

# EMPLOYEE GUIDE

## Booking Annual Leave

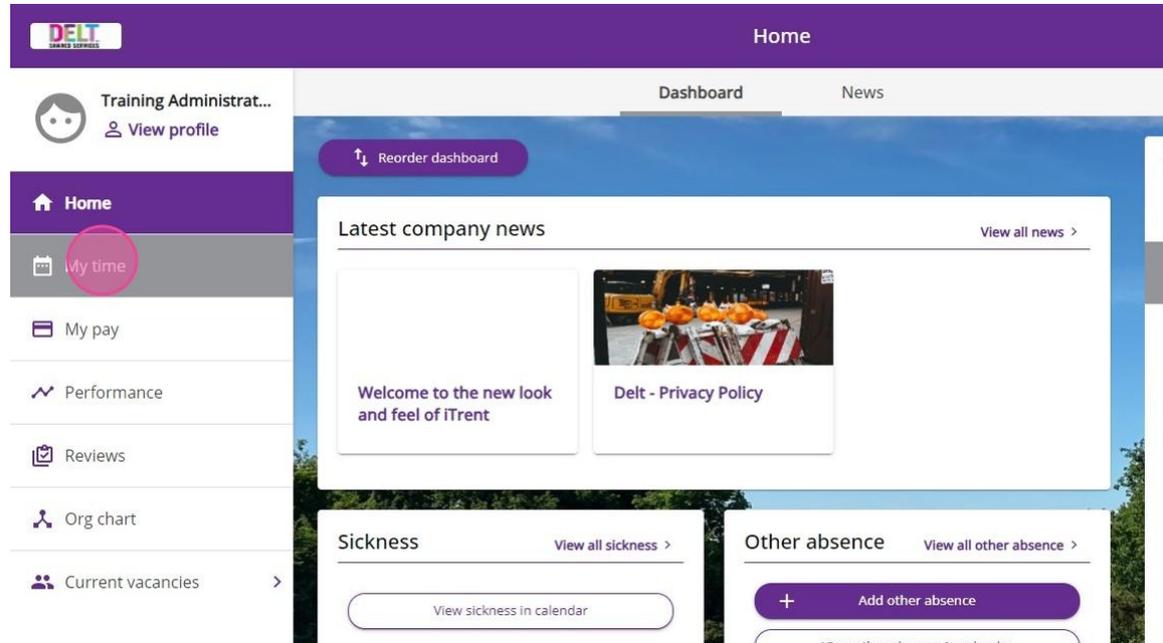
**This guide offers step-by-step instructions for managing your leave and flex time. It covers everything you need to know, from requesting time off and checking your remaining balance to making adjustments to your requests.**

## Contents

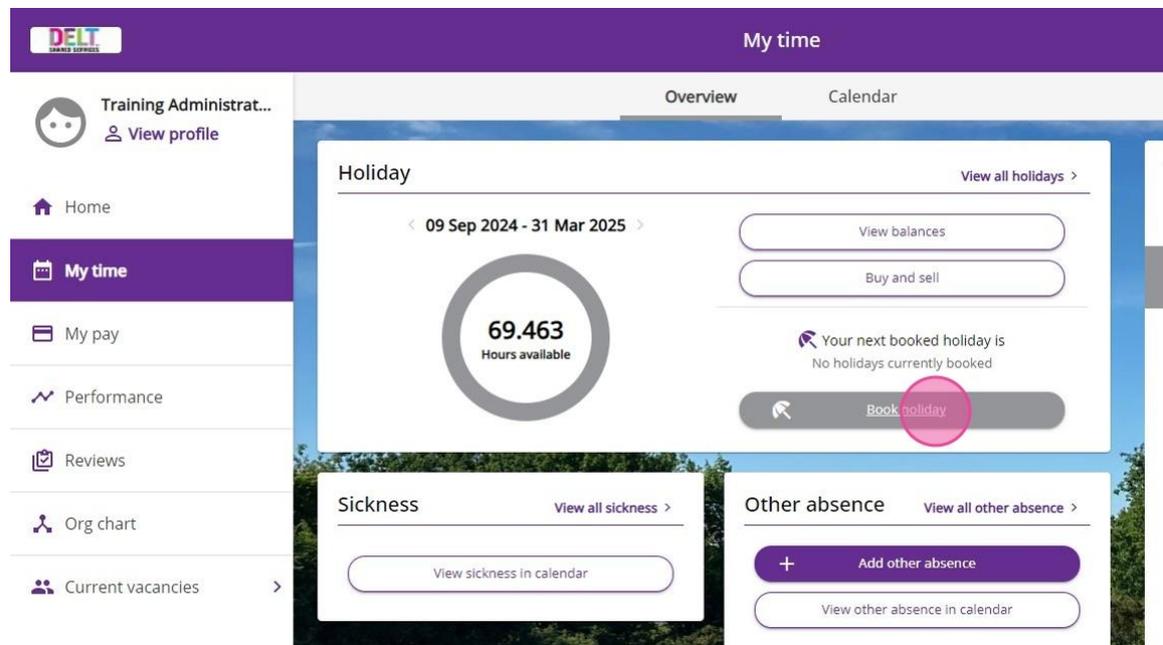
|   |    |
|---|----|
| 1. Requesting Annual Leave .....                            | 3  |
| 2. Requesting Flex .....                                    | 7  |
| 3. Checking Remaining Holiday Allowance .....               | 11 |
| 4. Cancelling Leave Requests.....                           | 13 |
| 5. Viewing your Holiday Calendar and Approved Requests..... | 16 |

# 1. Requesting Annual Leave

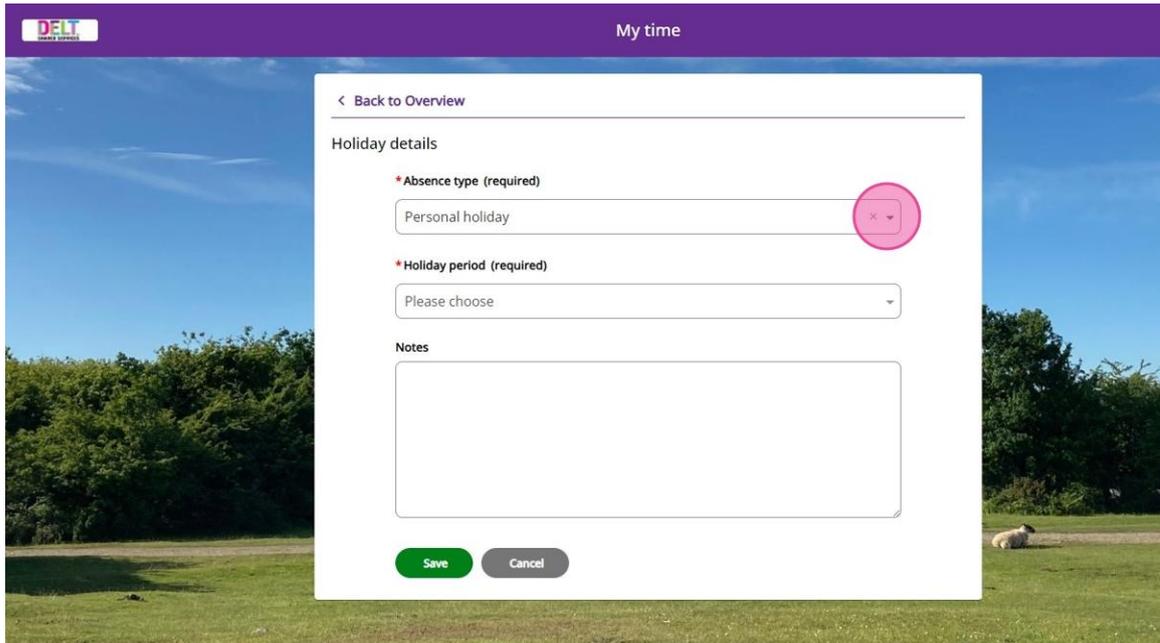
1. From the main dashboard, click on **"My Time"**, located on the left-hand side of your screen.



