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.
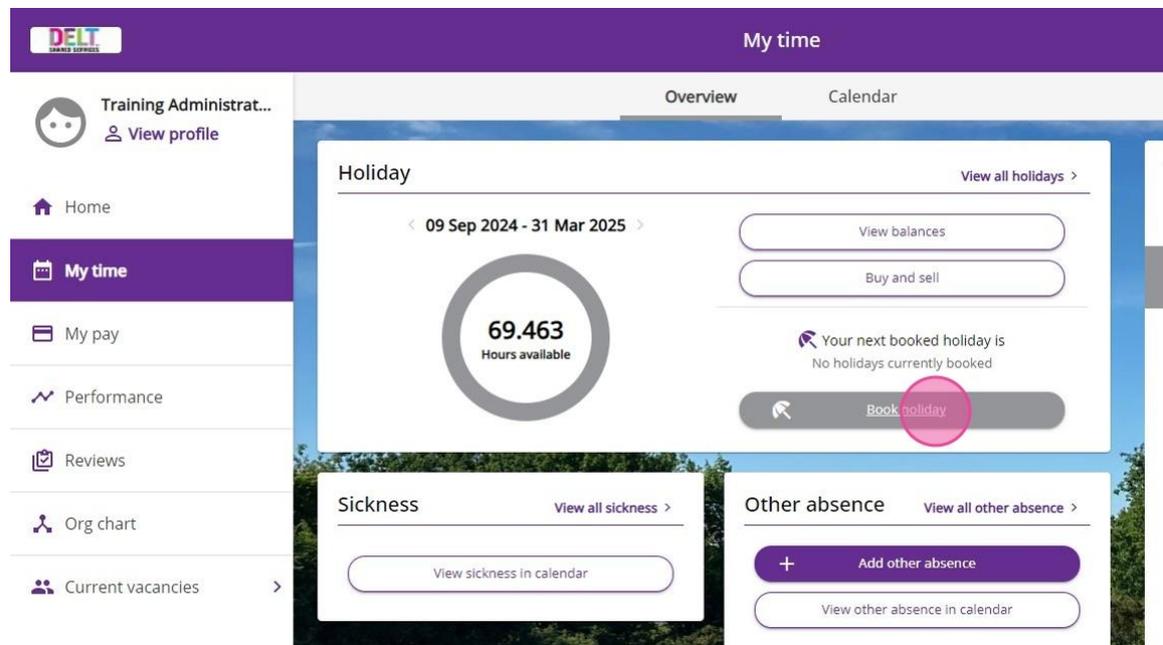
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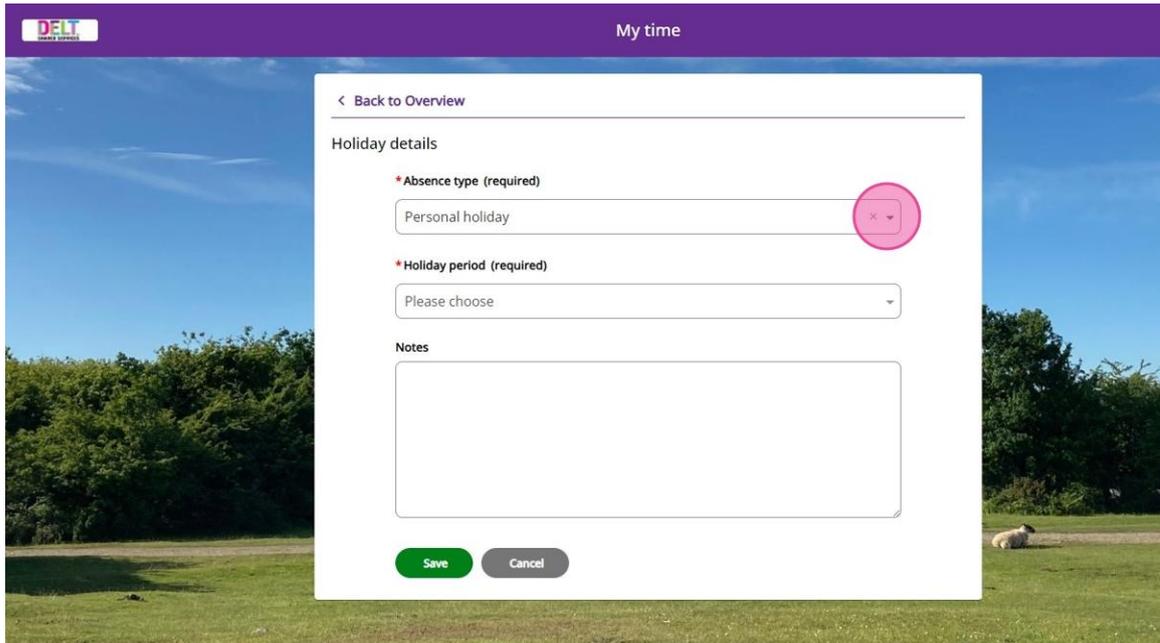## Contents

1. Requesting Annual Leave

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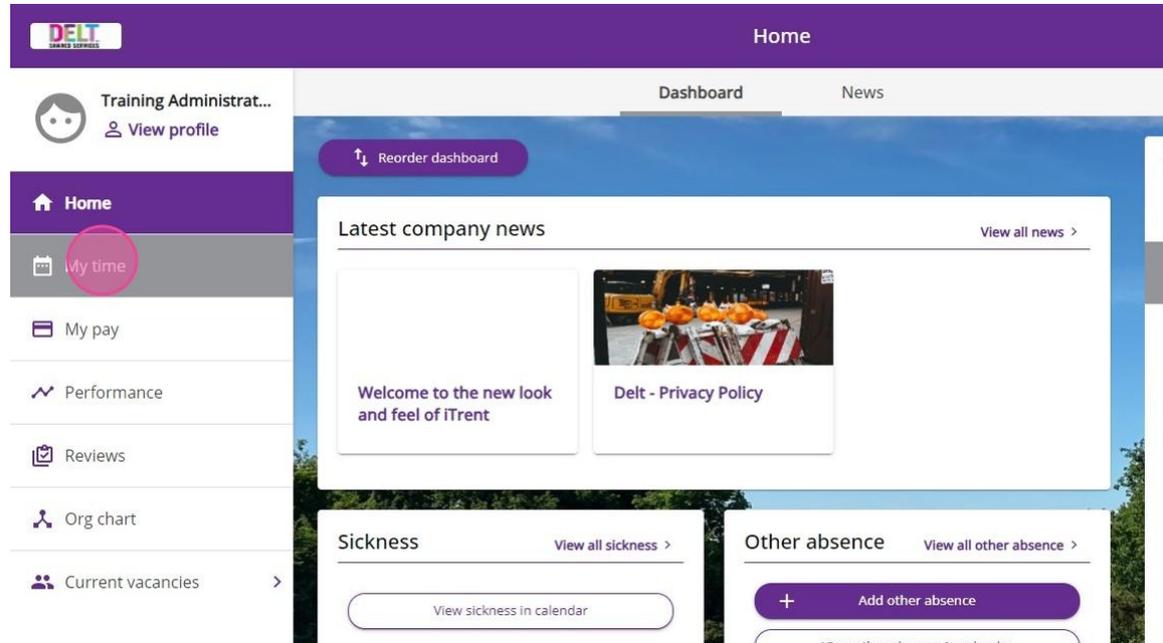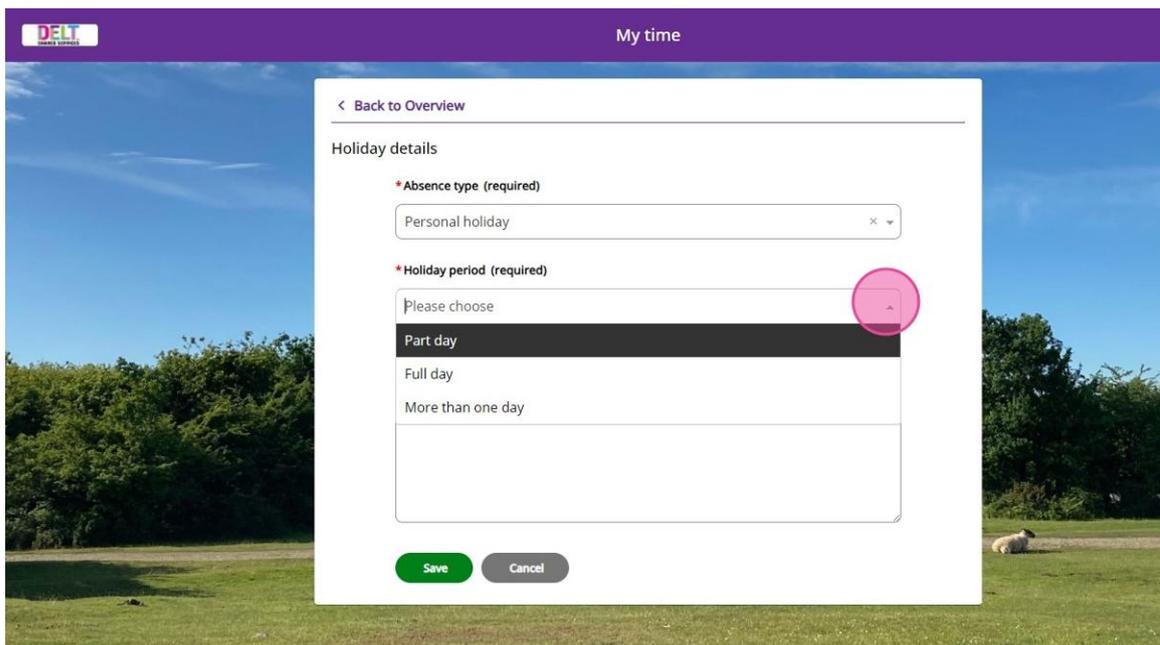

