

Guide 5: Booking Annual leave

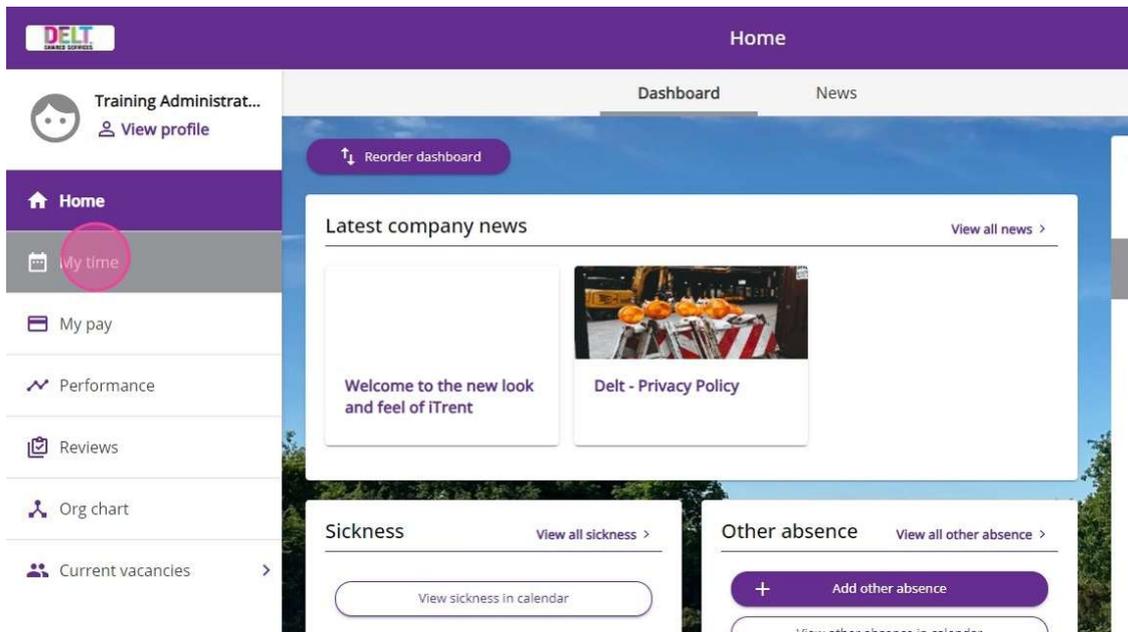
This guide offers step-by-step instructions for managing your leave and flex time. It covers everything you need to know, from requesting time off and checking your remaining balance to making adjustments to your requests.

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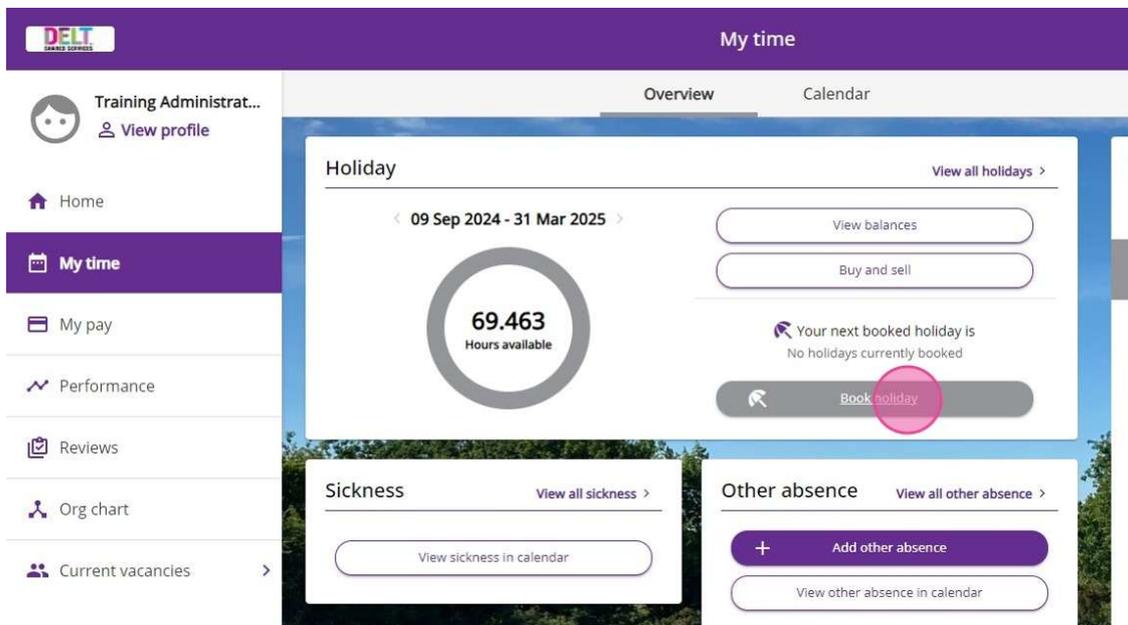
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1. Requesting Annual Leave

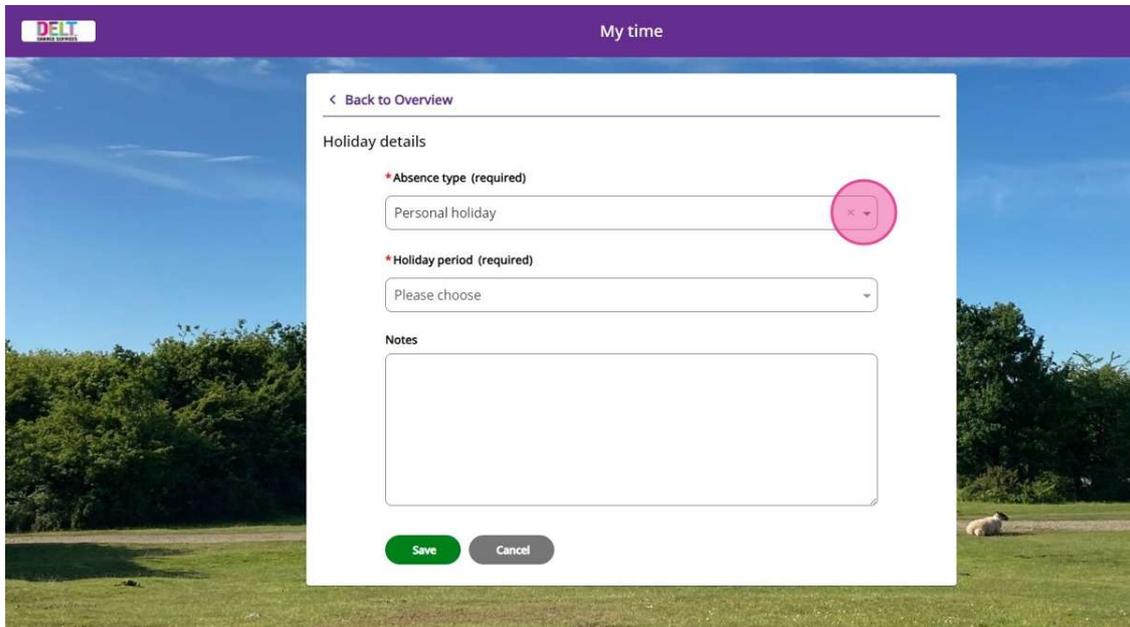
1. From the main dashboard, click on **"My Time"**, located on the left-hand side of your screen.



