

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

A screenshot of the leave management interface. At the top, there is a 'Request leave' button. Below it, there are sections for 'Leave Balances' and 'Leave History'. The 'Leave History' section shows a calendar for January and February 2021. A modal window titled 'Annual Leave - Leave Request' is open, showing a request for 5 work days from Thu 28 Jan 2021 to Wed 03 Feb 2021. The modal has a 'Change leave' button and a dropdown arrow. A second dropdown menu is open below the 'Change leave' button, showing options: 'Cancel leave', 'View leave details', and 'Delete'. Red callout numbers 1 through 4 are placed on the interface to indicate the steps: 1 points to the calendar, 2 points to the dropdown arrow, 3 points to the 'Change leave' button, and 4 points to the 'Cancel leave' option in the second dropdown menu.

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 To * 03-Feb-2021

Change the date

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

Leave Balances

As at 01-Feb-2021

- Annual Leave
- Accrual Group - Purchased Leave
- Sick Leave
- Long Se

Leave History

Today

January 2021

S	M	T	W	T	F	S	S
					1	2	
3	4	5	6	7	8	9	7
10	11	12	13	14	15	16	14
17	18	19	20	21	22	23	21
24	25	26	27	28	29	30	28
31							

this box will appear when you click on cancel

Confirm Action

This leave request will be cancelled.

OK Cancel