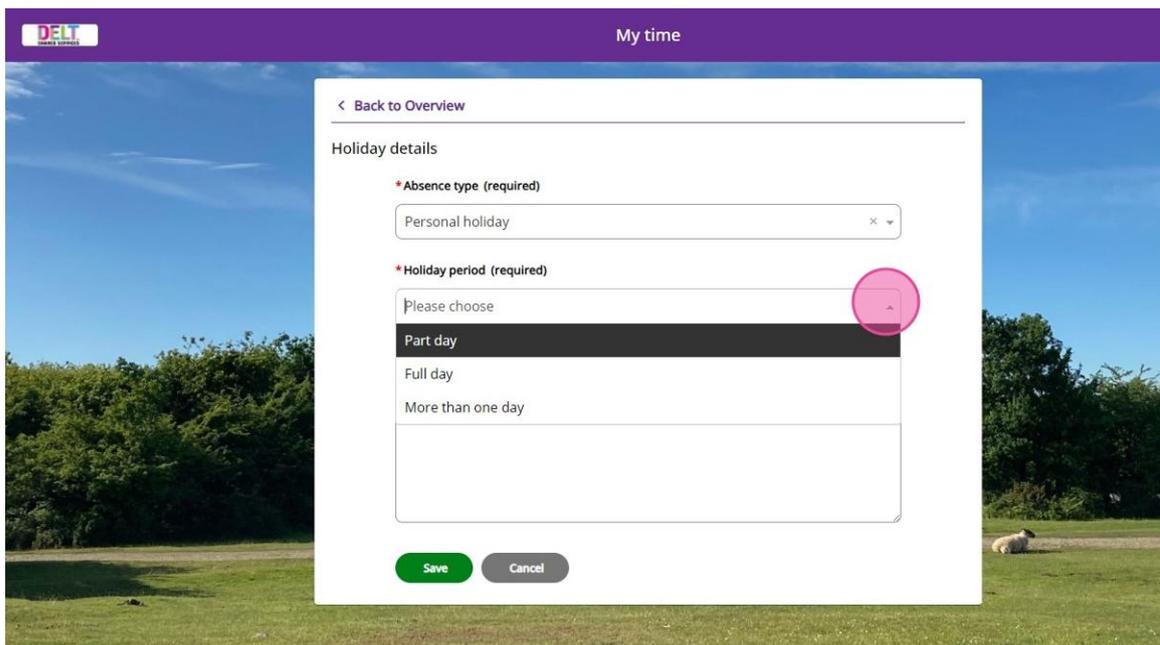
2. Click on **"Book Holiday"**.



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



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



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



#### Holiday details

\* Absence type (required)  
Personal holiday

\* Holiday period (required)  
More than one day

\* Start date (dd/mm/yyyy) (required)  
2025  
Mon Tue Wed Thu Fri Sat Sun  
JAN  
1 2 3 4 5  
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

Notes



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



#### Holiday details

\* 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

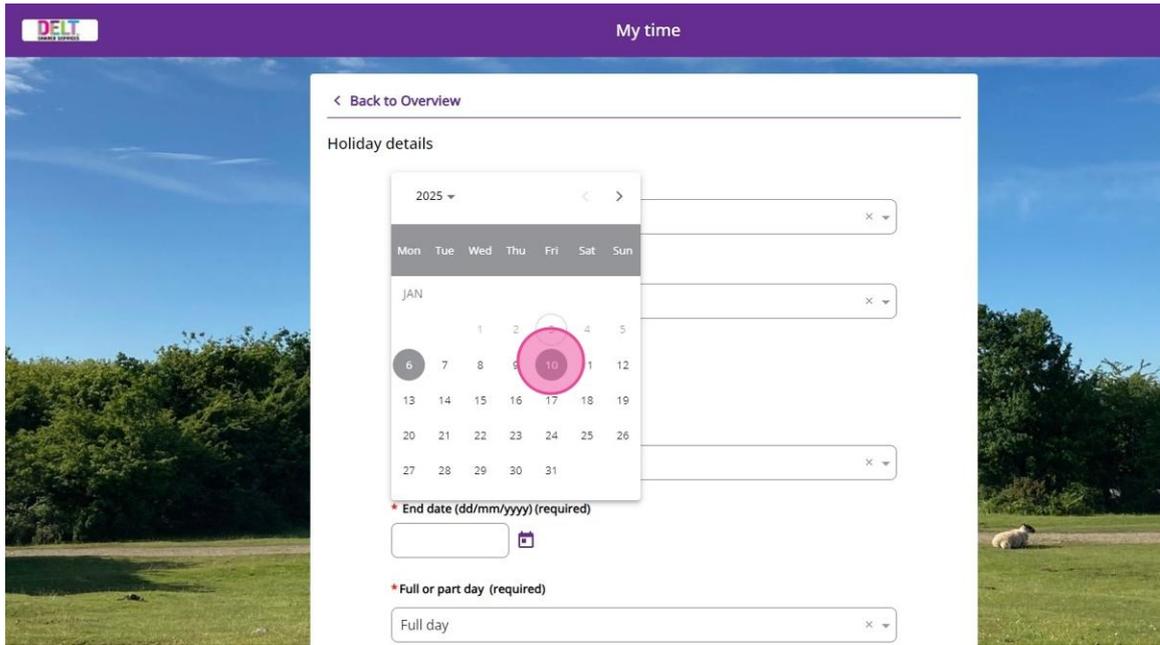
\* End date (dd/mm/yyyy) (required)  
[Calendar icon]

\* Full or part day (required)  
Full day

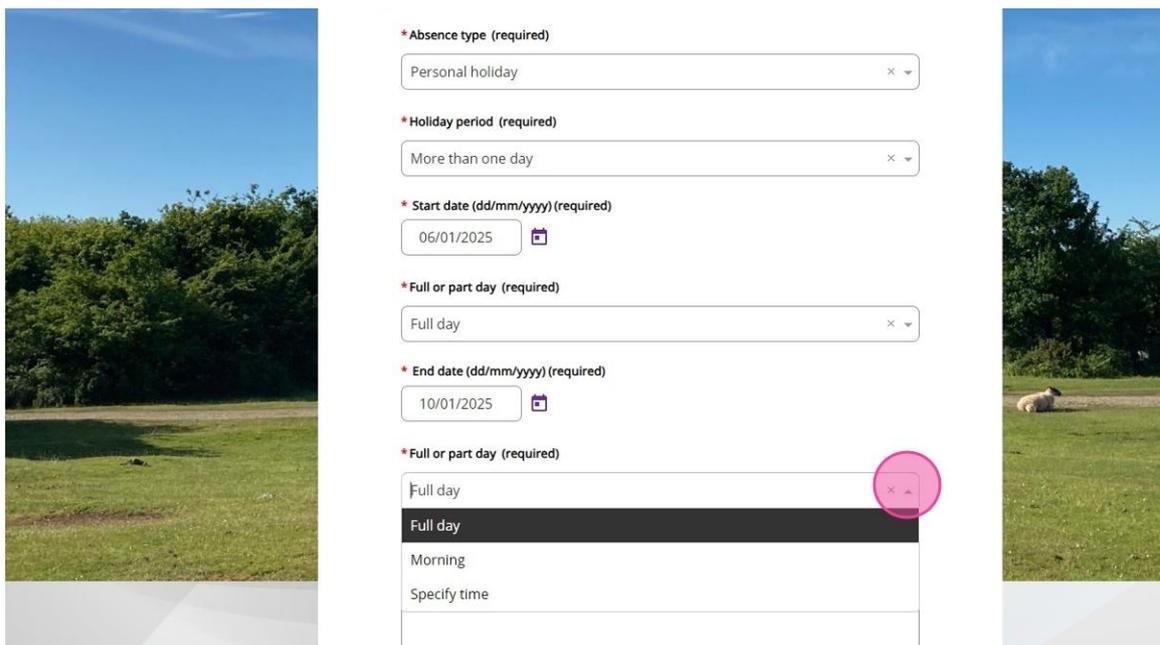
\* Position (required)  
<All jobs>



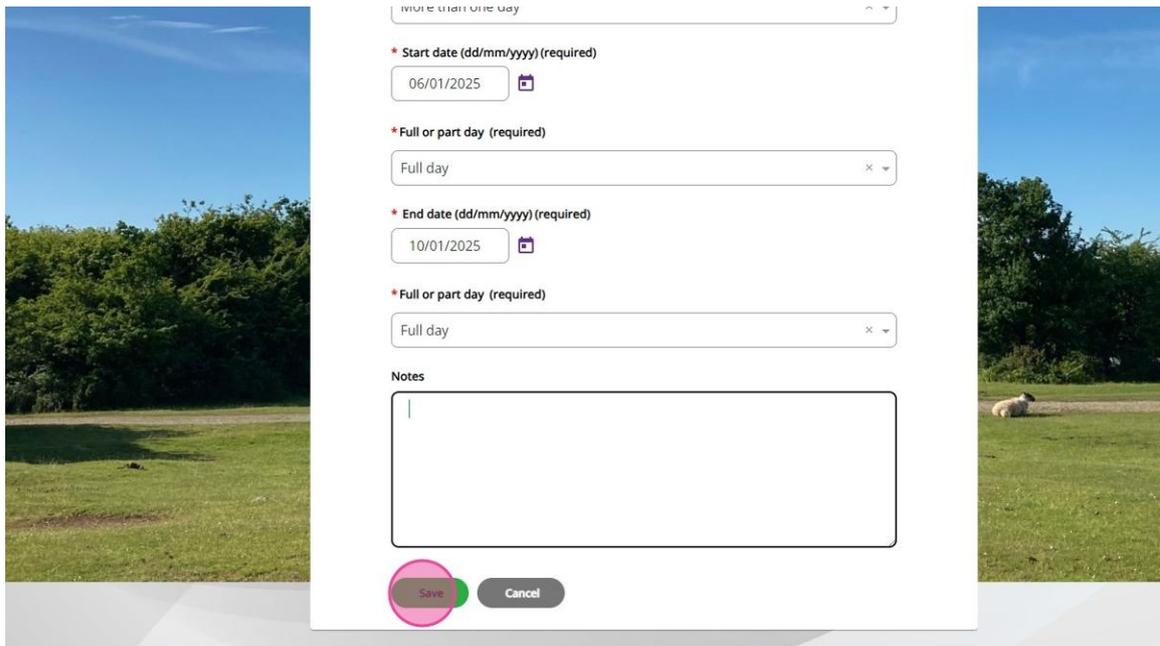
7. Click the **calendar icon** to select the **end date** of your leave.