2. Click on **"Book Holiday"**.

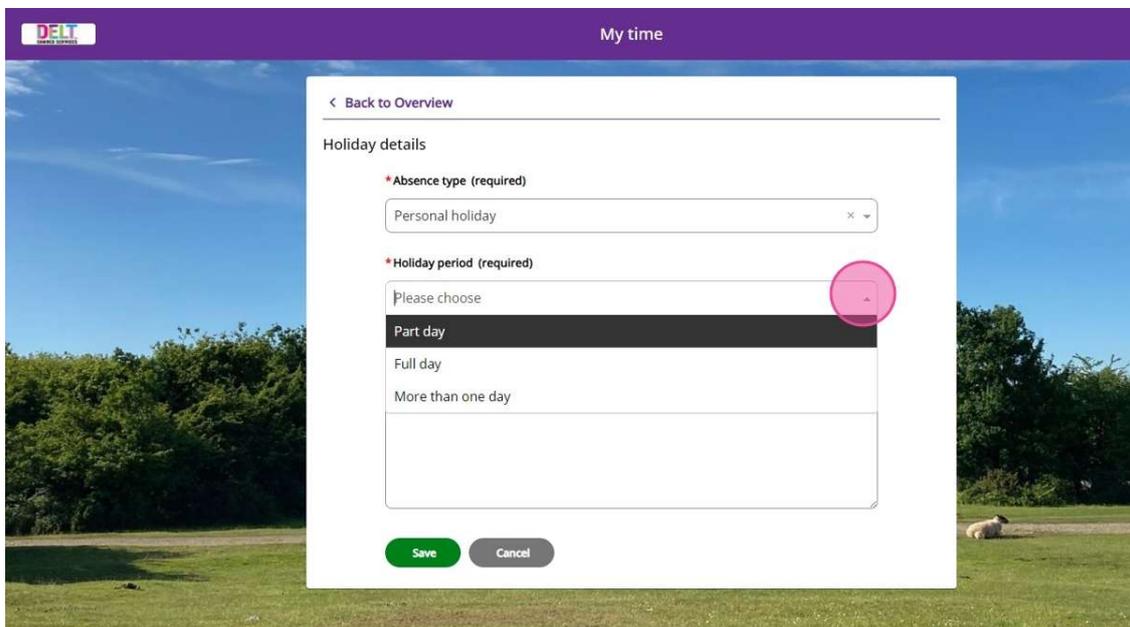


3. From the dropdown, click "**Personal Holiday**".



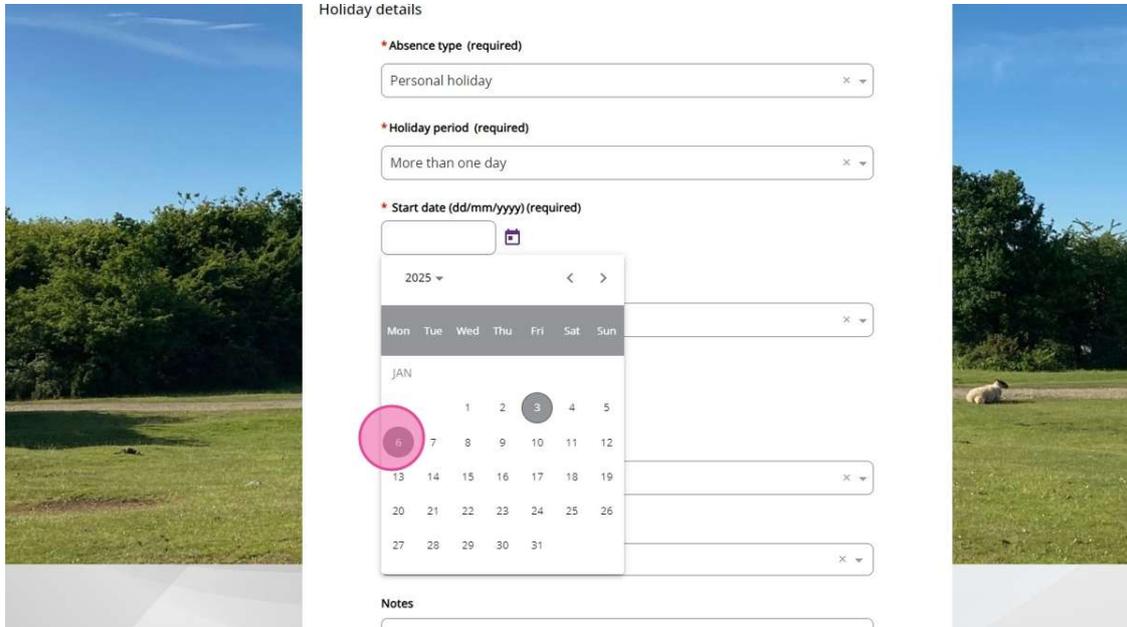
The screenshot shows a web interface with a purple header containing the 'DELT' logo and the text 'My time'. Below the header is a white modal window titled 'Holiday details'. At the top left of the modal is a link '< Back to Overview'. The form contains two required fields: '*Absence type (required)' with a dropdown menu showing 'Personal holiday' selected, and '*Holiday period (required)' with a dropdown menu showing 'Please choose'. Below these is a 'Notes' section with a large empty text area. At the bottom of the modal are two buttons: a green 'Save' button and a grey 'Cancel' button. A pink circle highlights the dropdown arrow of the 'Absence type' field.

4. From the dropdown, select the **duration of leave**.



This screenshot is similar to the previous one, but the '*Holiday period (required)' dropdown menu is open, displaying three options: 'Part day', 'Full day', and 'More than one day'. The 'Part day' option is highlighted with a dark background. A pink circle highlights the dropdown arrow of the 'Holiday period' field.

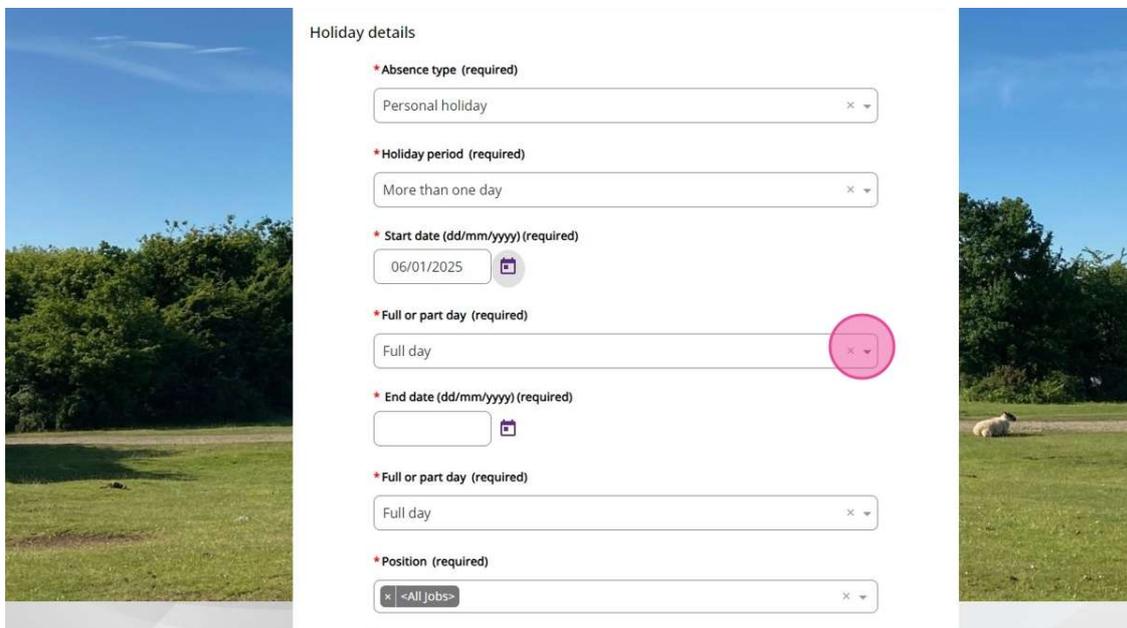
5. Click the **calendar icon** to select the **start date** of your leave.



The screenshot shows a 'Holiday details' form with the following fields:

- * Absence type (required)**: Personal holiday
- * Holiday period (required)**: More than one day
- * Start date (dd/mm/yyyy) (required)**: A date input field with a calendar icon. A calendar overlay is open, showing the month of January 2025. The date '6' is circled in pink.
- Notes**: A text area.