2. Click on **"Book Holiday"**.

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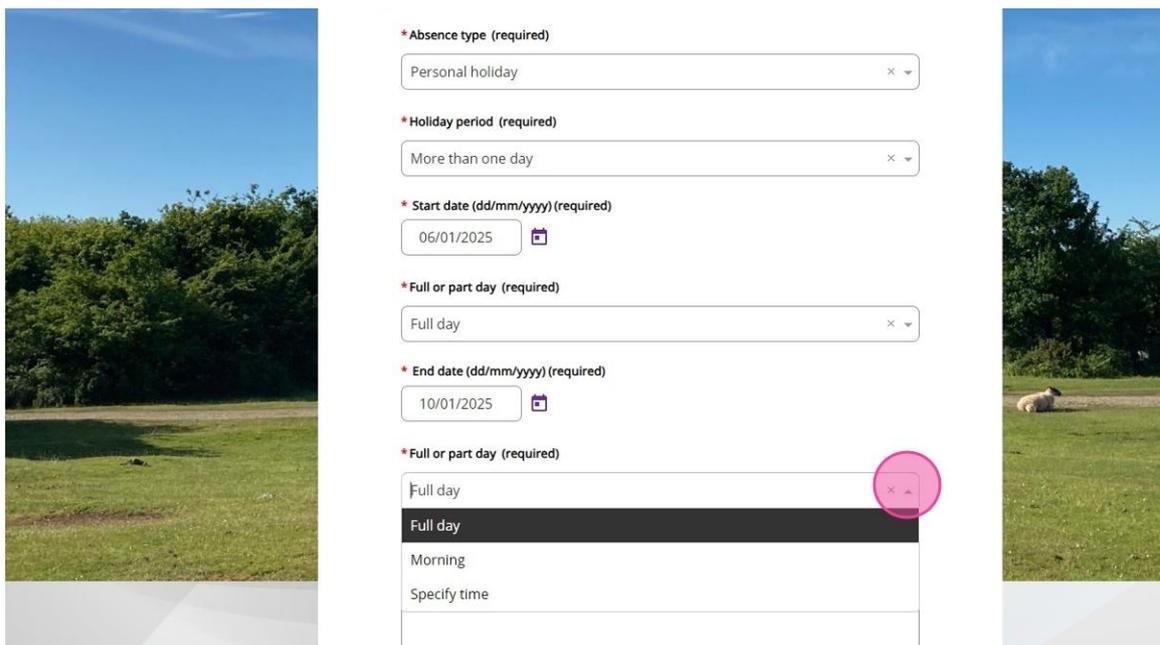
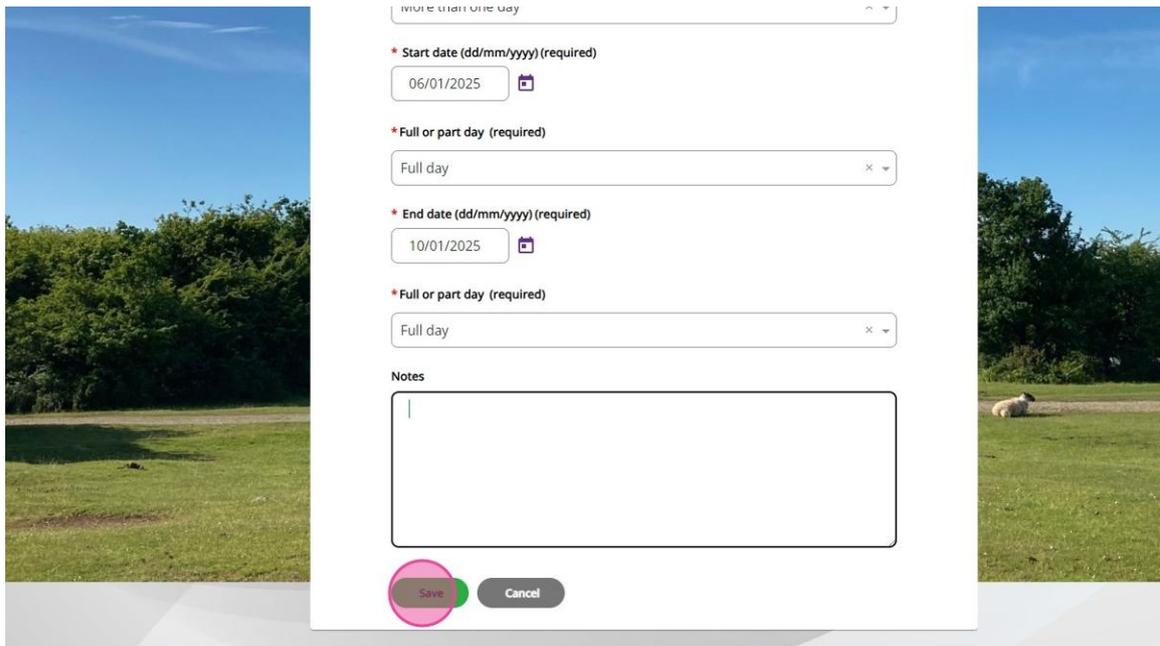6. From the dropdown, select either **"Full Day"** or **"Part Day"**.