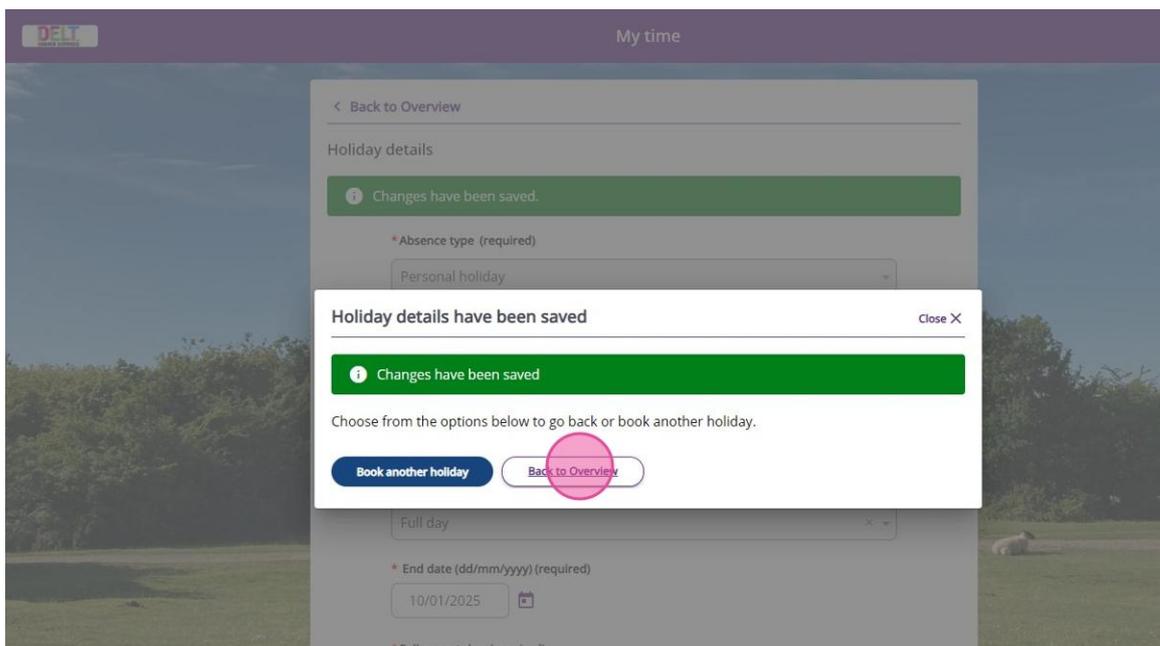
8. From the dropdown, select **"Full Day," "Morning,"** or **"Specify Time"**.



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

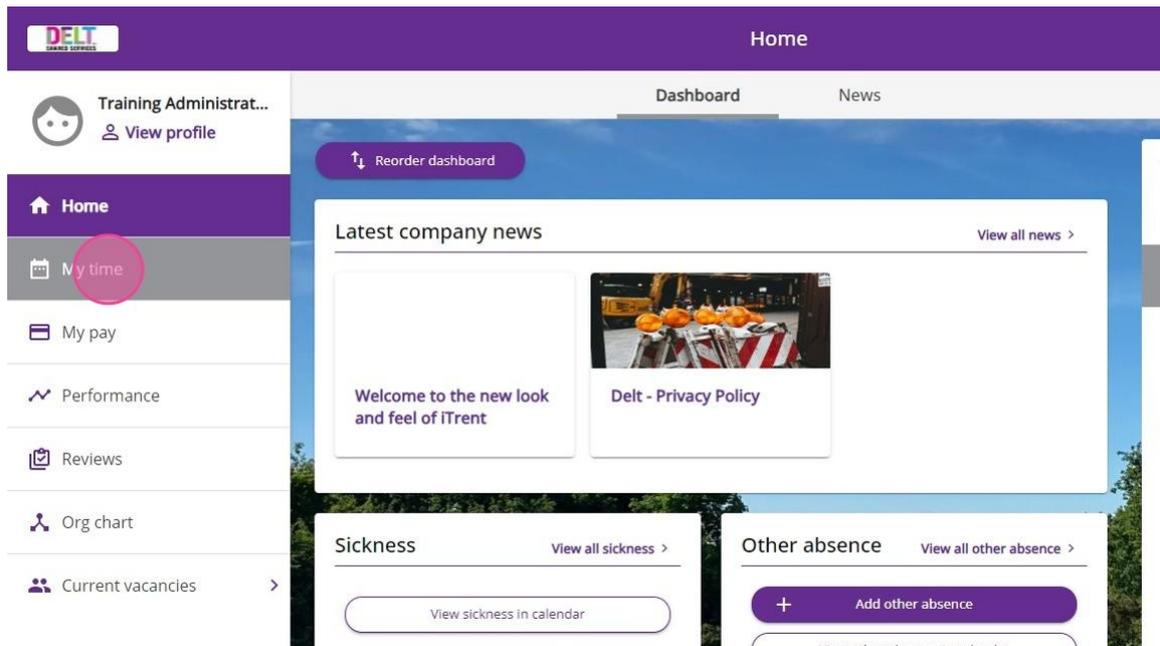


10. A pop-up will appear confirming your submission. Click "**Back to Overview**" to return to "**My Time**", or click "**Book Another Holiday**" to make another request.