6. From the dropdown, select either **"Full Day"** or **"Part Day"**.



The screenshot shows the 'Holiday details' form with the following fields:

- * Absence type (required)**: Personal holiday
- * Holiday period (required)**: More than one day
- * Start date (dd/mm/yyyy) (required)**: 06/01/2025
- * Full or part day (required)**: Full day (The dropdown arrow is circled in pink).
- * End date (dd/mm/yyyy) (required)**: A date input field with a calendar icon.
- * Full or part day (required)**: Full day
- * Position (required)**: <All jobs>

7. Click the **calendar icon** to select the **end date** of your leave.

DELTA
My time

< Back to Overview

Holiday details

2025

Mon Tue Wed Thu Fri Sat Sun

JAN

6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31

* End date (dd/mm/yyyy) (required)

* Full or part day (required)

Full day

8. From the dropdown, select **"Full Day," "Morning,"** or **"Specify Time"**.

* Absence type (required)

Personal holiday

* Holiday period (required)

More than one day

* Start date (dd/mm/yyyy) (required)

06/01/2025

* Full or part day (required)

Full day

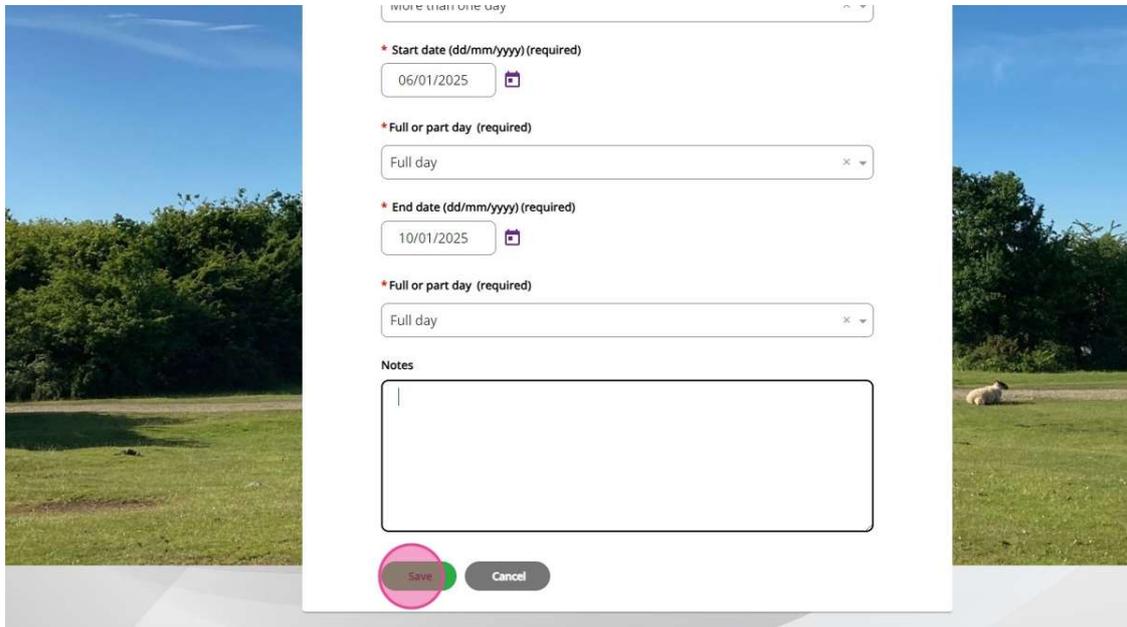
* End date (dd/mm/yyyy) (required)

10/01/2025

* Full or part day (required)

Full day
Full day
Morning
Specify time

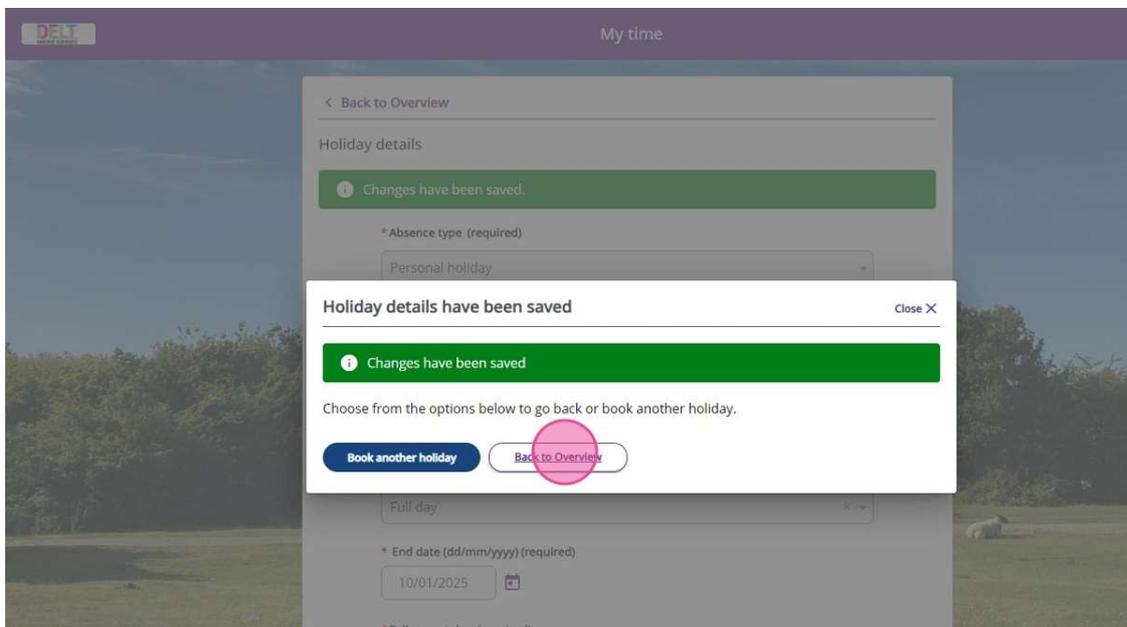
9. If necessary, add any notes and click **"Save"**.



A screenshot of a holiday booking form. The form is overlaid on a background image of a golf course. The form contains the following fields and options:

- A dropdown menu at the top with the text "more than one day".
- A required field for "Start date (dd/mm/yyyy)" with the value "06/01/2025" and a calendar icon.
- A required dropdown for "Full or part day" with the value "Full day".
- A required field for "End date (dd/mm/yyyy)" with the value "10/01/2025" and a calendar icon.
- A second required dropdown for "Full or part day" with the value "Full day".
- A "Notes" section with a large empty text area.
- At the bottom, there are two buttons: "Save" (highlighted with a pink circle) and "Cancel".

10. A pop-up will appear confirming your submission. Click **"Back to Overview"** to return to **"My Time"**, or click **"Book Another Holiday"** to make another request.



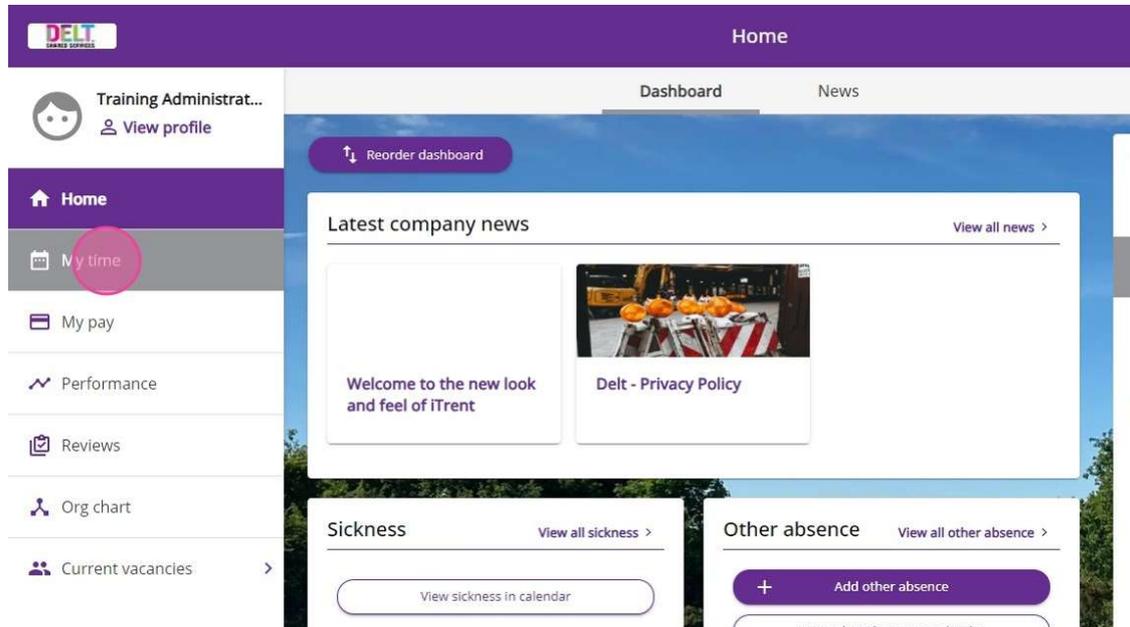
A screenshot of a confirmation pop-up window. The pop-up is titled "Holiday details have been saved" and includes a "Close X" button in the top right corner. The main content of the pop-up is:

- A green notification bar with an information icon and the text "Changes have been saved".
- The text "Choose from the options below to go back or book another holiday."
- Two buttons: "Book another holiday" and "Back to Overview" (highlighted with a pink circle).

