

To change or cancel leave



- 1) Go to leave to be cancelled or changed and click on any day – this will bring up a box as below
- 2) Click on drop down arrow to show options if necessary

Leave Balances

As at 01-Feb-2021

Annual Leave: 0 hours

Accrual Group - Purchased Leave: 0 hours

Sick Leave: 0 hours

Long Service Leave: 0 hours

Leave History

January 2021

S	M	T	W	T	F	S
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						

February 2021

S	M	T	W	T	F	S
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				

Change leave

Cancel leave

View leave details

Delete

Approved

Submitted

- 3) To **Change leave** - use this if you want to change the dates applied for and approved or the leave type to be used . Change either the leave type or the relevant dates and then click through as usual.

The change will then need to be approved by your manager

Leave Request for [REDACTED]

Request

Type of Leave * **Annual Leave** Change the leave type

From * **28-Jan-2021** Change the date To * **03-Feb-2021**

Reason

4) To **Cancel leave** - use this if you wish to cancel approved leave, click on **OK**, the leave will then be coloured red, this will need to be approved by your manager

The screenshot shows a leave management interface. At the top, there's a 'Leave Balances' section with buttons for 'Annual Leave', 'Accrual Group - Purchased Leave', 'Sick Leave', and 'Long Se'. Below that is a 'Leave History' section with a calendar for 'January 2021'. The calendar shows days from 1 to 31. A tooltip box with a red border and white background says 'this box will appear when you click on cancel'. A 'Confirm Action' dialog box is overlaid on the calendar, containing the text 'This leave request will be cancelled.' and two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red border.