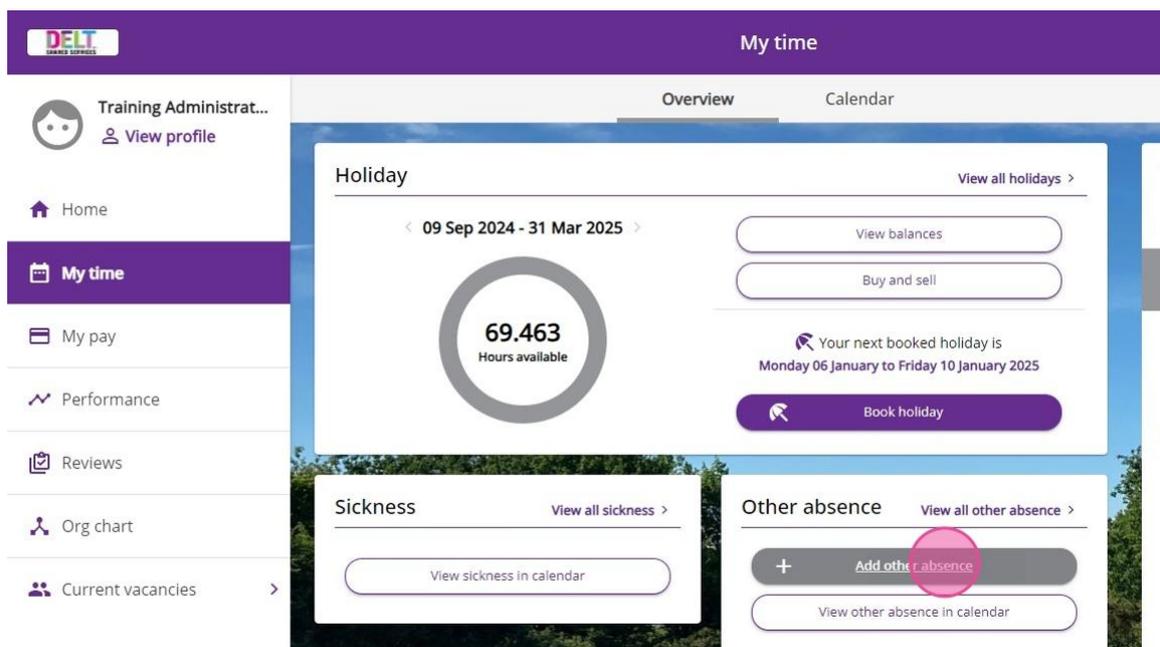


## 2. Requesting Flex

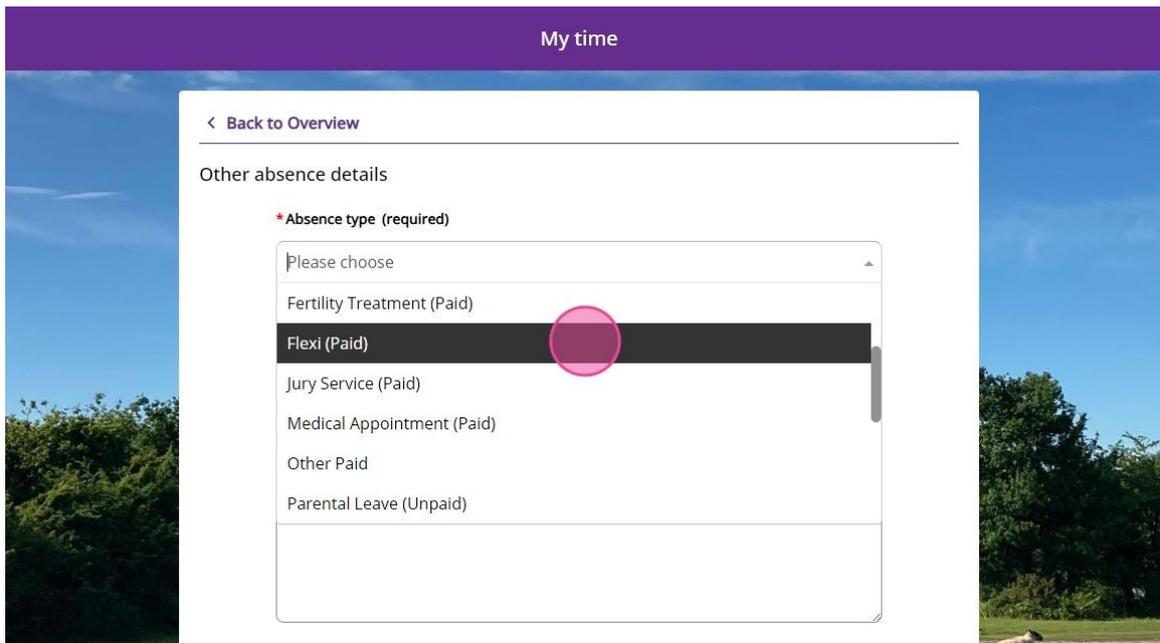
11. From the main dashboard, click on "**My Time**".



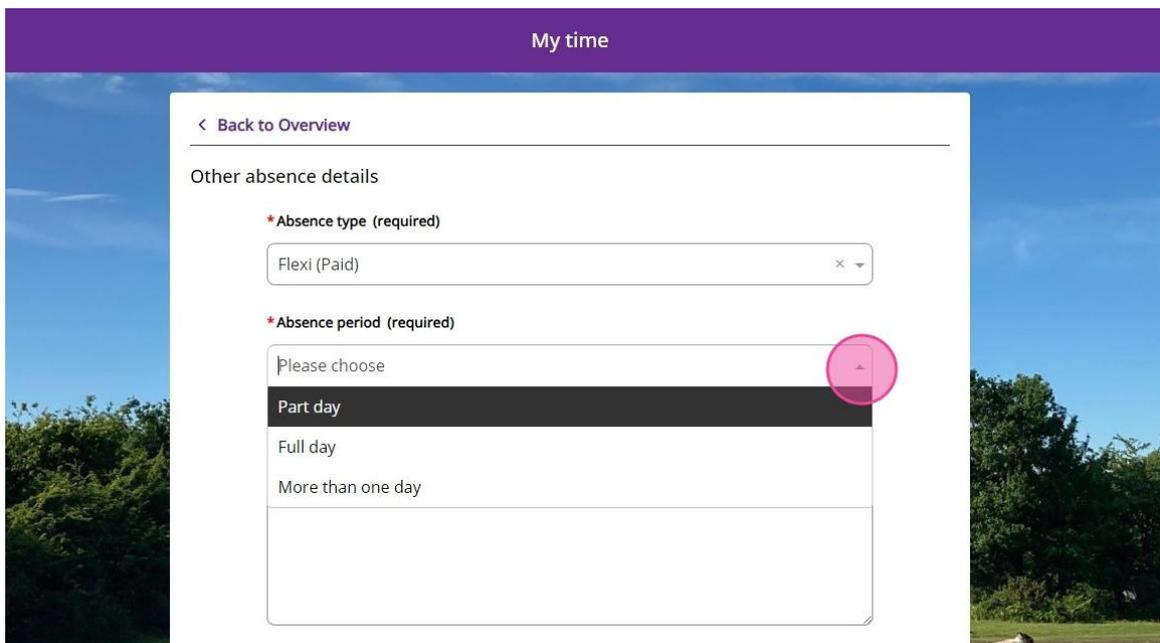
12. Click "Add other absence".



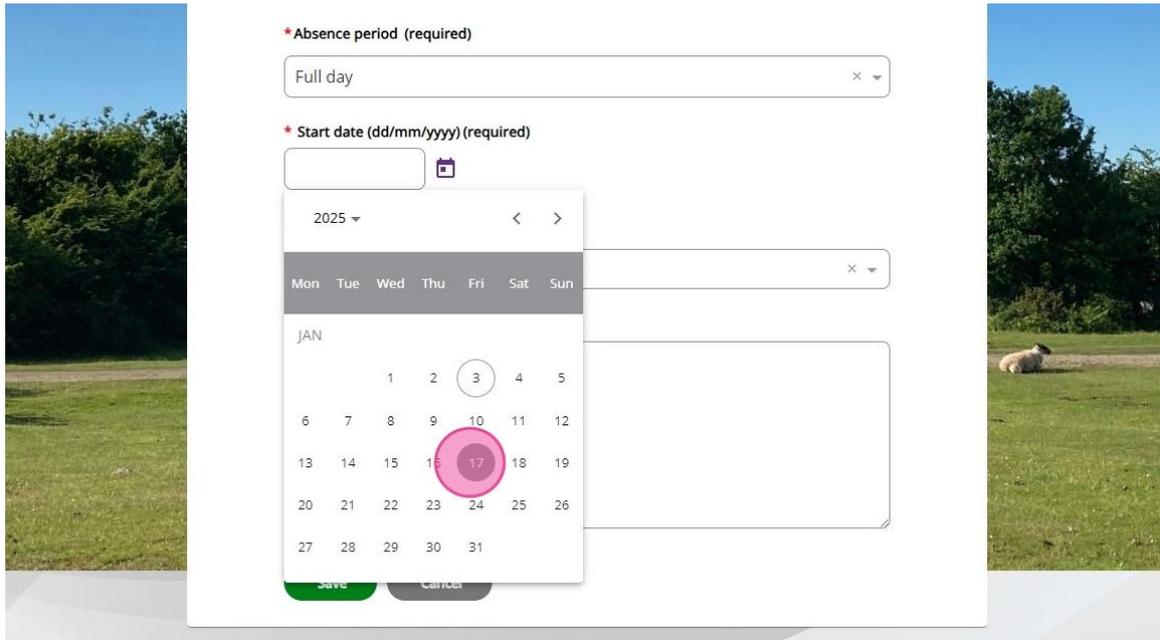
13. From the **absence type** dropdown, click "Flexi".



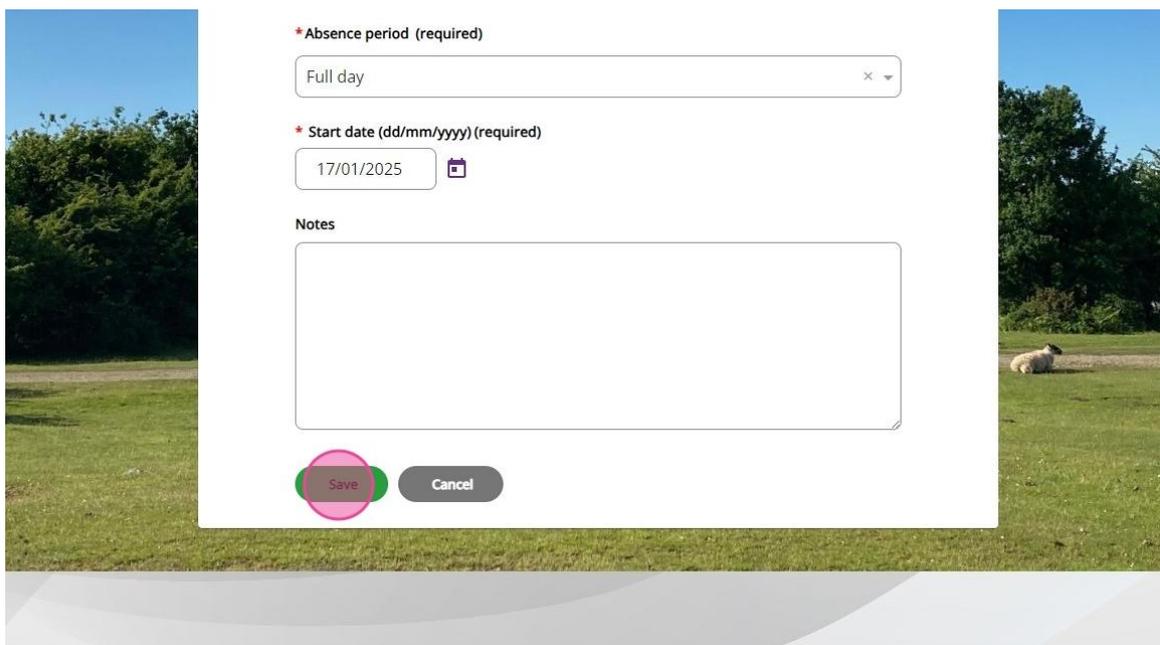
14. From the **absence period** dropdown, select "**Full Day,**" "**Part Day,**" or "**More Than One Day**".