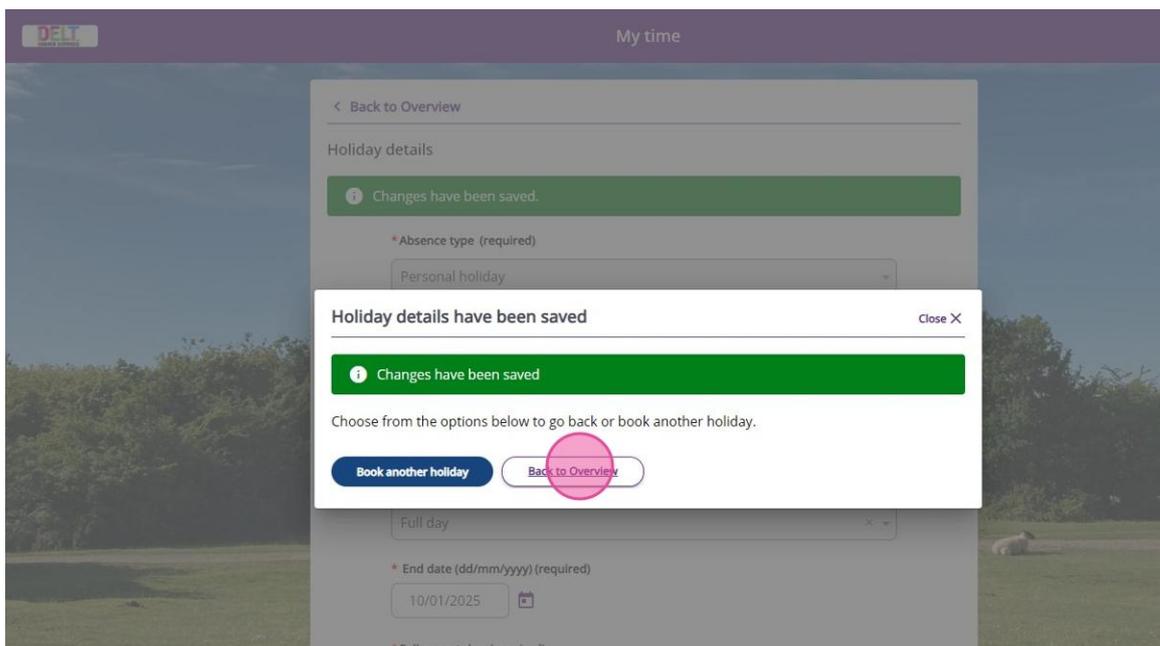7. Click the **calendar icon** to select the **end date** of your leave.
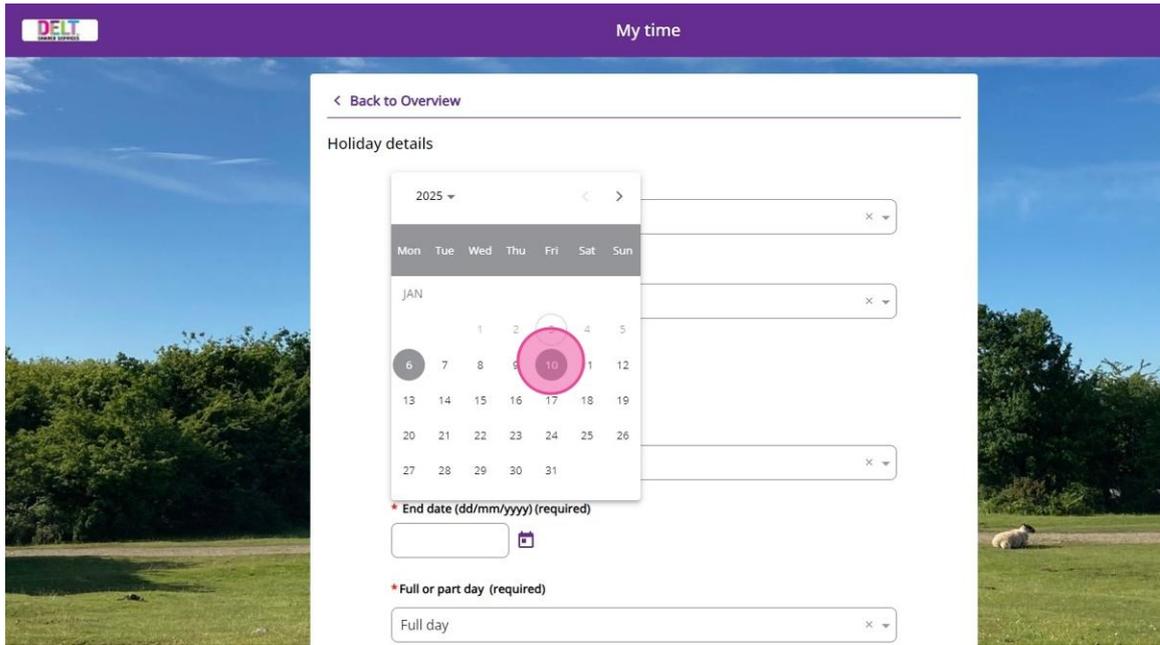
8. From the dropdown, select **"Full Day," "Morning,"** or **"Specify Time"**.

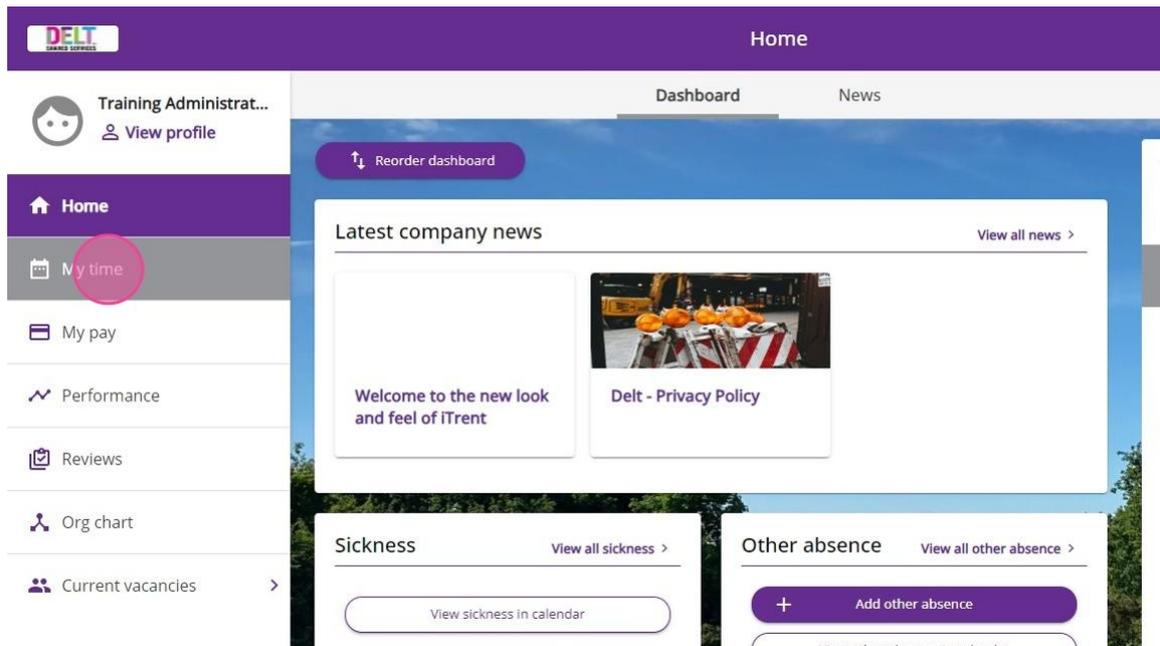9. If necessary, add any notes and click **"Save"**.

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.
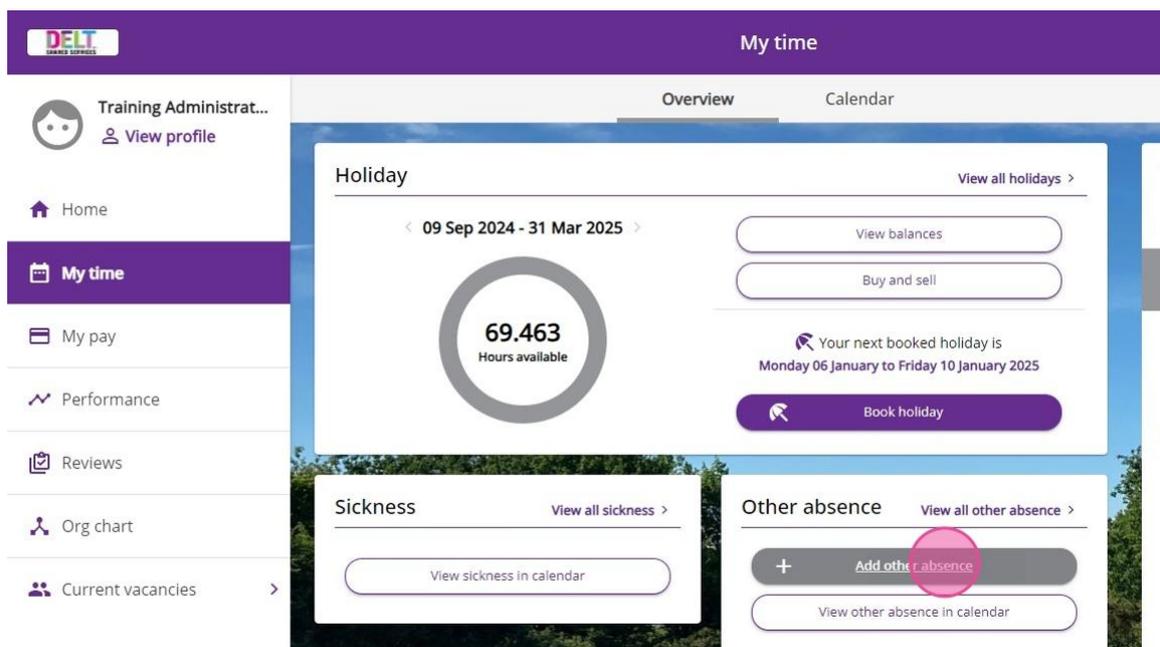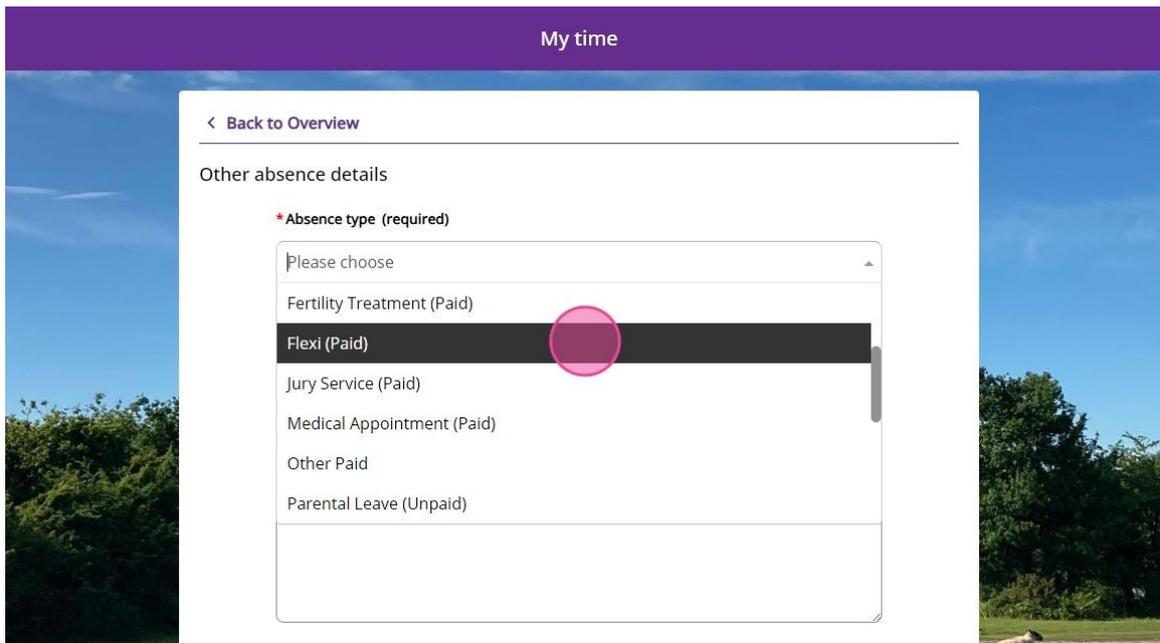