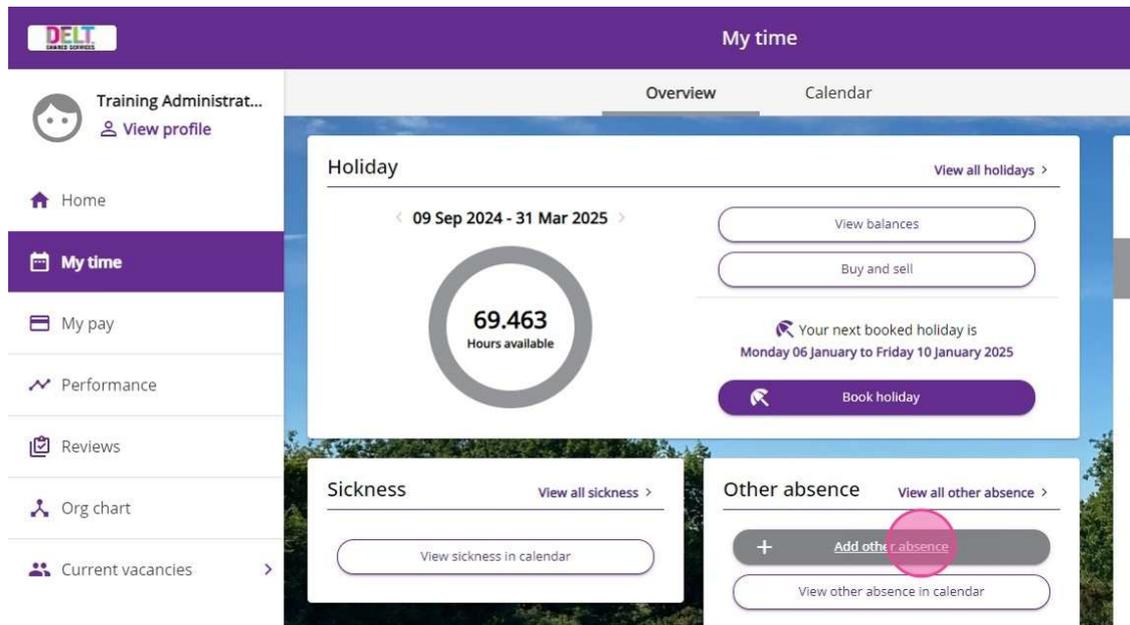
The background of the screenshot shows a blurred view of the holiday booking form from the previous step, with a "My time" header at the top.

2. Requesting Flex

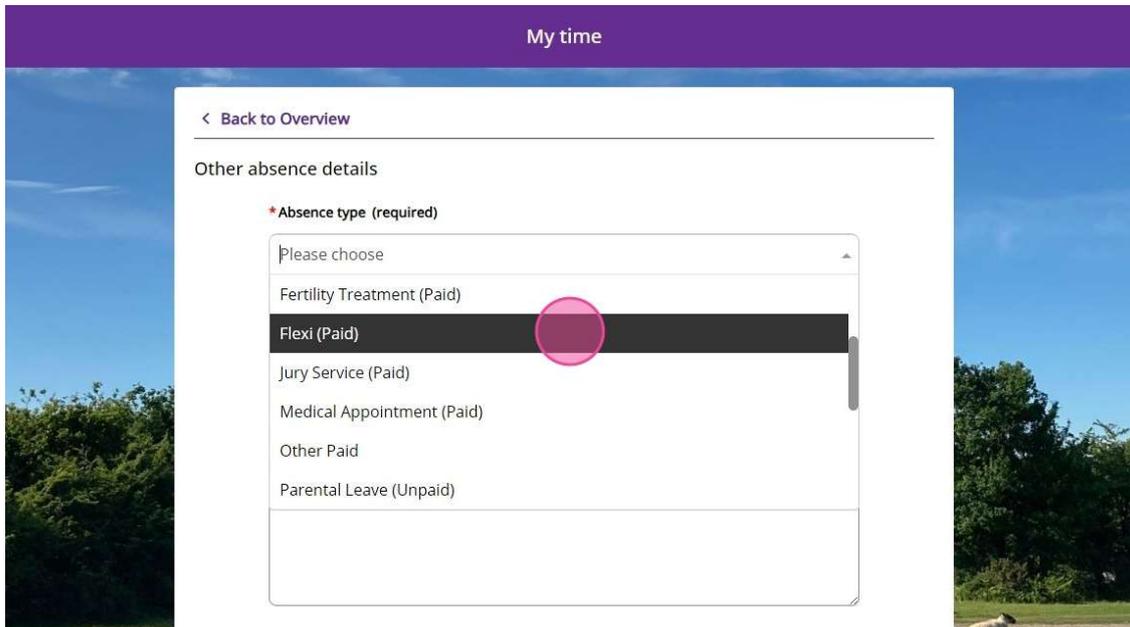
11. From the main dashboard, click on "My Time".