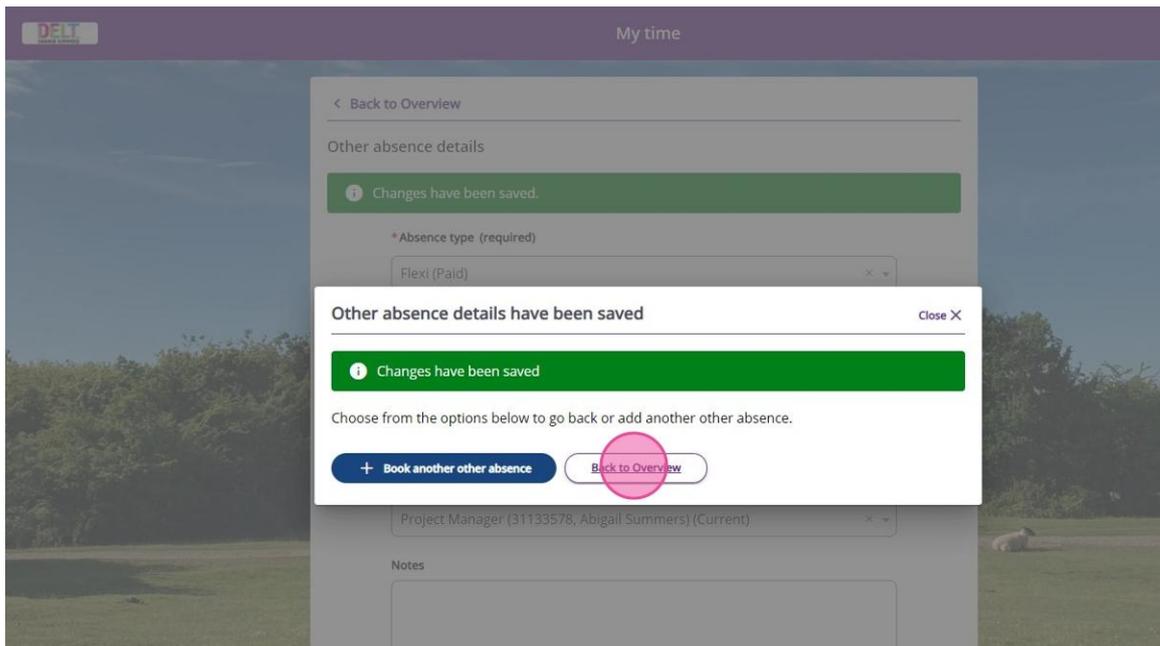
15. Click the **calendar icon** to select the **start date** of your leave.



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

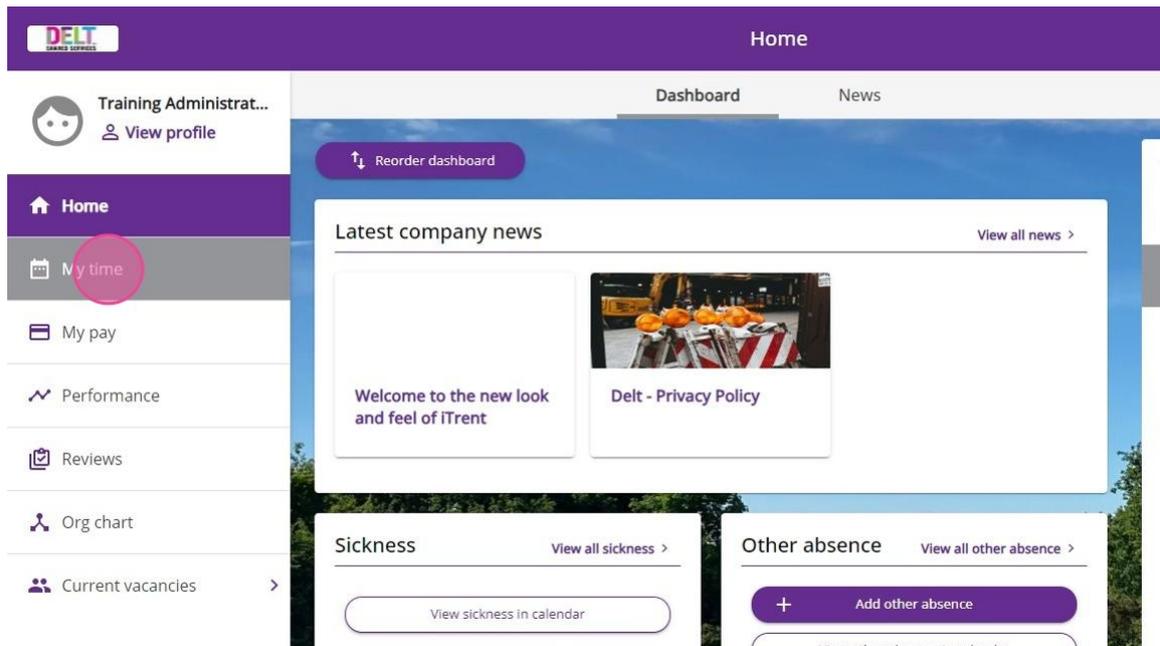


17. A pop-up will appear confirming your submission. Click "**Back to Overview**" to return to "**My Time**", or click "**Book Another Absence**" to make another request.

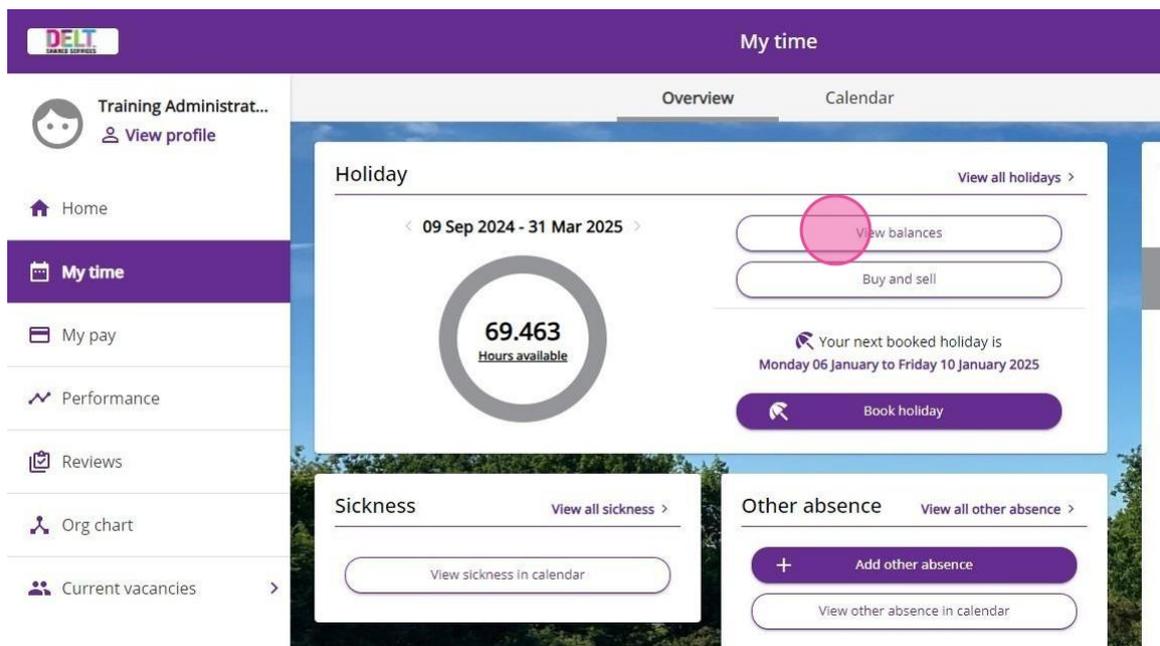


### 3. Checking Remaining Holiday Allowance

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 titled "My time" with a purple header. A navigation link "< Back to Overview" is at the top left. The main content area is titled "Holiday balances" and contains a teal information box with an 'i' icon: "The balance takes account of all recorded holidays including any awaiting authorisation. Please select a card to view the Holiday Entitlement Summary". Below this is a section for "Project Manager" with two cards. Each card displays a table of holiday data for "Annual Leave - Delt".