2. Requesting Flex

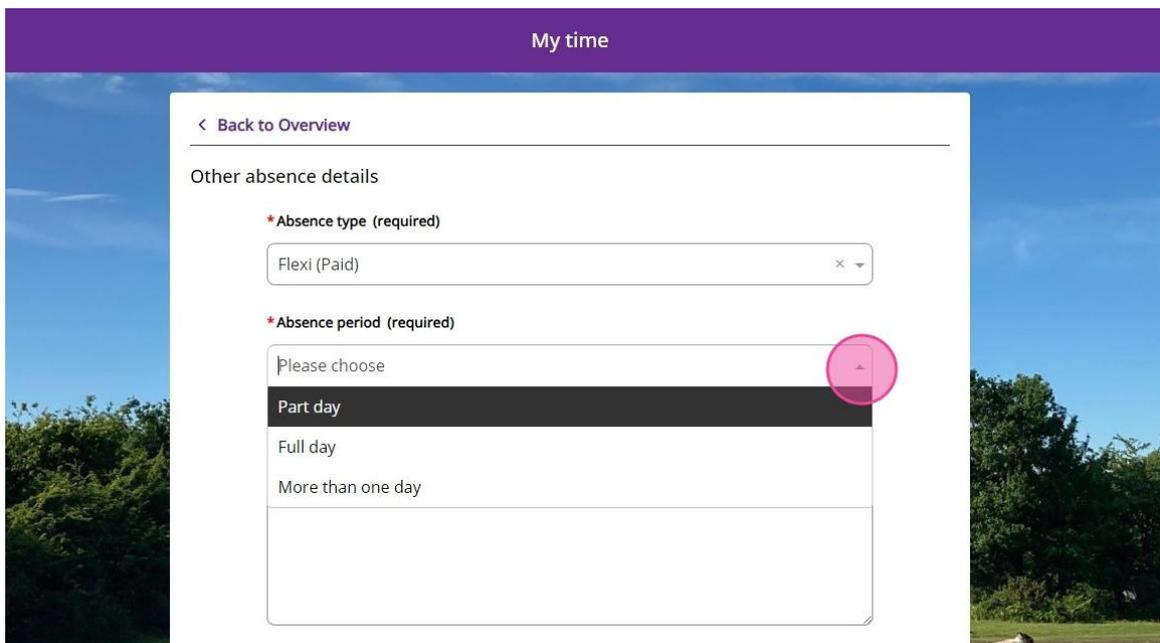11. From the main dashboard, click on **"My Time"**.
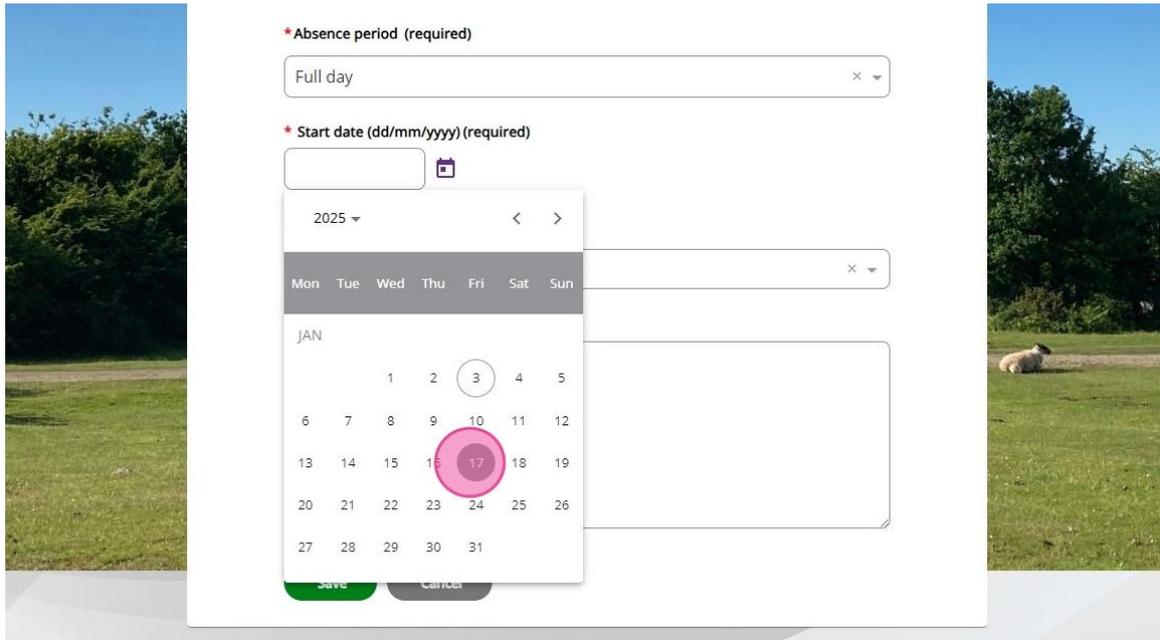
12. Click **"Add other absence"**.

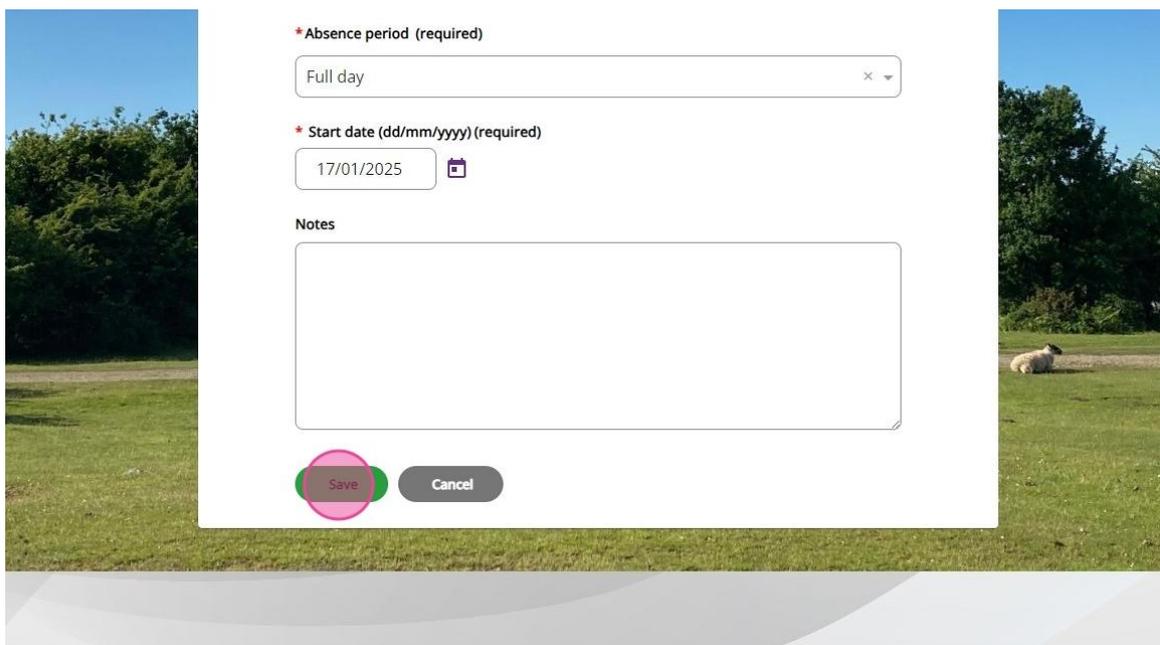13. From the **absence type** dropdown, click **"Flexi"**.