12. Click "Add other absence".

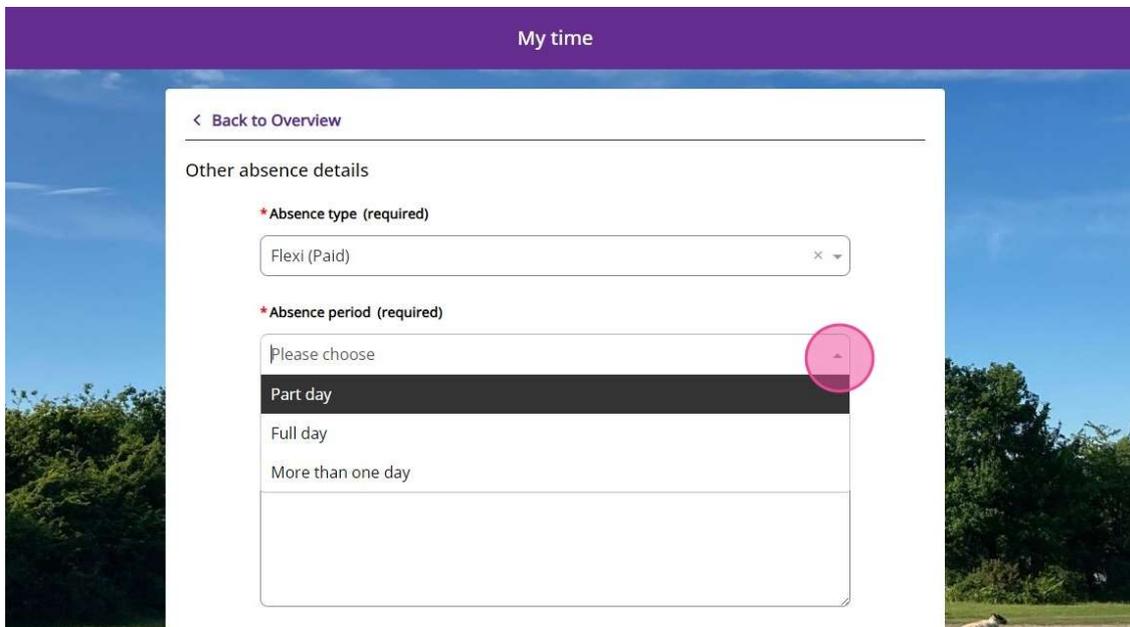


13. From the **absence type** dropdown, click "**Flexi**".



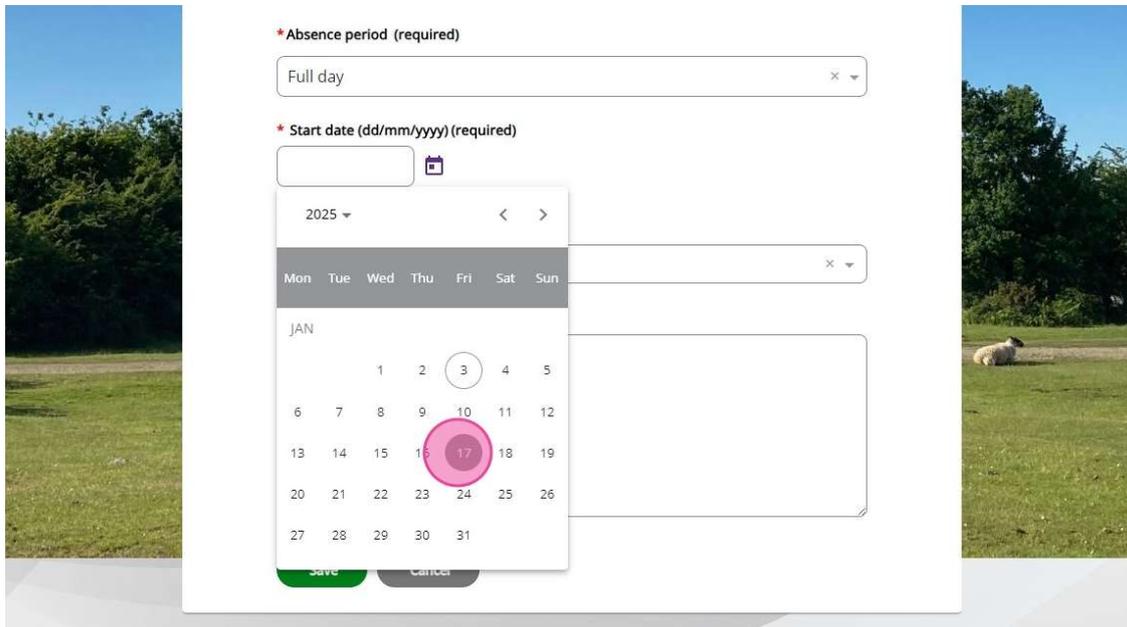
The screenshot shows a mobile application interface with a purple header bar labeled "My time". Below the header is a white card with a back arrow and the text "Back to Overview". The card is titled "Other absence details" and contains a required field for "Absence type". The dropdown menu is open, showing a list of options: "Please choose", "Fertility Treatment (Paid)", "Flexi (Paid)", "Jury Service (Paid)", "Medical Appointment (Paid)", "Other Paid", and "Parental Leave (Unpaid)". The "Flexi (Paid)" option is highlighted with a dark background and a pink circle, indicating it is the selected option.

14. From the **absence period** dropdown, select "**Full Day**," "**Part Day**," or "**More Than One Day**".



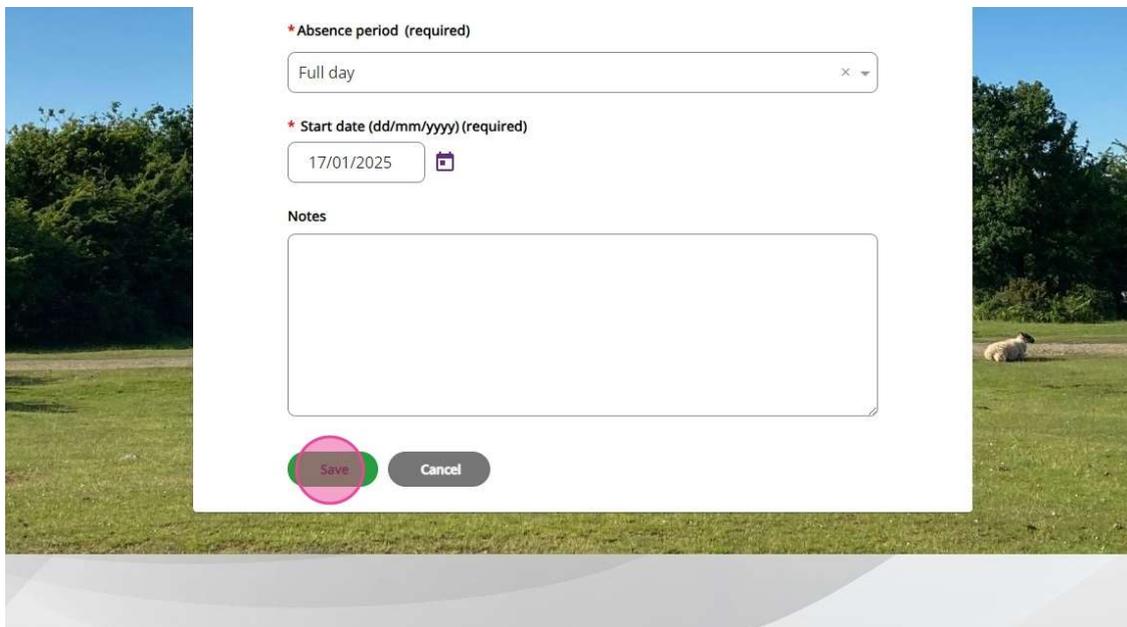
The screenshot shows the same mobile application interface as the previous one. The "Absence type" dropdown is now closed and displays "Flexi (Paid)". Below it is a required field for "Absence period". The dropdown menu is open, showing a list of options: "Please choose", "Part day", "Full day", and "More than one day". The "Part day" option is highlighted with a dark background and a pink circle, indicating it is the selected option.

15. Click the **calendar icon** to select the **start date** of your leave.



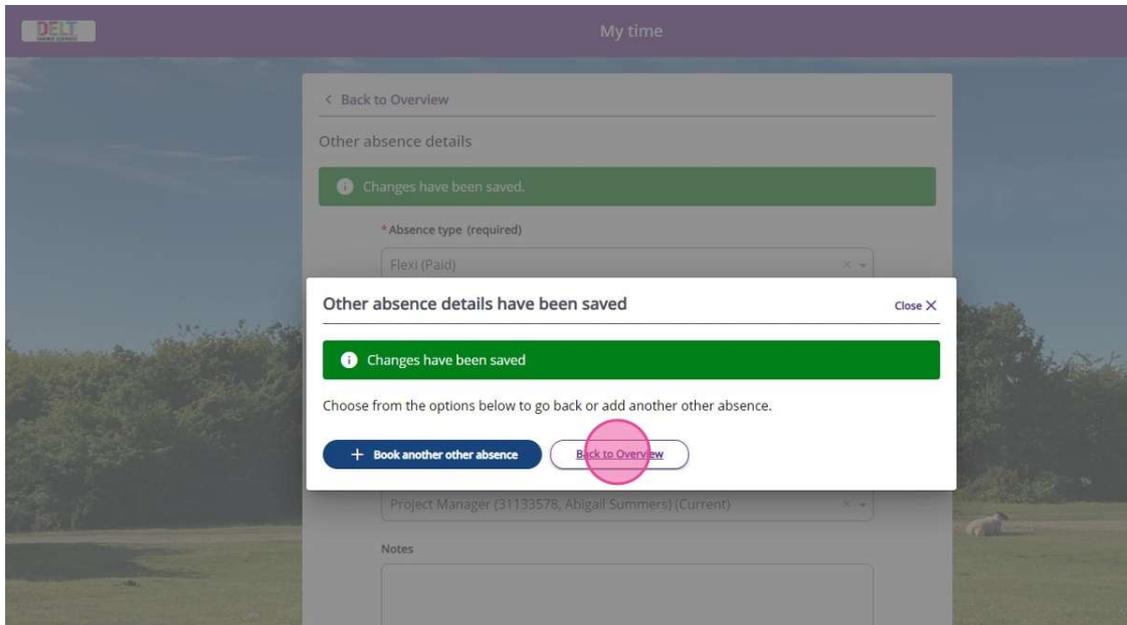
The screenshot shows a web form for requesting leave. The form has two main sections: "Absence period (required)" and "Start date (dd/mm/yyyy) (required)". The "Absence period" dropdown is set to "Full day". The "Start date" field is empty, and a calendar icon is visible to its right. A calendar overlay is open, showing the month of January 2025. The date 17 is highlighted with a pink circle. At the bottom of the calendar, there are "Save" and "Cancel" buttons. The background of the form is a photograph of a green field with a sheep and trees under a blue sky.