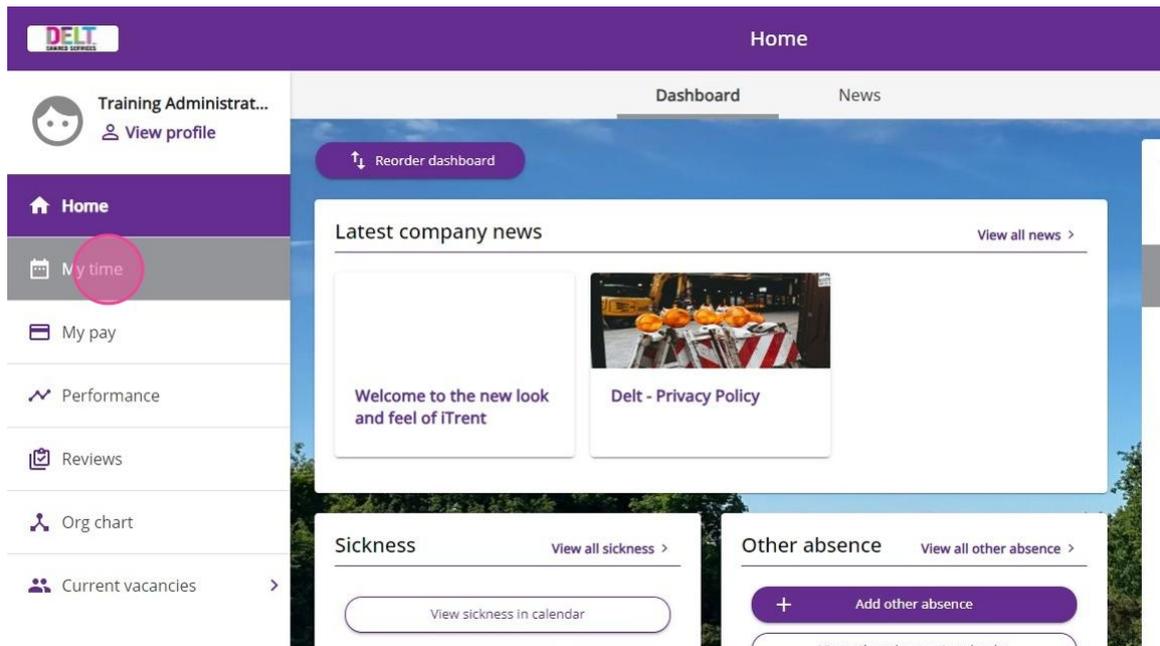
| Scheme name         | Holiday period                   |
|---------------------|----------------------------------|
| Annual Leave - Delt | 09 Sep 2024 - 31 Mar 2025 (Part) |
| Entitlement         | Taken                            |
| 111.08 hours        | 41.617 hours                     |
| Scheduled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

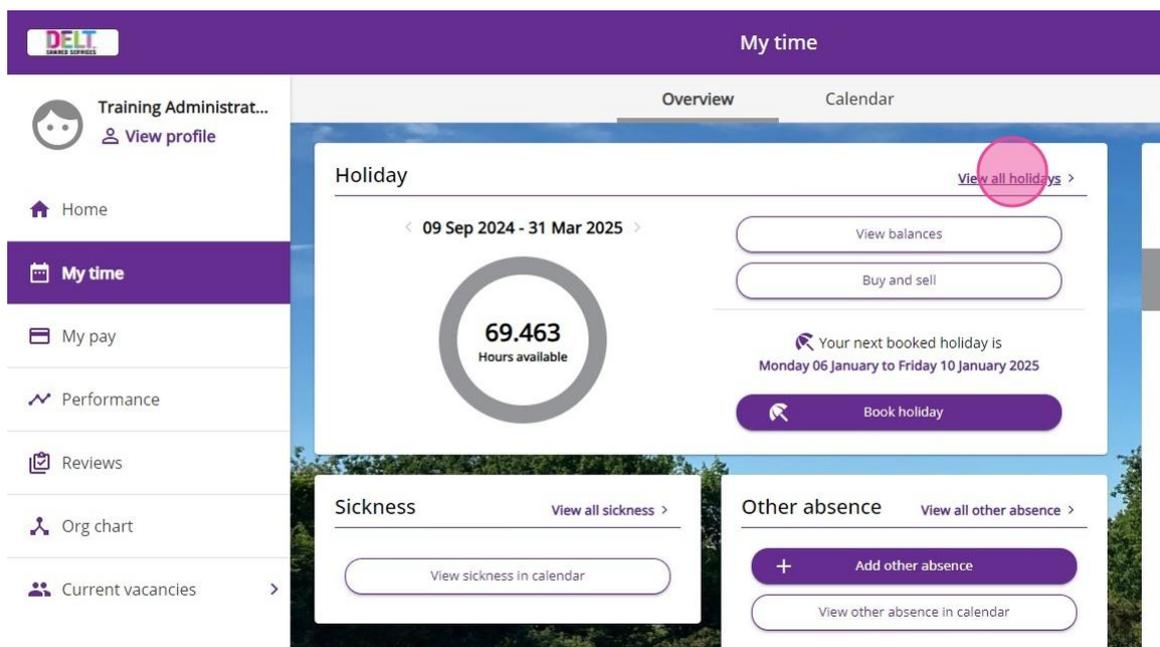
| Scheme name         | Holiday period            |
|---------------------|---------------------------|
| Annual Leave - Delt | 01 Apr 2025 - 31 Mar 2026 |
| Entitlement         | Taken                     |
| 208 hours           | 0 hours                   |
| Scheduled           | Balance         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

## 4. Cancelling Leave Requests

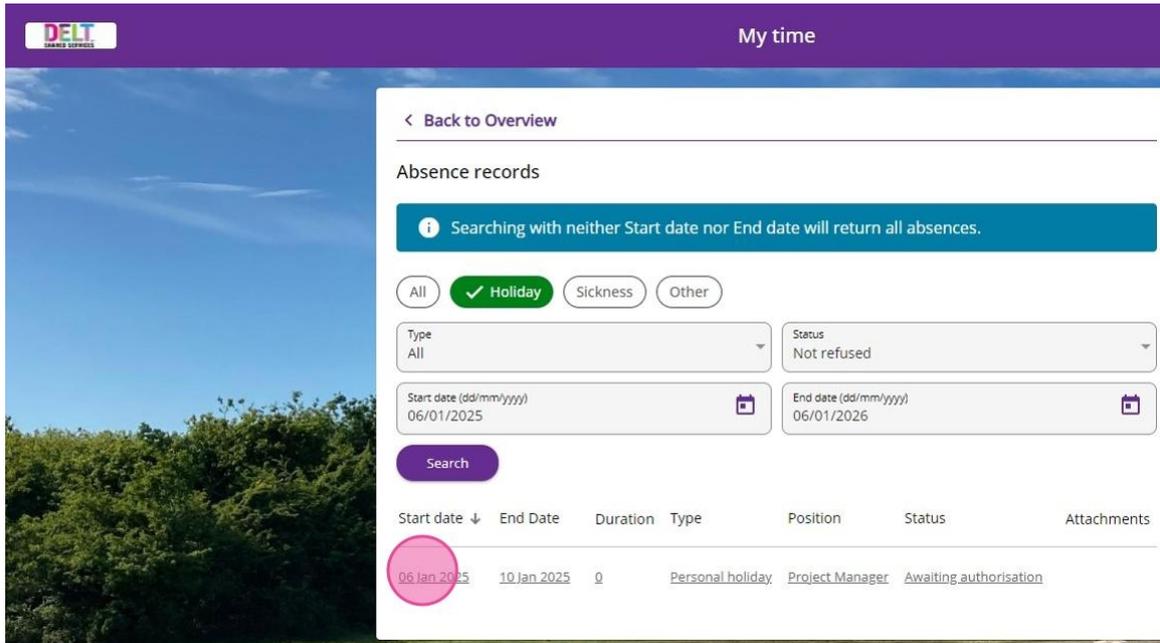
21. From the main dashboard, click on "My Time".



