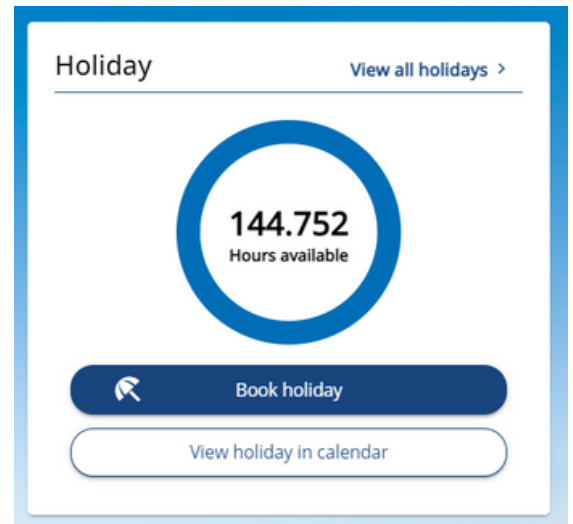


How to Request/Cancel Annual Leave

This document provides a guide on how to request and cancel annual leave with step-by-step instructions

Login to your mySelf account

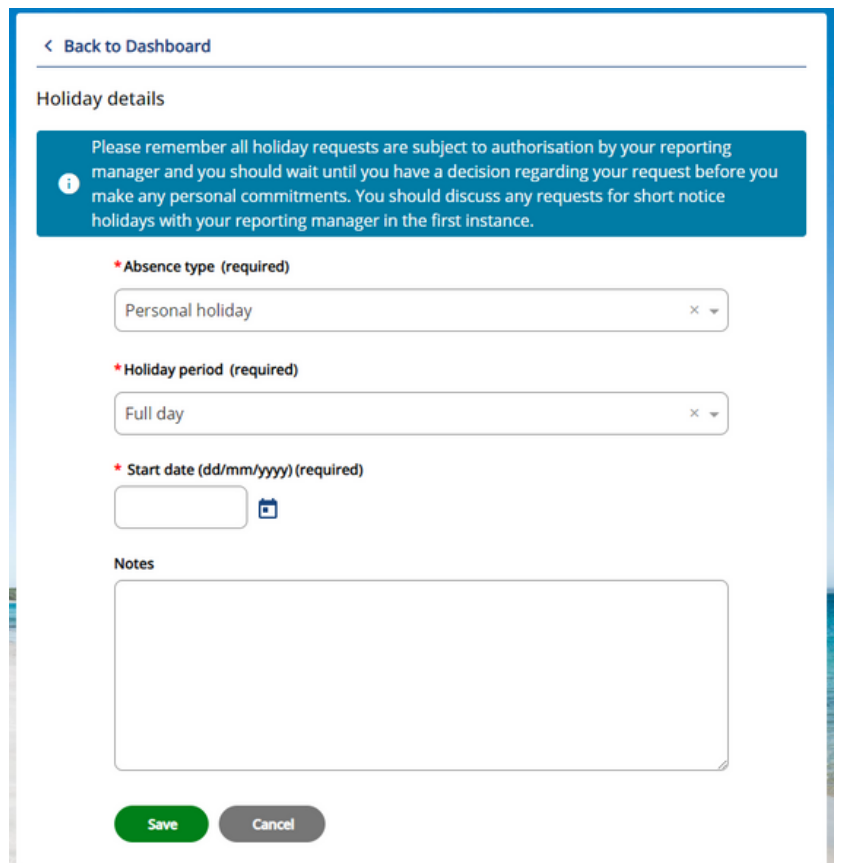
Locate the 'Holiday' tile on your dashboard and click 'Book Holiday'



Select 'Personal Holiday' from drop down

Select period as appropriate

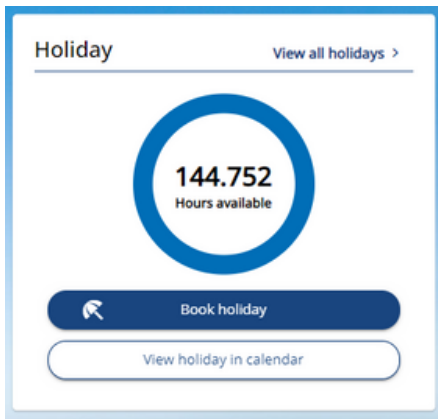
Select your requested date



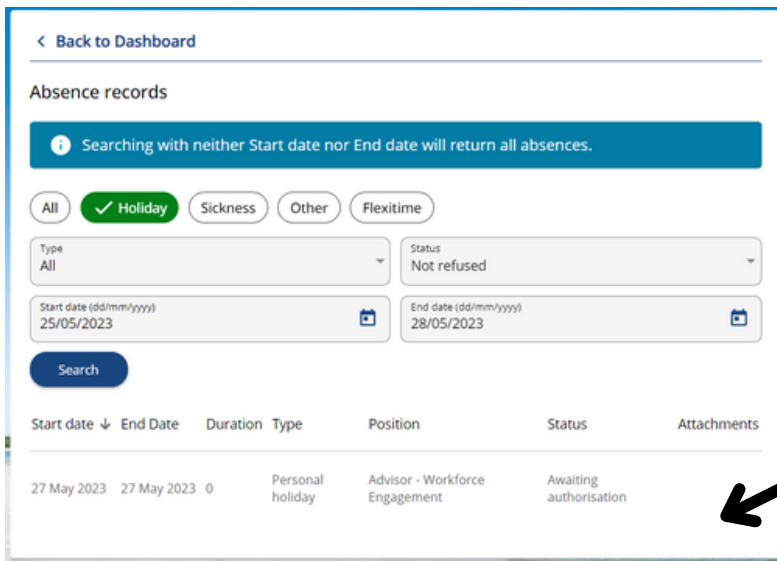
The screenshot shows the 'Holiday details' form. At the top, there is a '< Back to Dashboard' link. Below it, the title 'Holiday details' is followed by a blue information box containing the text: 'Please remember all holiday requests are subject to authorisation by your reporting manager and you should wait until you have a decision regarding your request before you make any personal commitments. You should discuss any requests for short notice holidays with your reporting manager in the first instance.' Below the information box, there are three required fields: 'Absence type (required)' with a dropdown menu showing 'Personal holiday', 'Holiday period (required)' with a dropdown menu showing 'Full day', and 'Start date (dd/mm/yyyy) (required)' with a date input field and a calendar icon. At the bottom, there is a 'Notes' text area and two buttons: a green 'Save' button and a grey 'Cancel' button.

Click 'Save' and your request will be sent to your authorising manager for approval

How to Cancel Annual Leave



Locate the 'Holiday' tab on your dashboard and select 'View all holidays'



Select the holiday you wish to cancel or using the calendar icon to search for the holiday date

Please remember all holiday requests are subject to authorisation by your reporting manager and you should wait until you have a decision regarding your request before you make any personal commitments. You should discuss any requests for short notice holidays with your reporting manager in the first instance.

*Absence type (required)
Personal holiday

*Holiday period (required)
Full day

*Start date (dd/mm/yyyy) (required)
27/05/2023

*Position (required)
Advisor - Workforce Engagement (HR Transformation & Engagement, Mrs Dais...

Notes

Authorisation
Awaiting authorisation

Save Delete Cancel Book another holiday

Select 'Delete' in order to cancel the Annual Leave

Select 'Confirm' to confirm the cancellation

Delete record? Close X

⚠ Are you sure you want to delete this record?

Confirm Cancel

This document provides a guide on how to request and cancel annual leave with step-by-step instructions