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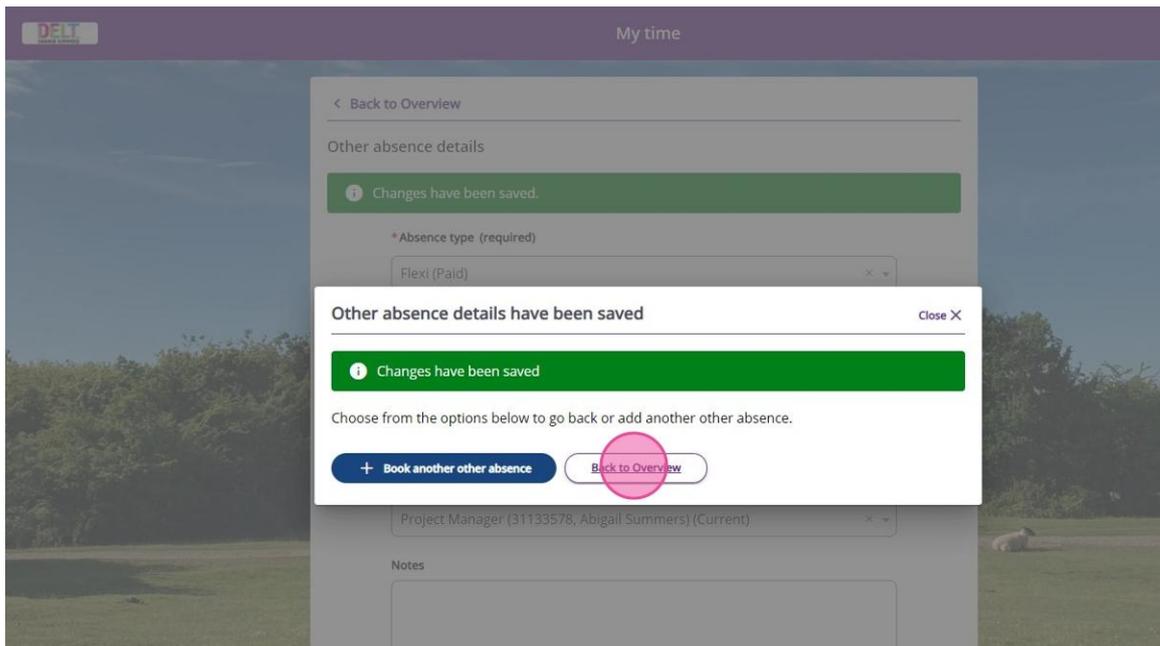

15. Click the **calendar icon** to select the **start date** of your leave.
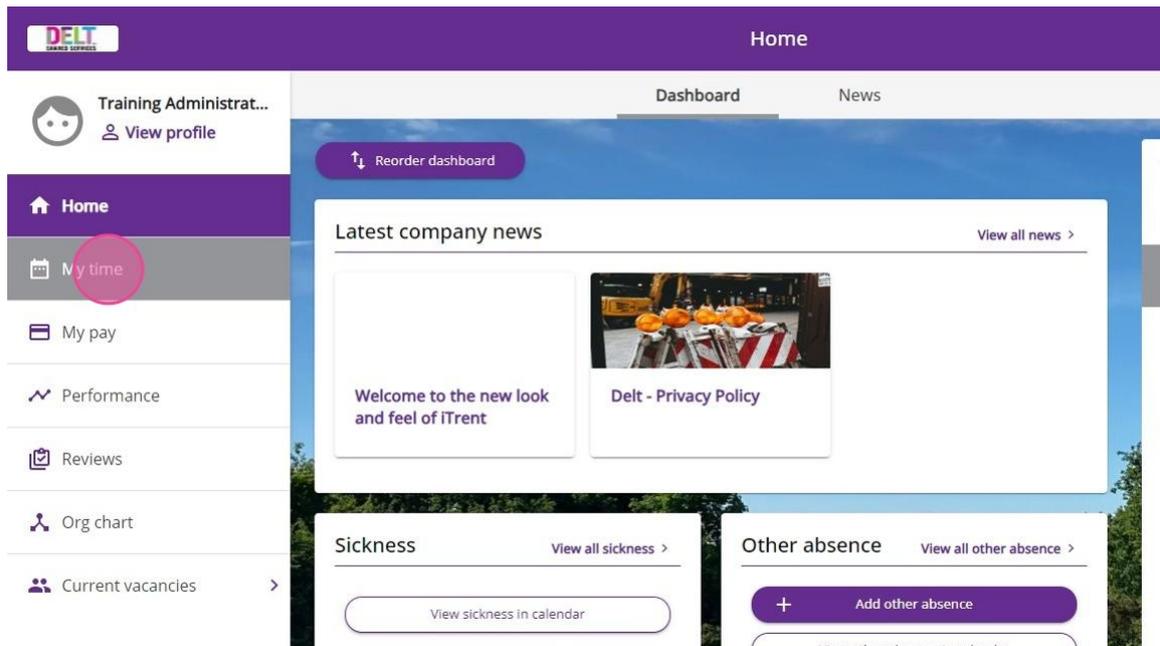
16. If necessary, add any notes and click **"Save"**.

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.
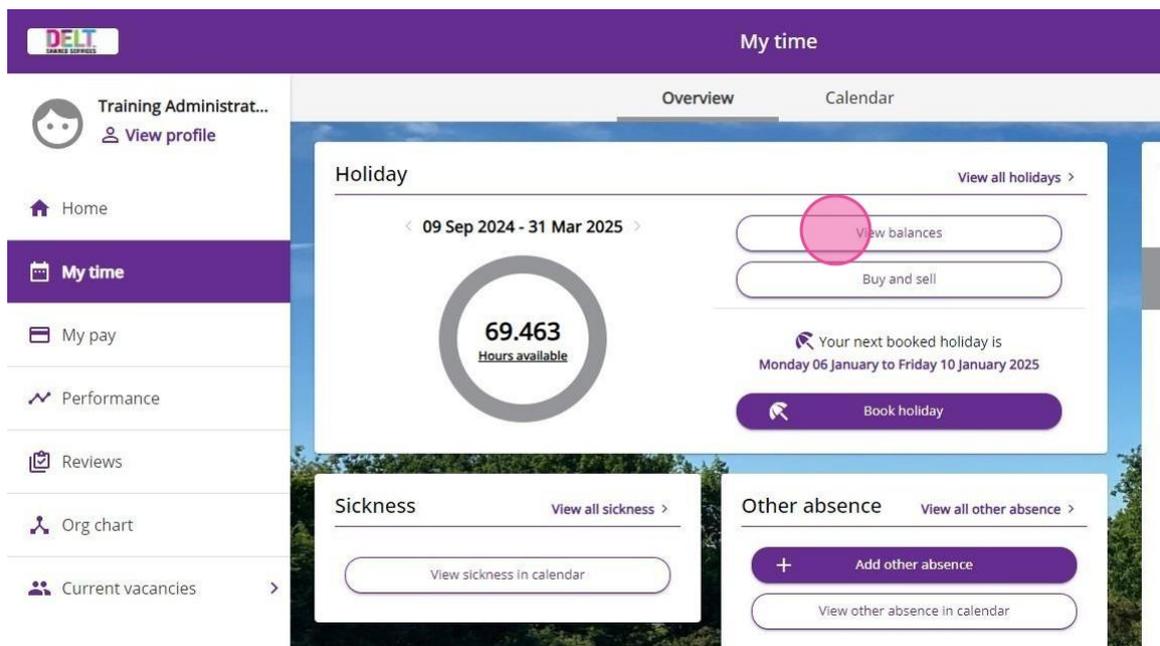
3. Checking Remaining Holiday Allowance