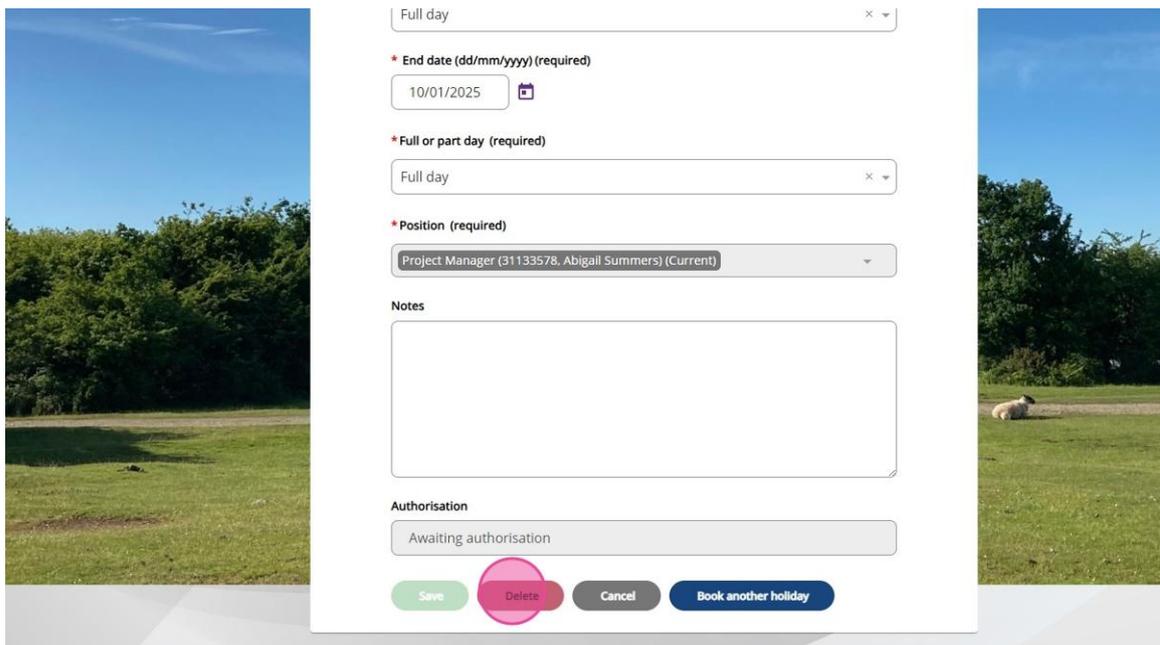
22. Click "View all holidays".



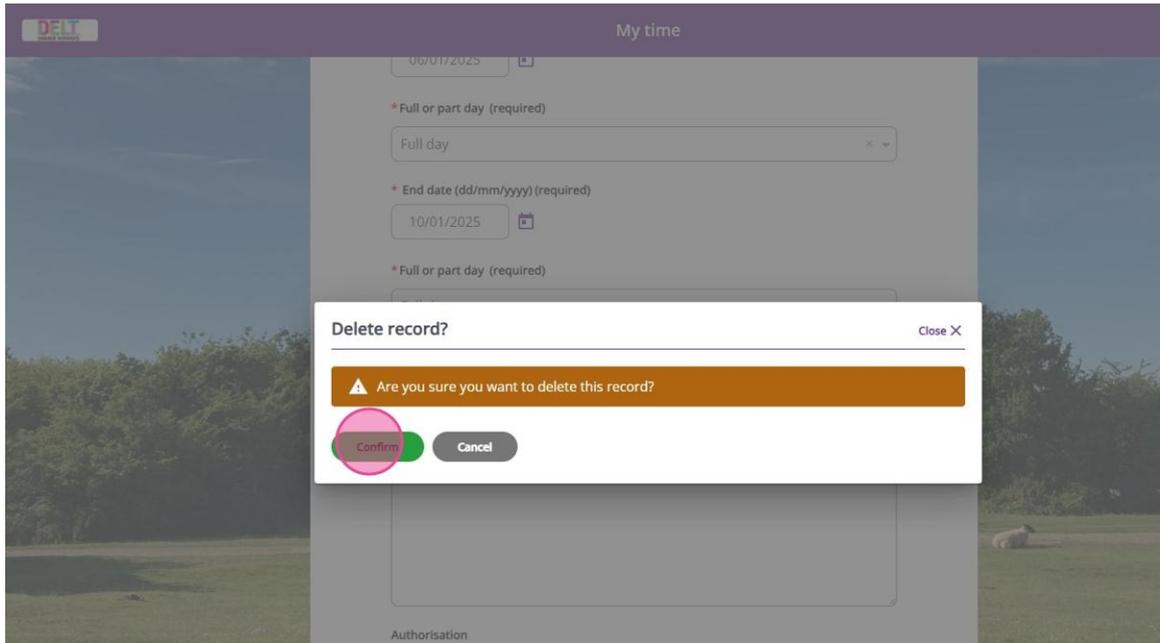
23. Select the leave request you want to delete.



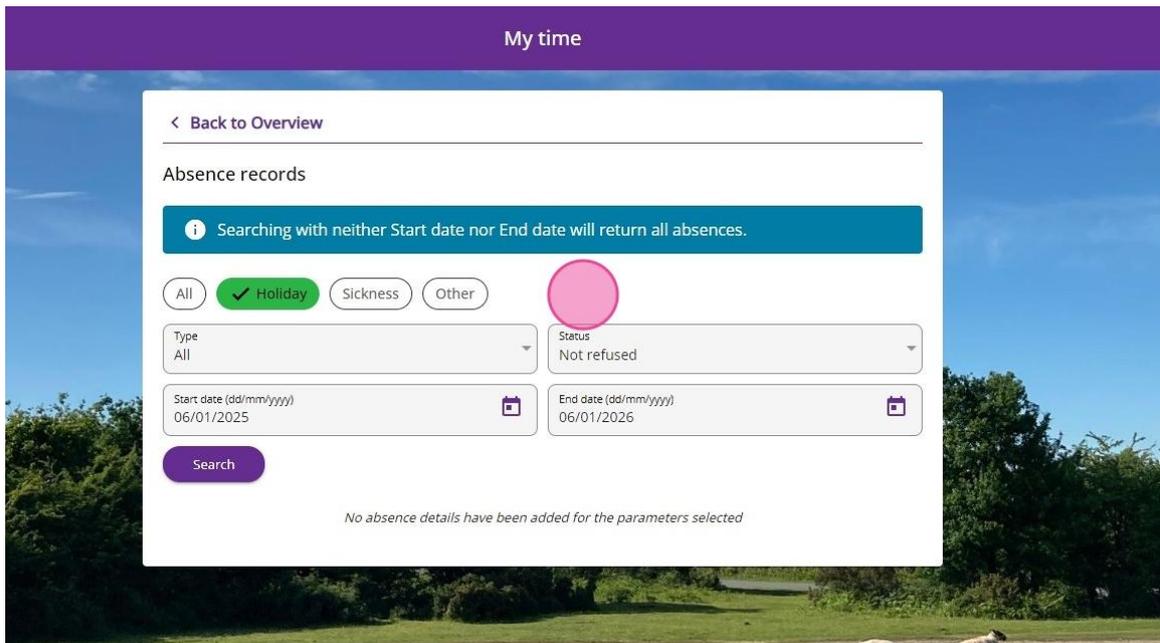
24. Scroll down and click "Delete".



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

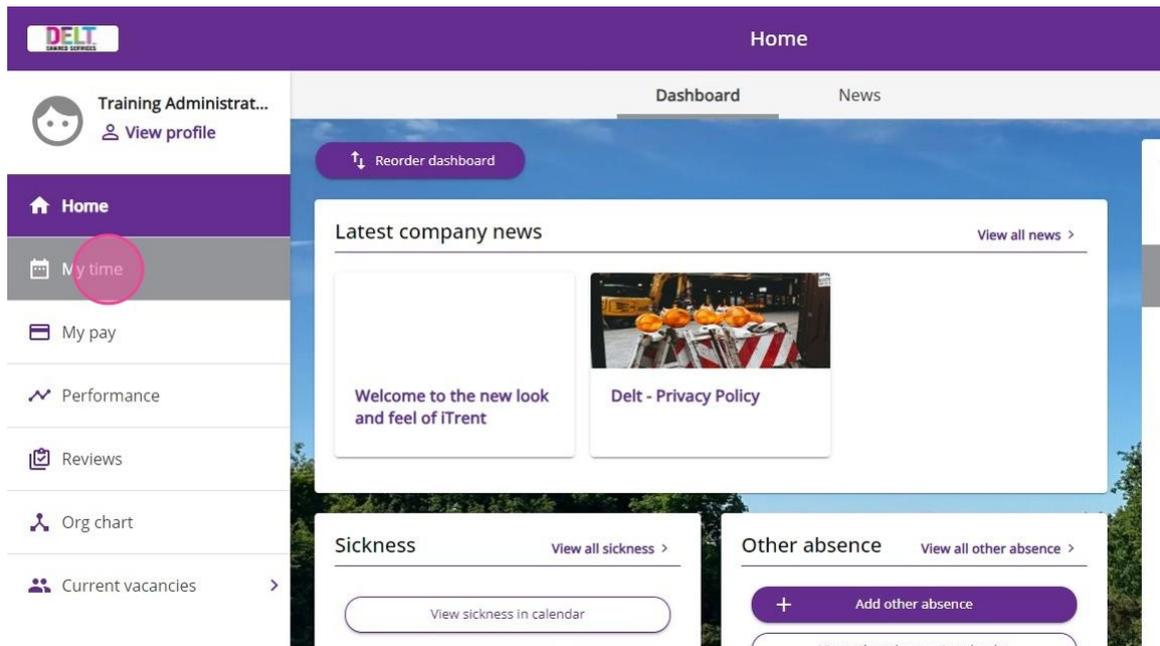


26. Once confirmed, you will be automatically directed to the "**Absence Records**" page, where the deleted leave will no longer be viewable.

