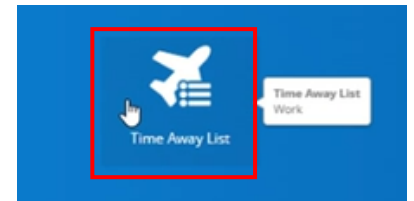
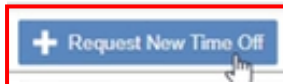


## EMPLOYEE – TAFW

To input your time away from work (TAFW) request. Click on the Time Away List button on the top left of your home page.



Once on the next page select 'Request New Time off'



This will allow you to create your time off request (screen shown below). Please ensure you input all available fields including, reason for time off, start and end date & whether it is a full or partial day.

Time Requested: **0.0000 Hours** Status: ⚠ Pending

Reason: Holiday

Type of Request:  All Day  Partial Day

Start: 17/07/2022 End: 17/07/2022

Calendar: July 2022

Type	Remaining	Unit
CSP 100% - Wks	0.00	Weeks - Weekly Hours
Holiday - Days	24.00	Days - Daily Hours
Holiday Carry Over - Days	0.00	Days - Daily Hours

Employee Comments:

Balances ▼

Submit Close

The following options will be available to you within the TAFW area and should select the option applicable for your request:

Reason: Select a Reason...

Bereavement

Community Activity

Holiday

Training

For any TAFW related to **Community Activity** or **Training**, you **MUST** also complete the

Employee Comments section to confirm the type of TAFW that this relates to:

Employee Comments

Once submitted, this will then show as pending in your Time Away list and then approved once this has passed Manager approval.

Request New Time Off				Select Status to Filter: Display All
Balances				
Sunday, 17 July 2022 Holiday	Requested Wednesday, 6 July 2022	Approved by	5 days	<span style="border: 2px solid red; padding: 2px;">Pending</span>
Sunday, 17 July 2022 Holiday	Requested Wednesday, 6 July 2022	Approved by Bardley, Ruth	5 days	<span style="border: 2px solid red; padding: 2px;">Approved</span>

### Examples of Training activity to be included within TAFW:

**Self-led voluntary learning** – webinars, seminars, conferences, free courses, internal bespoke training and any hours spent undertaking training as part of an agreed EV Cargo funded course

### Community Activity

Any Sustainability training (including community activity undertaken) must also be included within TAFW and again, the comments section **MUST** be completed to confirm the community hours that this relates to.

This includes any learning relating to sustainability (for example UN Global Compact) and community hours (volunteering) – for example – 2 hours volunteering at a local food bank.

### WHAT WE LOG

- 01 | Mandatory Compliance Training
- 02 | Health and Safety Training
- 03 | Apprenticeships and EV Cargo funded learning
- 04 | Self-Learning (voluntary within e-learning in EVP)

### WHAT YOU LOG

- A | EV Cargo funded learning (if additional training hours taken)
- B | Self-Learning (voluntary outside of e-learning within EVP)
- C | Sustainability (including community hours)

### Log within TAFW in EVP

- Self-Learning – any learning (e-learning, webinars, seminars, conferences, courses)
- Sustainability – any learning relating to sustainability (for example UN Global Compact) and community hours (volunteering)

Please note that EV People is currently capable of making TAFW requests within the next 16 months. Requests for dates further than 16 months in advance will need to be added to EV People once within this timeframe.