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.
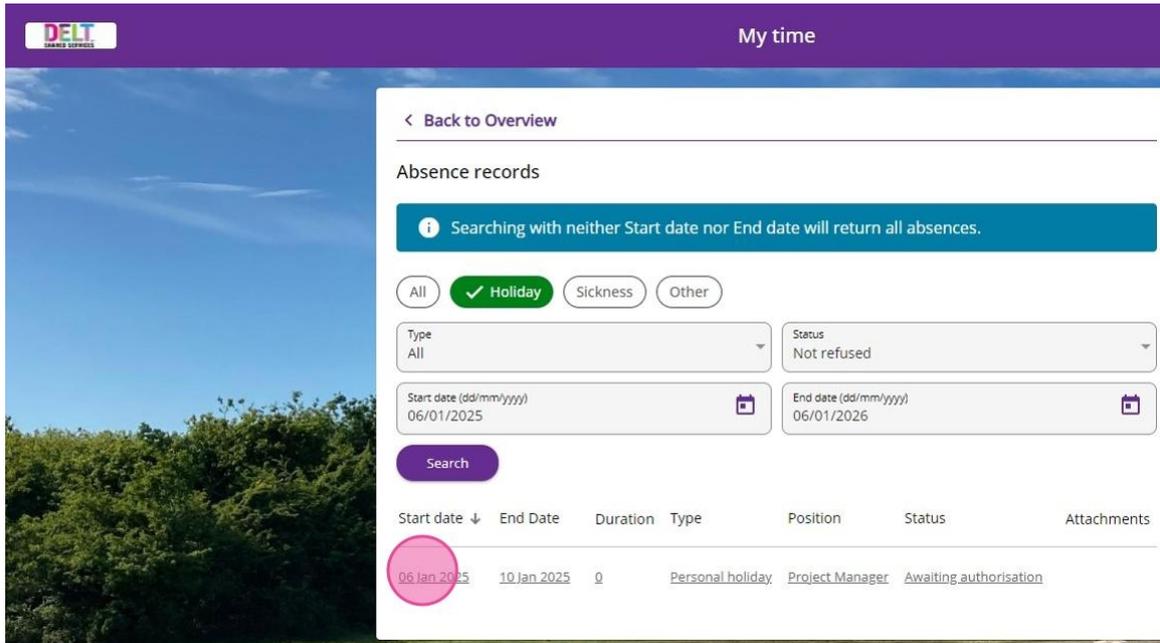
4. Cancelling Leave Requests

