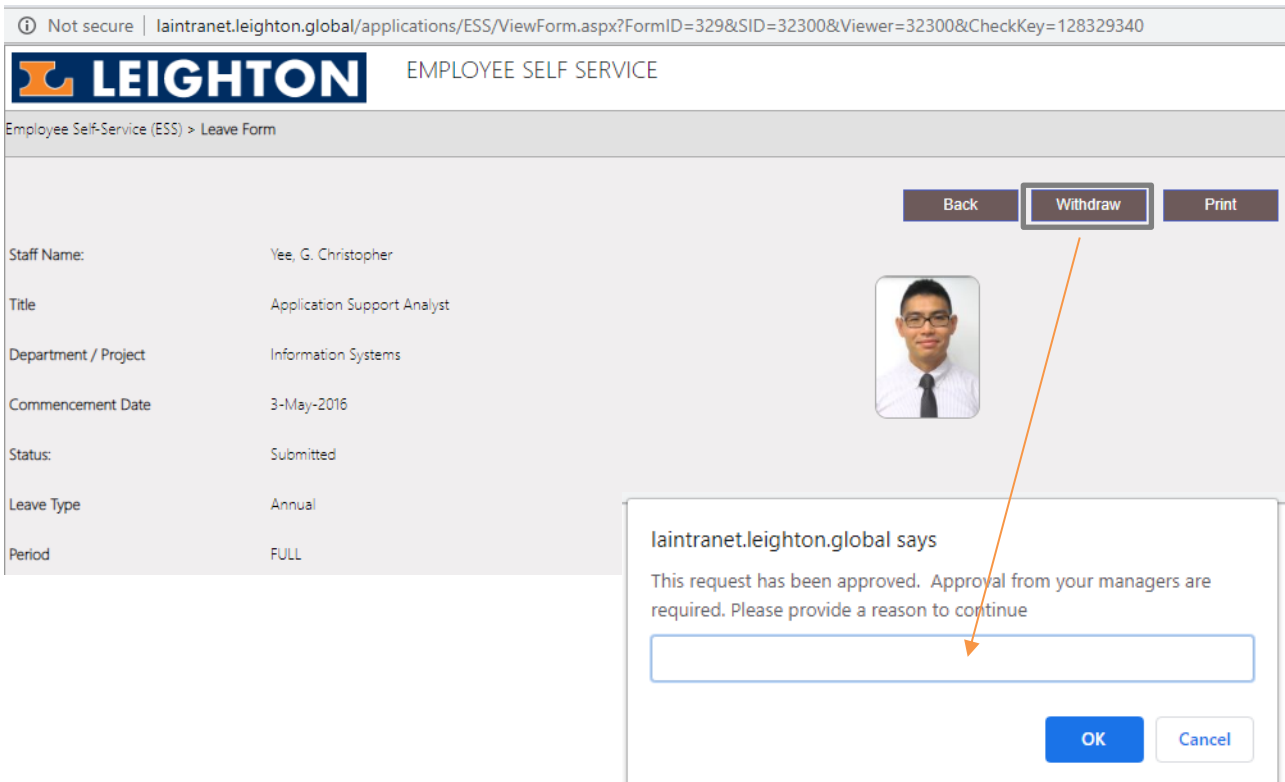
3. Your status dashboard will be updated with previous leave approval history. An email notification will be sent to the next approver (if any). If you are the 2nd approver already, the system will notify the requestor about the result.

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.

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 *After probation*	Nil
Compassionate leave	• Direct family members: **3 days** • Siblings, Grandparents, Parents-in-law, Grandparents-in-law: **1 day** • Plus **2 days** traveling for visa holder who need to travel back to home country (subject to management approval) *After commencement of work*	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 *After commencement of work*	Notification letter from Judiciary Department of Hong Kong
Marriage Leave	**3 days** *After completion of one year service*	Marriage Certificate
Maternity Leave (Stat)	**14 weeks** *Completion of at least 40 weeks' service*	Medical certificate with expected date of delivery
Medical Check Up Leave (For Body Check)	**0.5 day** *After completion of one year service*	Attendance certificate from company specific medical centre/practice
Paternity Leave (Stat)	**5 days** *Completion of at least 40 weeks' service*	Medical certificate with expected date of delivery of your spouse or birth certificate of your new born baby
Primary Carer Leave	**16 weeks** (includes all holidays falling within the period) *Minimum period of 12 months of continuous service with the Group*	Provide appropriate supporting document if available

Types of Leaves	Entitlement & Eligibility	Required Supporting Documents
Partner Leave	**2 weeks** (includes all holidays falling within the period) *Minimum period of 12 months of continuous service with the Group*	Provide appropriate supporting document if available
Sick Leave	As per HK employment ordinance *After commencement of work*	Sick leave certificate issued by the recognized medical practitioner (not attendance certificate)
Study Leave	**1 day** *After completion of probation*	Examination schedule issued by the relevant institution
No Pay Leave	Depends on the leave approval *After commencement of work due to personal or emergency reason*	• Approval email(s) • Further CIMIC's approval is required for absence ≥ 20 days

Apprendix 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≥ 20 days