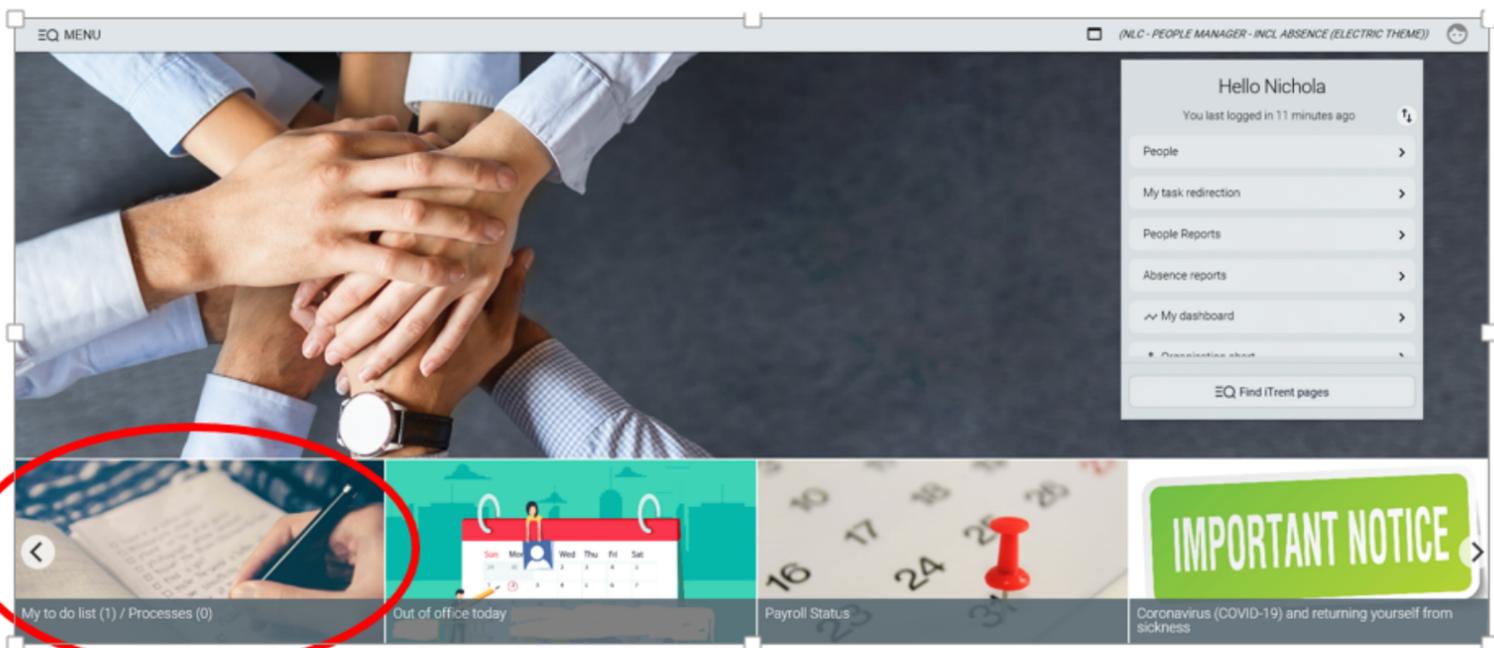


How to Authorise Special Leave Requests from your staff

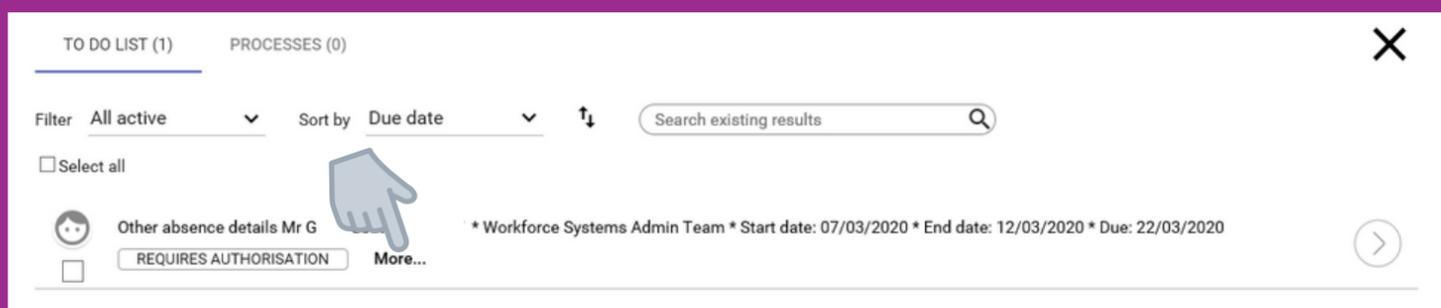
1) Log into



2) Click on your To Do List:

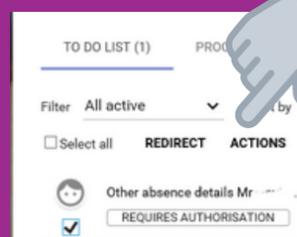
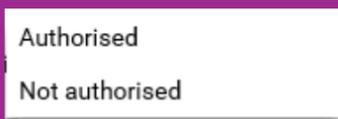


3) Click on '**More**' to view the details of the request :



4) Once you have viewed the details and considered the request, proceed to Authorise or Reject it, by clicking on this icon

5) You will then see Actions appear. Click on Actions and Select 'Authorised' or 'Not Authorised'



If the request is not approved, please liaise with the employee to provide a reason.

An email will then be sent to the employee informing them of the decision made.

If you need any further support, please call the ESC People Helpdesk on 01698 403151 or email esc-helpdeskteam@northlan.gov.uk