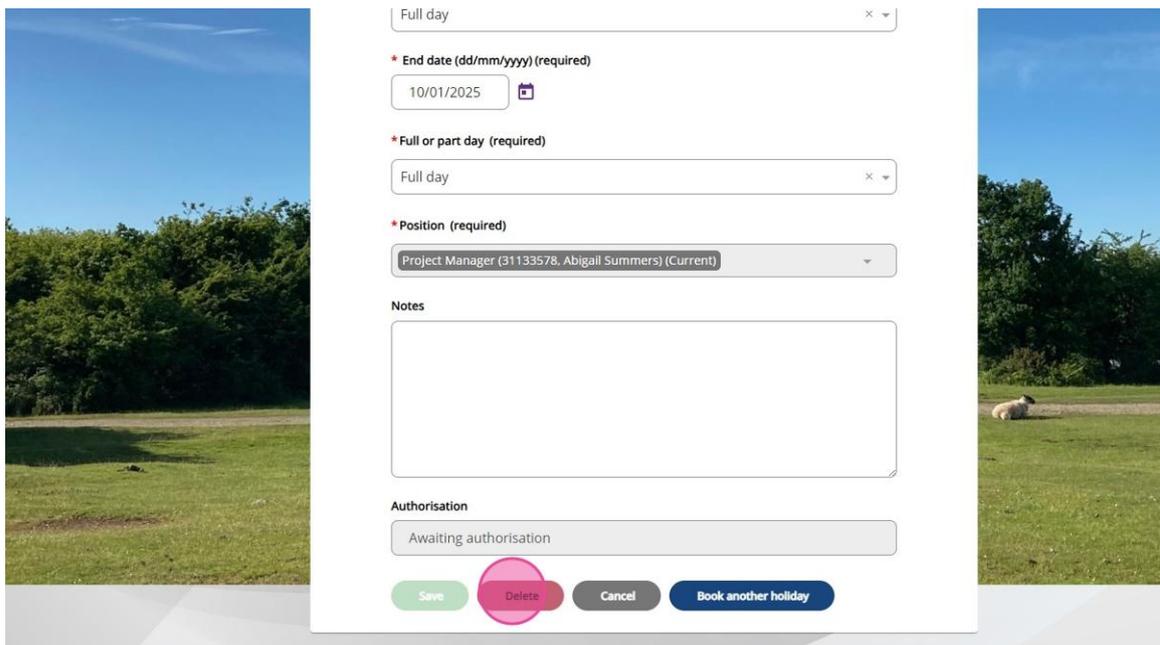21. From the main dashboard, click on **"My Time"**.
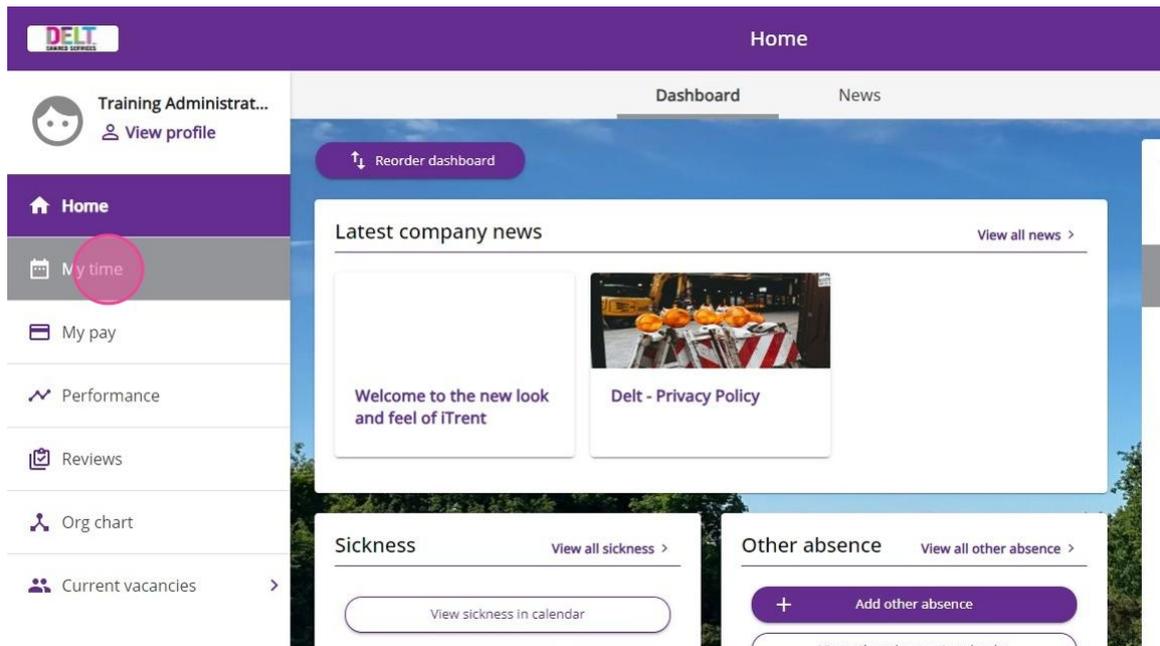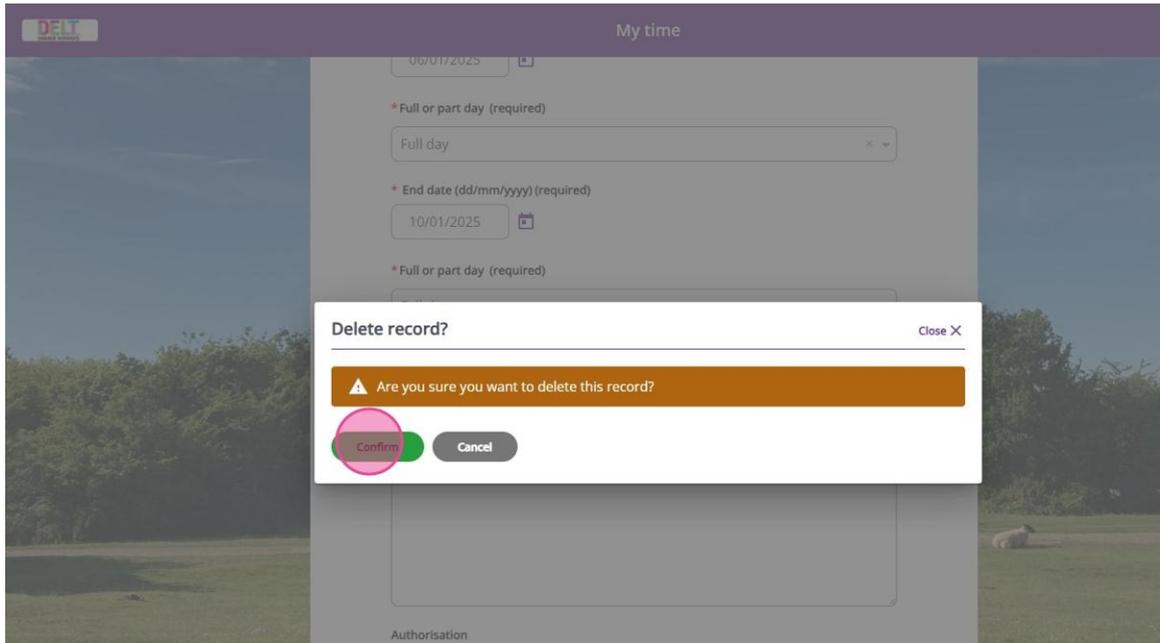
22. Click **"View all holidays"**.
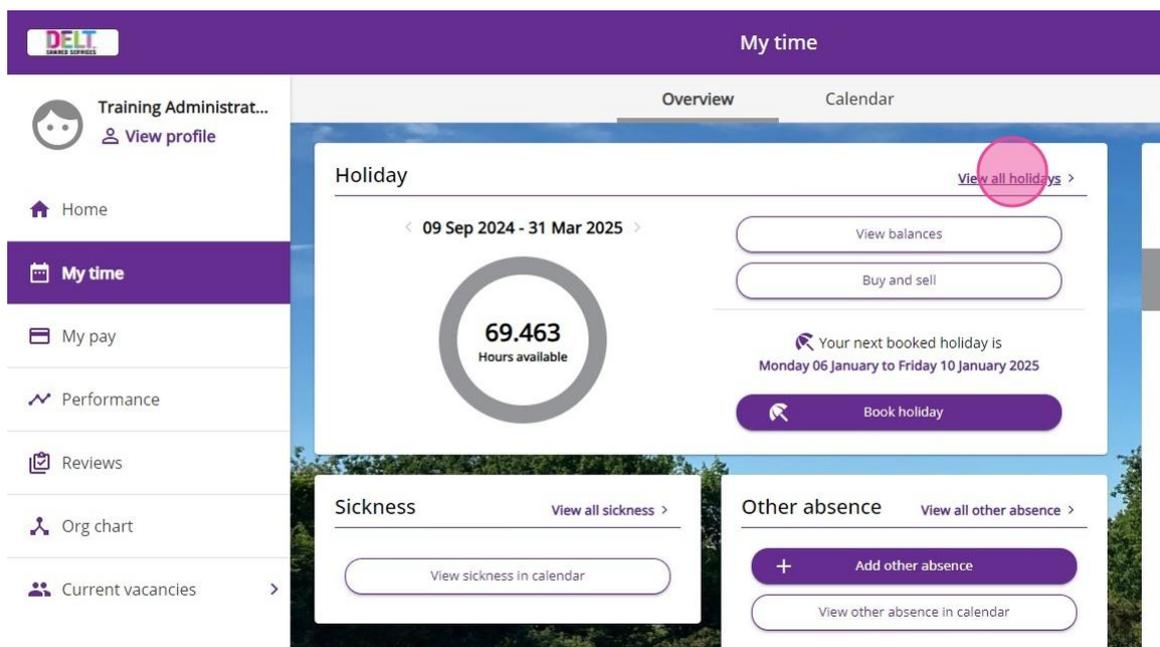
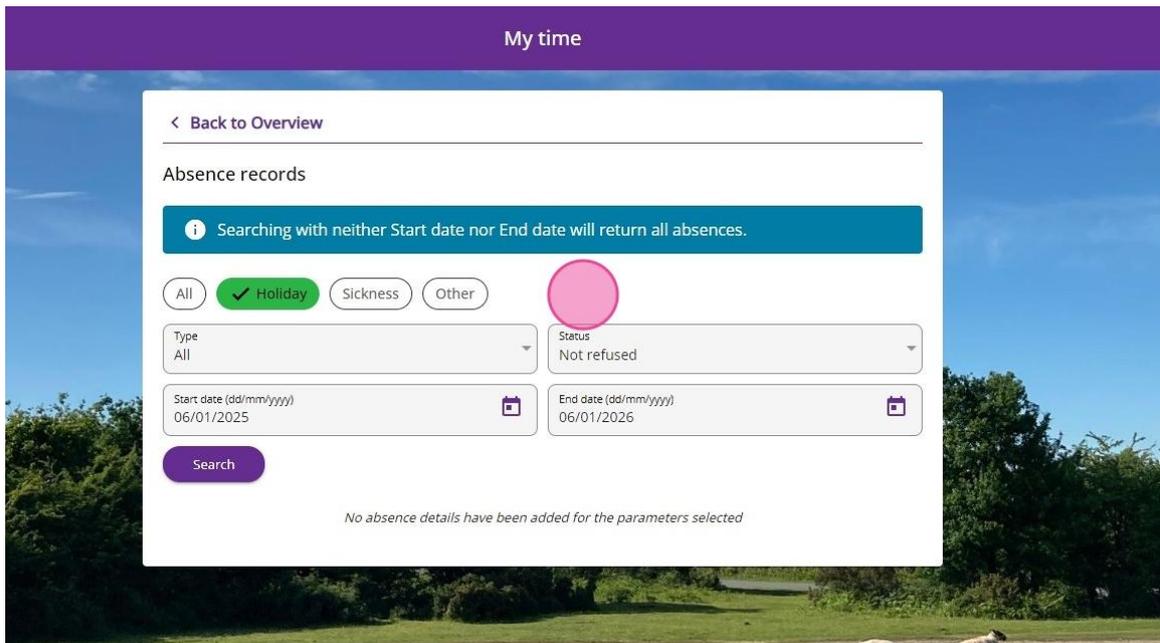23. Select the leave request you want to delete.

24. Scroll down and click **"Delete"**.

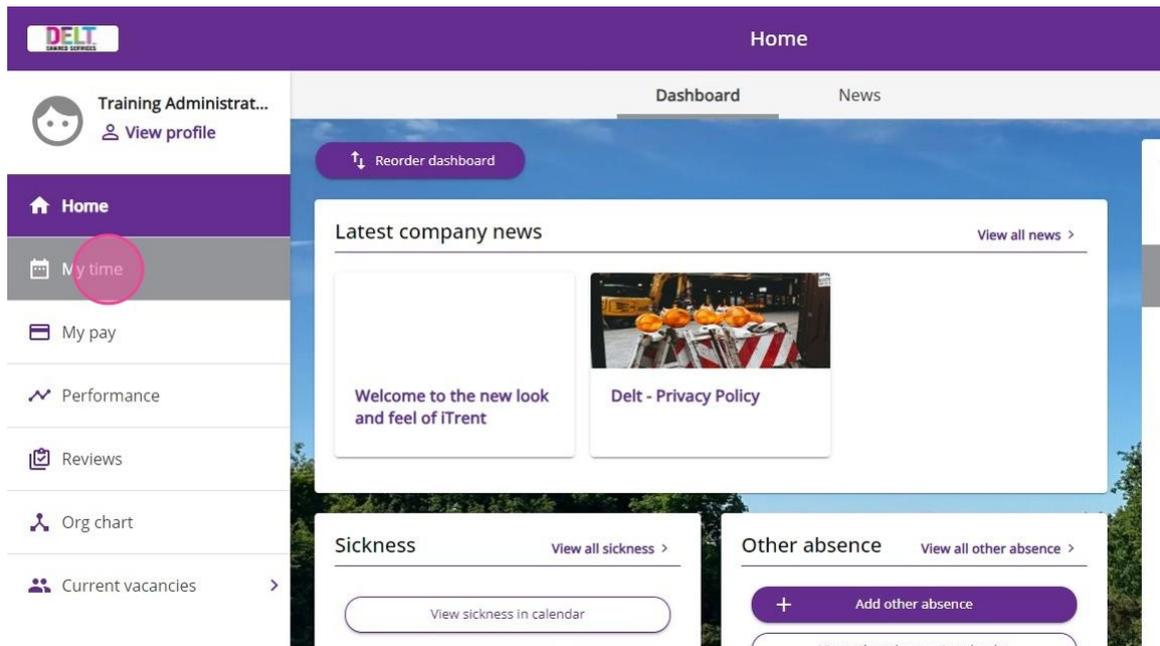25. To confirm your request, click **"Confirm"** in the pop-up window.