16. If necessary, add any notes and click **"Save"**.



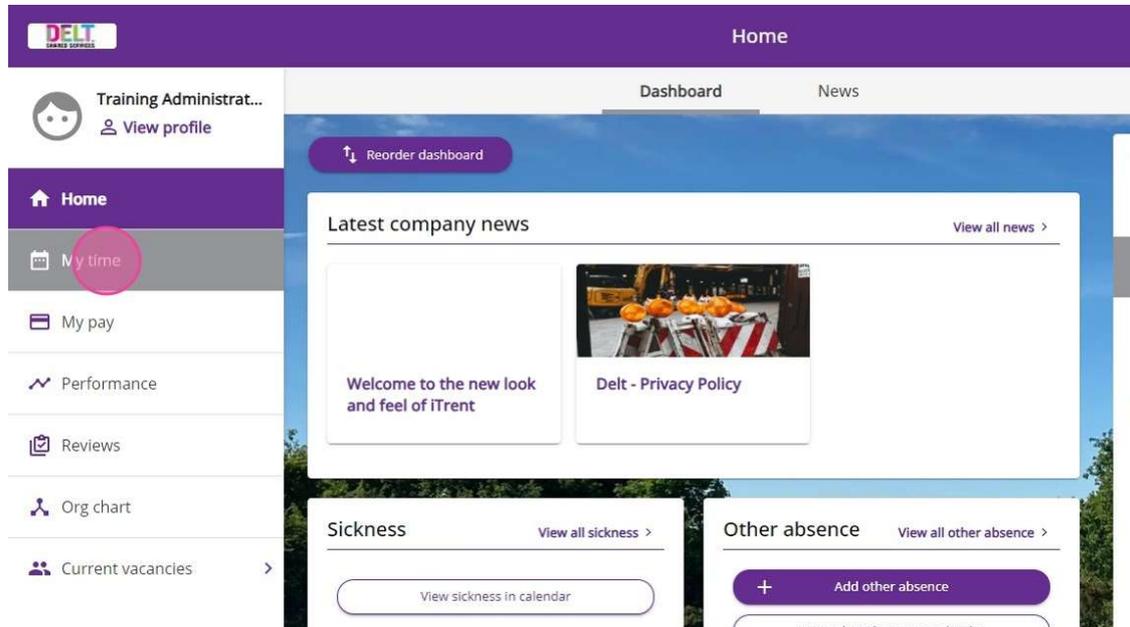
The screenshot shows the same leave request form as in the previous image, but now the "Start date" field contains the date "17/01/2025". Below the date field is a "Notes" section with a large empty text area. At the bottom of the form, the "Save" button is highlighted with a pink circle, and the "Cancel" button is also visible. The background remains the same photograph of a green field with a sheep and trees under a blue sky.

17. A pop-up will appear confirming your submission. Click **"Back to Overview"** to return to **"My Time"**, or click **"Book Another Absence"** to make another request.

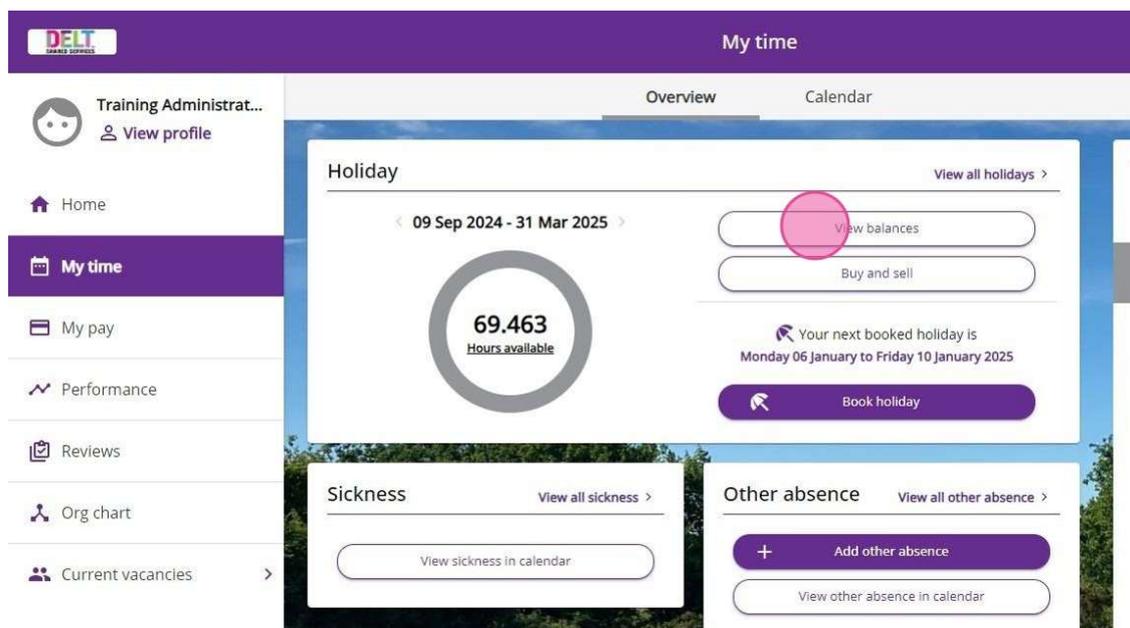


3. Checking Remaining Holiday Allowance

18. From the main dashboard, click on "My Time".



19. Under **Holiday**, you will see your available hours. To view your holiday details, click "**View Balances**".



20. Here, you will find an overview of any leave taken or booked, along with a breakdown of the time used and your remaining balance.

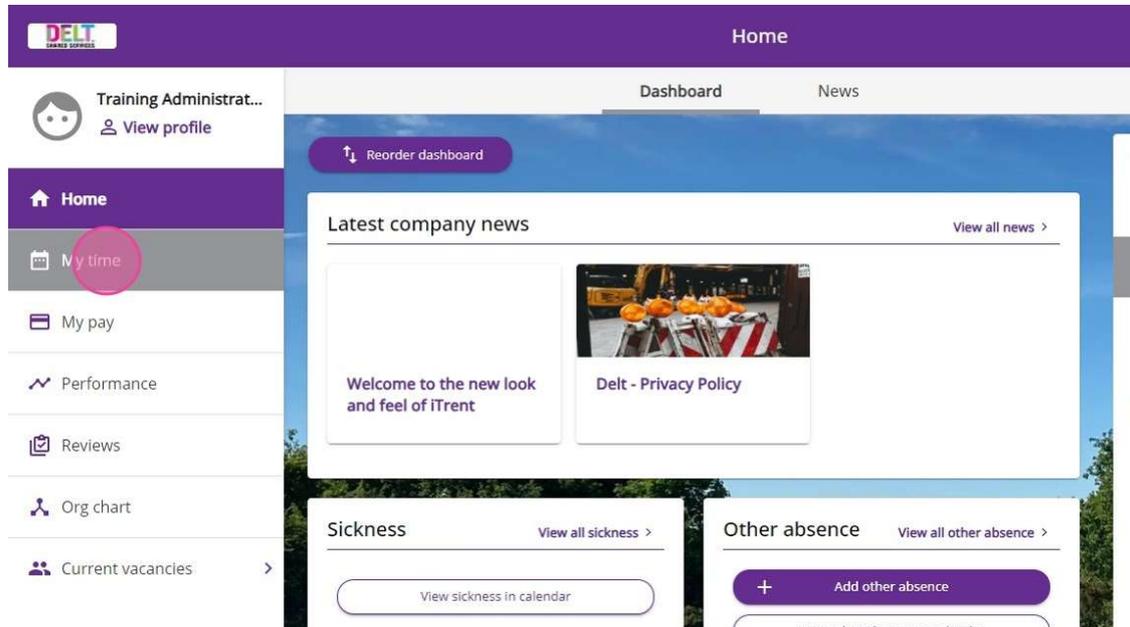
The screenshot shows a web interface for 'My time' with a purple header. A white card displays holiday balances. A teal notification bar states: 'The balance takes account of all recorded holidays including any awaiting authorisation. Please select a card to view the Holiday Entitlement Summary'. Below this, a 'Project Manager' section shows two tables of holiday data.

| Scheme name | Holiday period |
|---------------------|----------------------------------|
| Annual Leave - Delt | 09 Sep 2024 - 31 Mar 2025 (Part) |
| Entitlement | Taken |
| 111.08 hours | 41.617 hours |
| Scheduled | Balance |
| 0 hours | 69.463 hours |