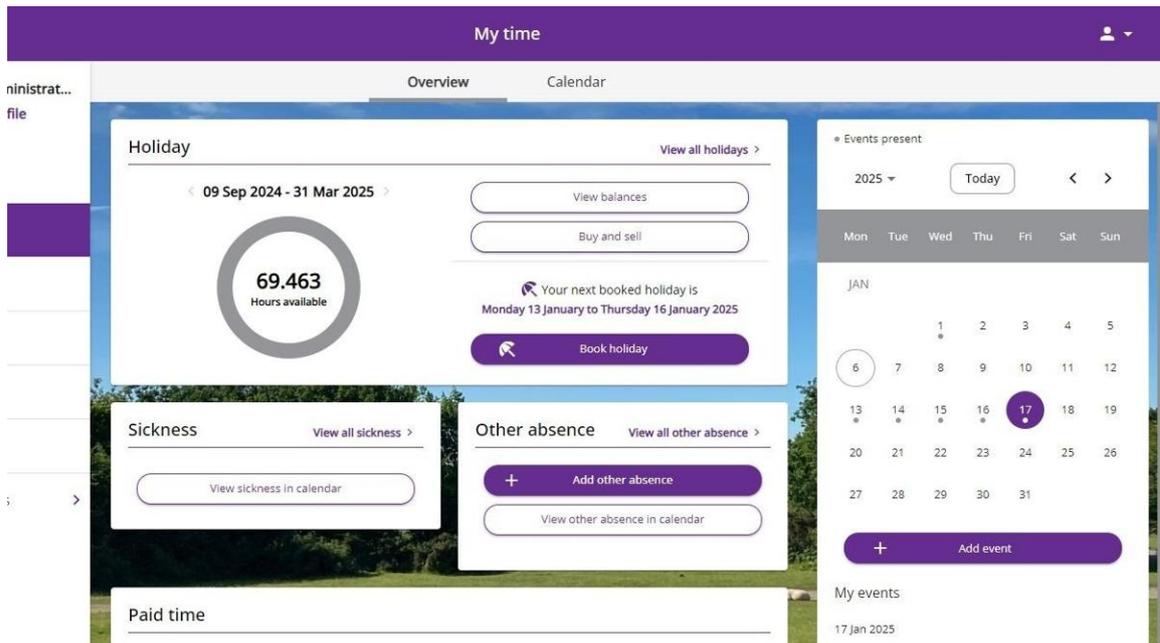


## 5. Viewing your Holiday Calendar and Approved Requests

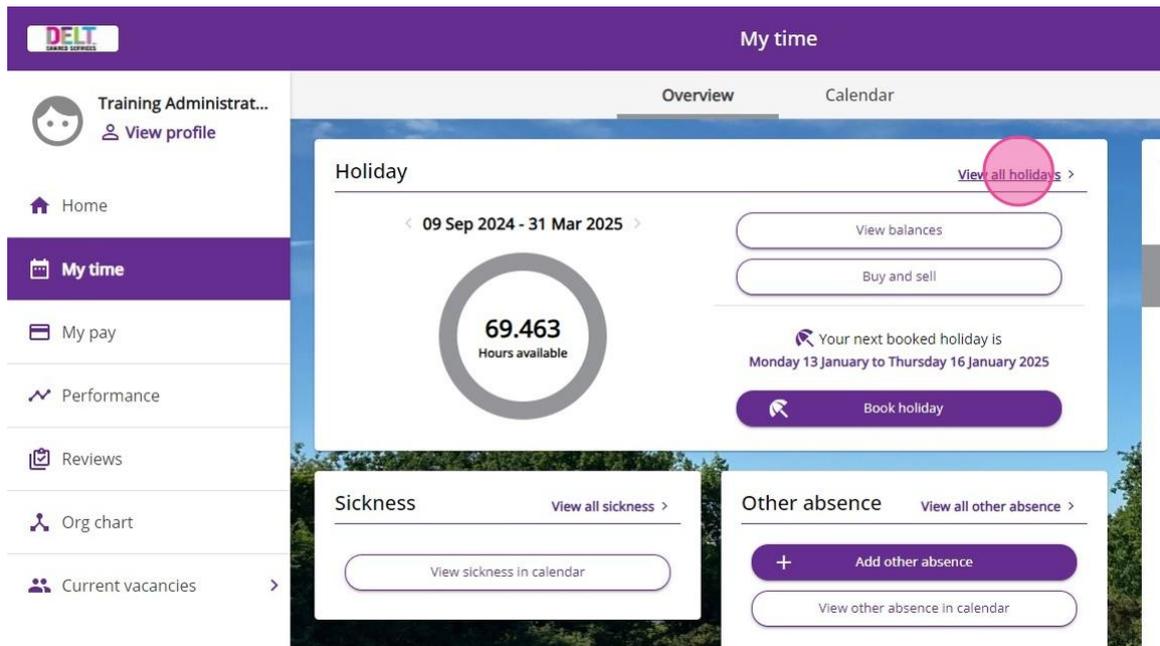
27. From the main dashboard, click on "My Time".



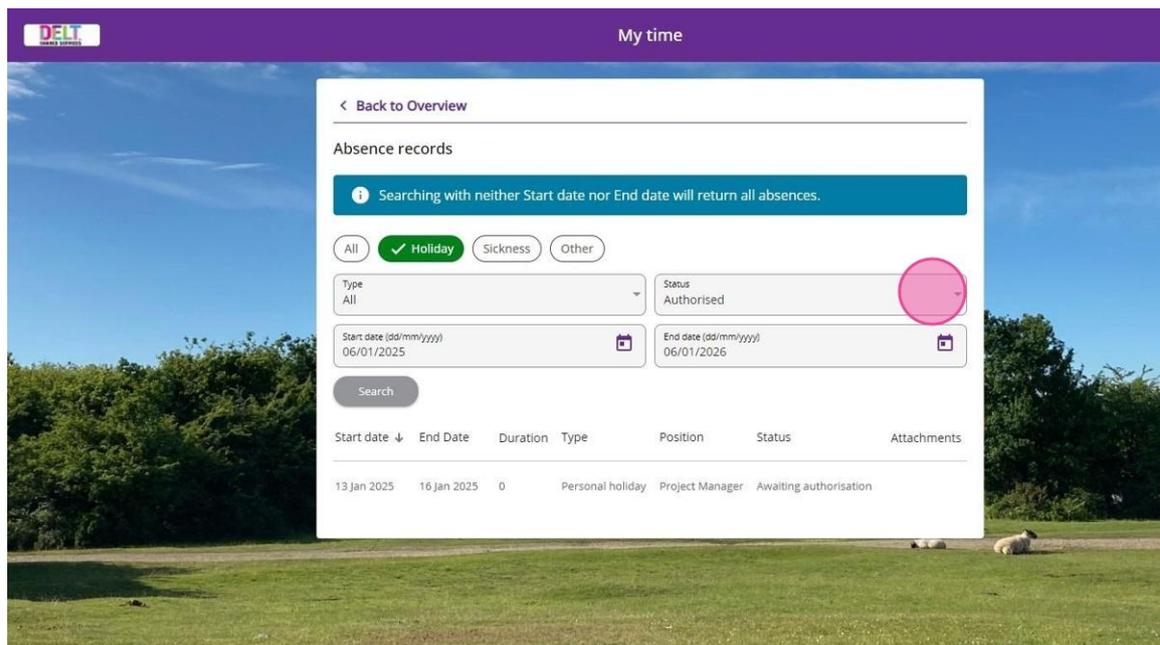
28. Using the calendar on the right, select the month you wish to view. Any leave booked for that month will be displayed under the calendar.



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



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



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

[< Back to Overview](#)

### Absence records

**i** Searching with neither Start date nor End date will return all absences.

All **✓ Holiday** Sickness Other

Type  
All

Status  
Authorised

Start date (dd/mm/yyyy)  
06/01/2025

End date (dd/mm/yyyy)  
06/01/2026

Search

*No absence details have been added for the parameters selected*