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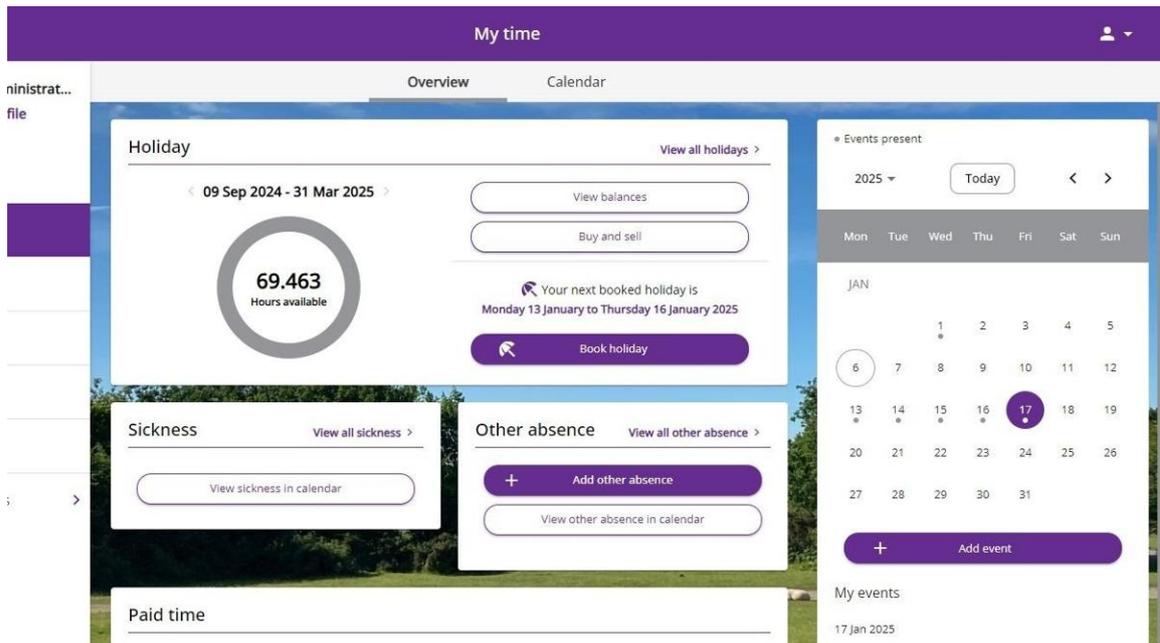

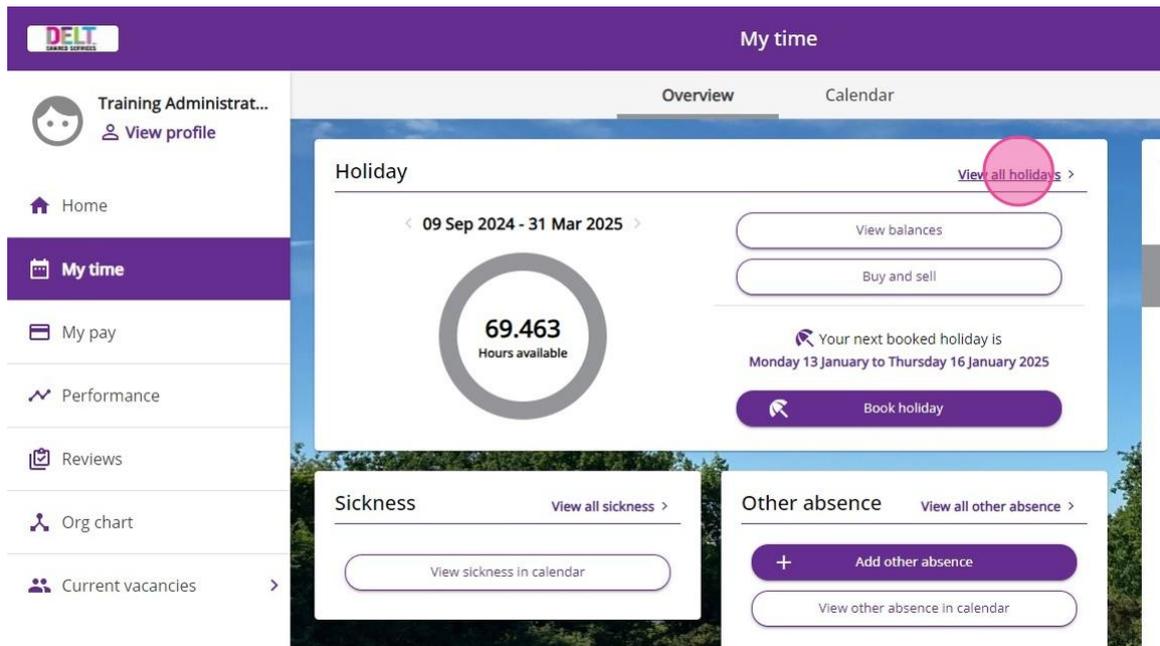## 5. Viewing your Holiday Calendar and Approved Requests

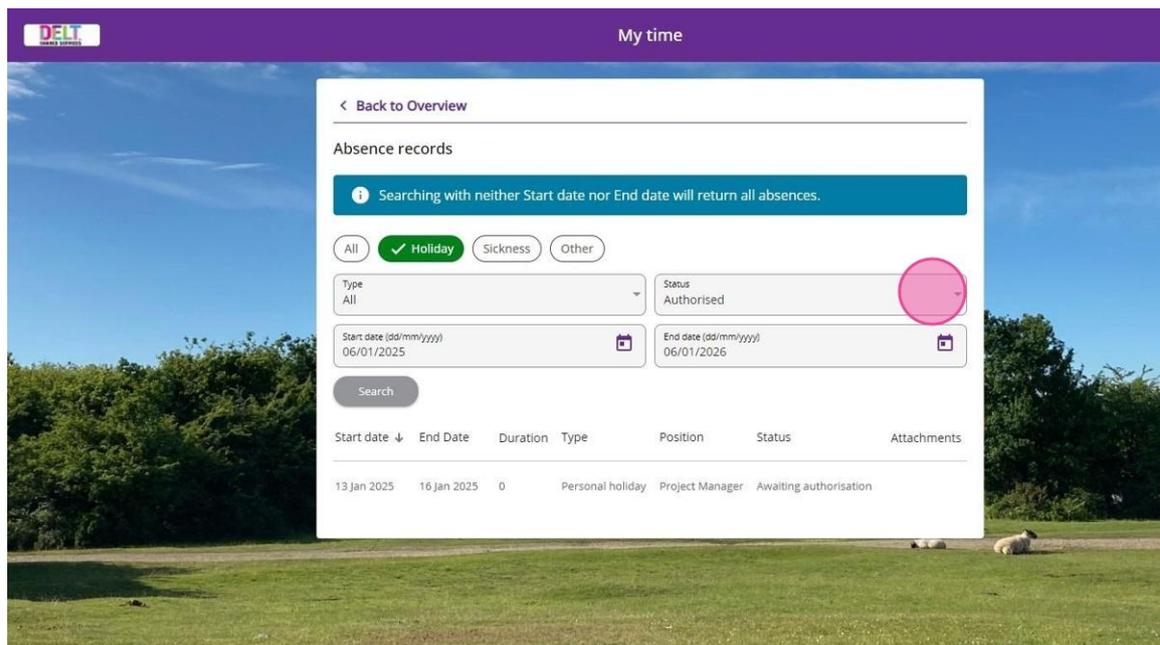27. From the main dashboard, click on **"My Time"**.

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.