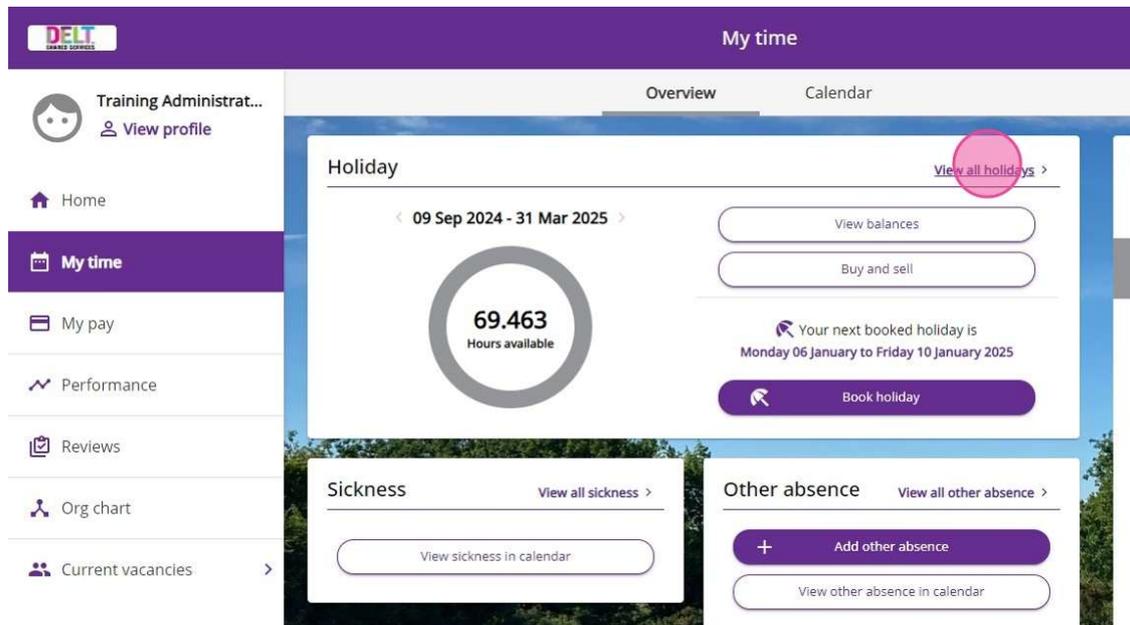
| Scheme name | Holiday period |
|---------------------|---------------------------|
| Annual Leave - Delt | 01 Apr 2025 - 31 Mar 2026 |
| Entitlement | Taken |
| 208 hours | 0 hours |
| Scheduled | Balance |
| 0 hours | 208 hours |

4. Cancelling Leave Requests

21. From the main dashboard, click on "My Time".



22. Click "View all holidays".



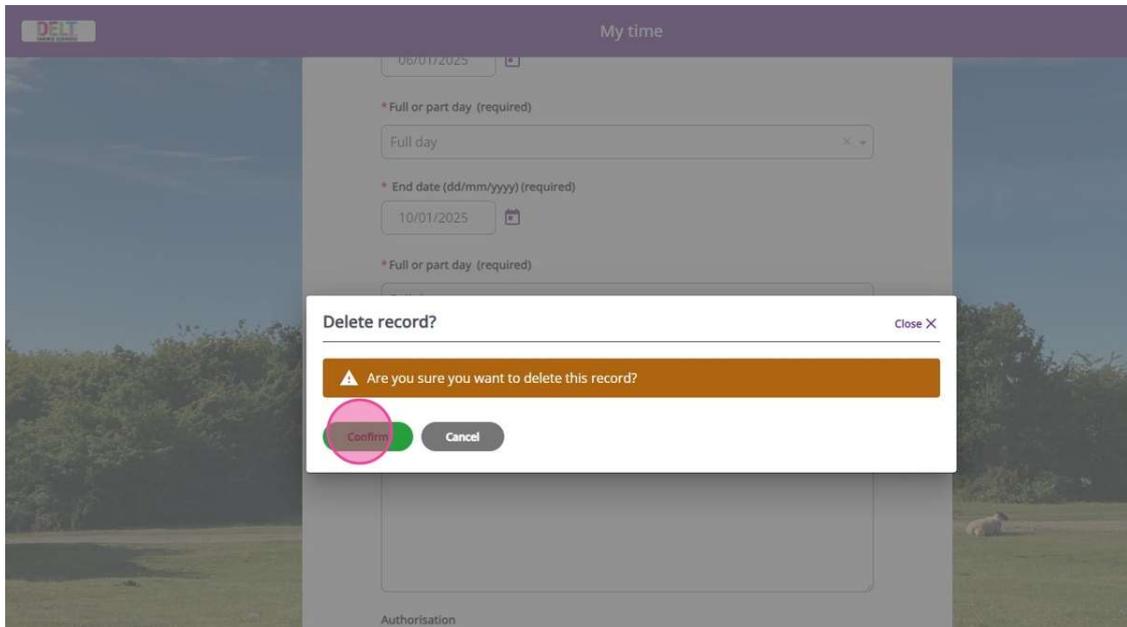
23. Select the leave request you want to delete.

The screenshot shows the 'My time' interface with a purple header. On the left is a background image of a green field under a blue sky. The main content area has a white background with a purple header bar containing '< Back to Overview'. Below this is the 'Absence records' section. A teal banner states: 'Searching with neither Start date nor End date will return all absences.' There are four filter buttons: 'All', 'Holiday' (selected with a green checkmark), 'Sickness', and 'Other'. Below the filters are two dropdown menus: 'Type' set to 'All' and 'Status' set to 'Not refused'. There are two date input fields: 'Start date (dd/mm/yyyy)' with '06/01/2025' and 'End date (dd/mm/yyyy)' with '06/01/2026'. A purple 'Search' button is below the date fields. A table with columns 'Start date', 'End Date', 'Duration', 'Type', 'Position', 'Status', and 'Attachments' is shown. The first row has '06 Jan 2025', '10 Jan 2025', '0', 'Personal holiday', 'Project Manager', and 'Awaiting authorisation'. The '06 Jan 2025' cell is circled in pink.

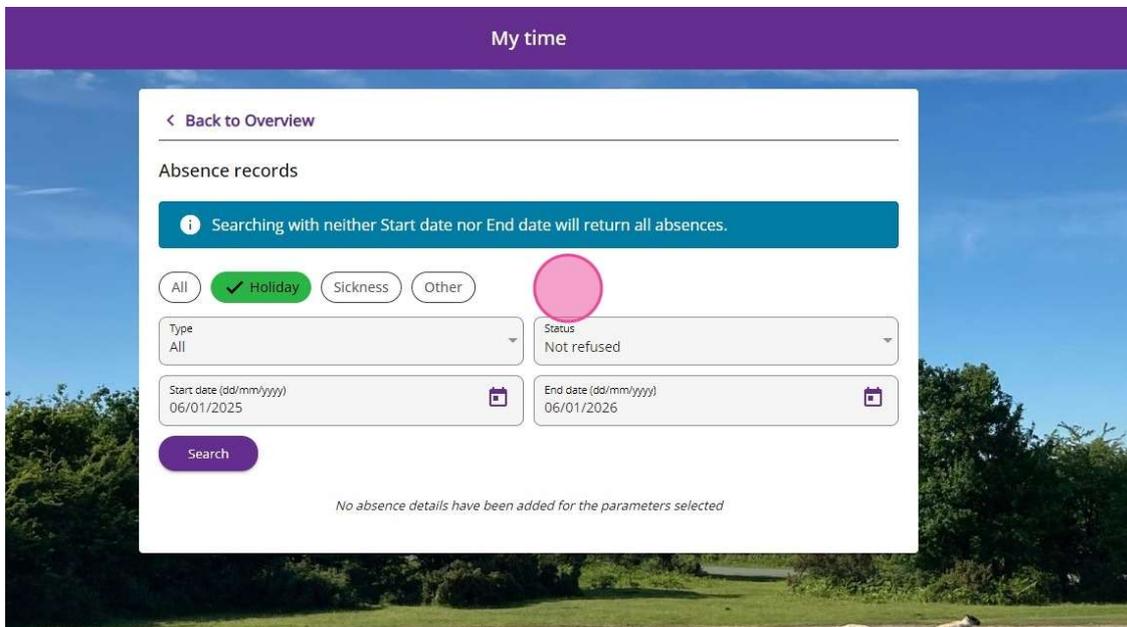
24. Scroll down and click "Delete".

The screenshot shows a form for editing a holiday request. The form has a white background and is set against a background image of a green field. The form fields are: 'Full day' (dropdown), '* End date (dd/mm/yyyy) (required)' (10/01/2025), '* Full or part day (required)' (Full day), and '* Position (required)' (Project Manager (31133578, Abigail Summers) (Current)). There is a 'Notes' section with a text area. Below the notes is an 'Authorisation' section with 'Awaiting authorisation'. At the bottom are four buttons: 'Save' (green), 'Delete' (pink, circled), 'Cancel' (grey), and 'Book another holiday' (blue).

25. To confirm your request, click **"Confirm"** in the pop-up window.

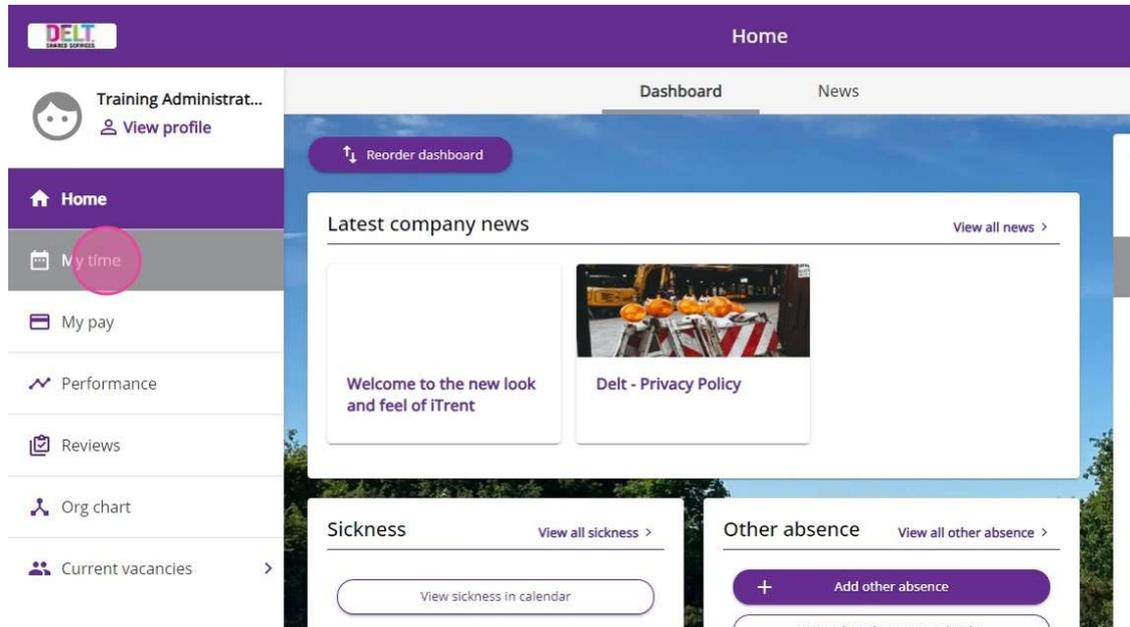


26. Once confirmed, you will be automatically directed to the **"Absence Records"** page, where the deleted leave will no longer be viewable.

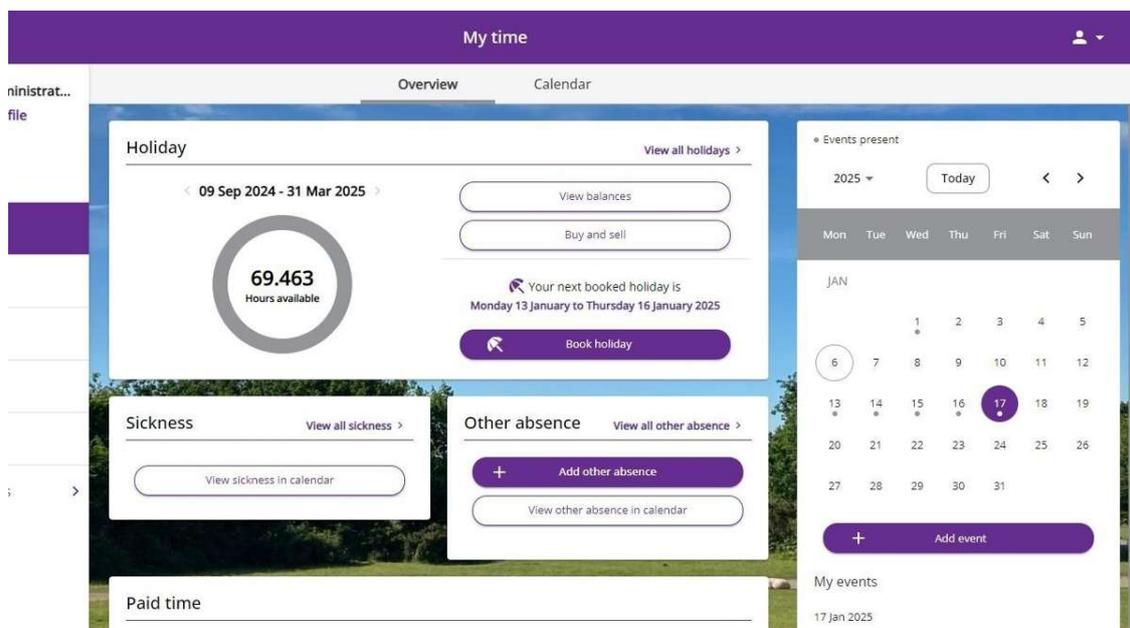


5. Viewing your Holiday Calendar and Approved Requests

27. From the main dashboard, click on "My Time".



28. Using the calendar on the right, select the month you wish to view. Any leave booked for that month will be displayed under the calendar.



29. To view the status of a request, click **"View All Holidays"**.

The screenshot shows the 'My time' dashboard. On the left is a navigation menu with items: Home, My time (highlighted), My pay, Performance, Reviews, Org chart, and Current vacancies. The main content area has tabs for 'Overview' and 'Calendar'. Under 'Overview', there is a 'Holiday' section with a date range of '09 Sep 2024 - 31 Mar 2025' and a large circular gauge showing '69.463 Hours available'. To the right of the gauge are buttons for 'View balances' and 'Buy and sell'. Below these is a notification: 'Your next booked holiday is Monday 13 January to Thursday 16 January 2025' with a 'Book holiday' button. At the bottom, there are sections for 'Sickness' and 'Other absence', each with a 'View all' link and a 'View in calendar' button. A pink circle highlights the 'View all holidays' link in the top right of the holiday section.

30. From the **status** dropdown, select **"Authorised"**.

The screenshot shows the 'Absence records' search interface. At the top, there is a 'Back to Overview' link. Below it is a search filter area with a message: 'Searching with neither Start date nor End date will return all absences.' There are three filter buttons: 'All', 'Holiday' (selected with a green checkmark), and 'Sickness'. Below these are two dropdown menus: 'Type' set to 'All' and 'Status' set to 'Authorised' (highlighted with a pink circle). There are also input fields for 'Start date (dd/mm/yyyy)' with '06/01/2025' and 'End date (dd/mm/yyyy)' with '06/01/2026'. A 'Search' button is below the date fields. At the bottom, a table displays search results with columns: Start date, End Date, Duration, Type, Position, Status, and Attachments. One row is visible: '13 Jan 2025', '16 Jan 2025', '0', 'Personal holiday', 'Project Manager', 'Awaiting authorisation'.

31. Click **"Search"**. If the leave has been approved, it will be detailed below.

The screenshot shows a web interface for 'My time' with a purple header. A white search form is overlaid on a background image of a grassy field. The form contains the following elements:

- Back to Overview link
- Absence records section with an information message: "Searching with neither Start date nor End date will return all absences."
- Filter buttons: All, **Holiday** (selected), Sickness, Other
- Type dropdown menu: All
- Status dropdown menu: Authorised
- Start date (dd/mm/yyyy): 06/01/2025
- End date (dd/mm/yyyy): 06/01/2026
- A pink circle highlights the Search button.
- Message at the bottom: "No absence details have been added for the parameters selected"