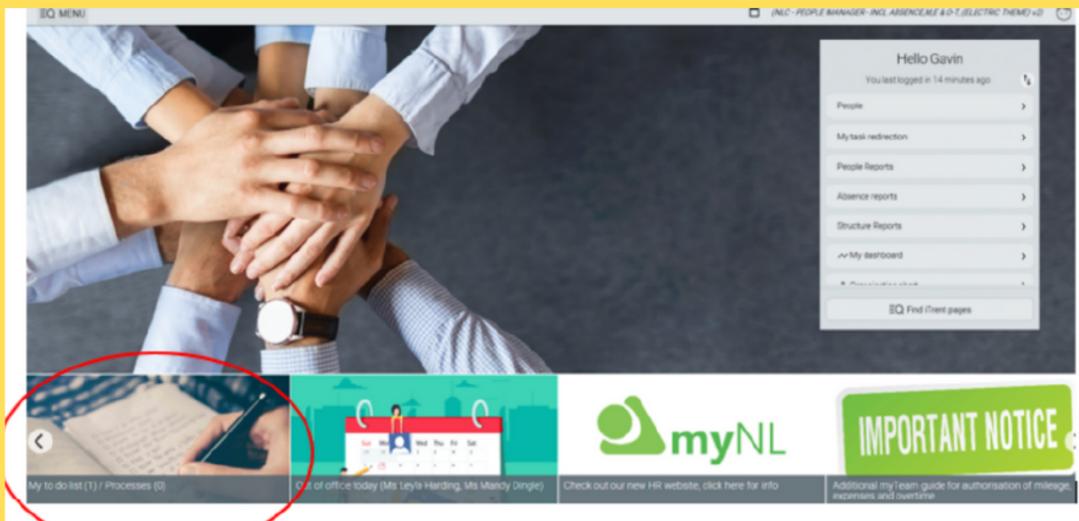


How to Authorise/Reject a Buy/Bank Leave Request

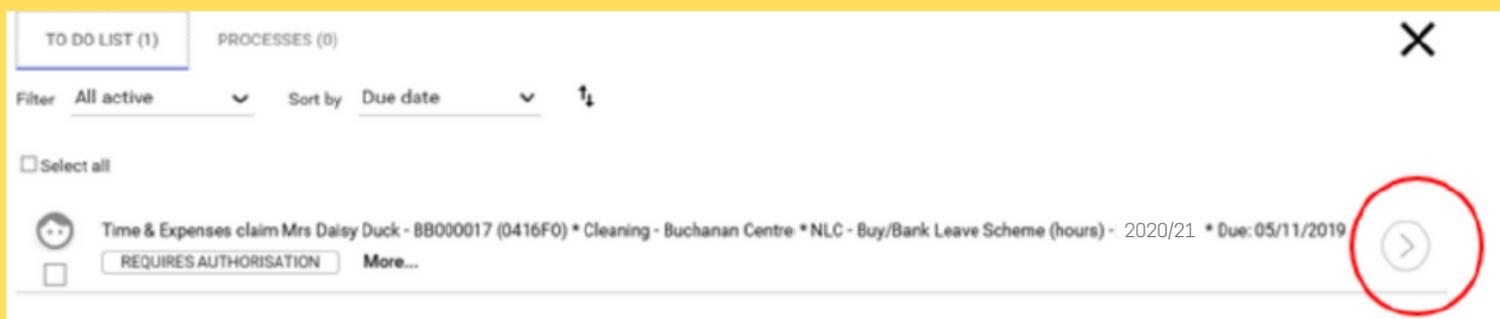
1) Log into



2) Click on your To Do List:



3) Click on the arrow at the right-hand side of the claim:



4) **Ensure you carry out the necessary checks to confirm the employee has met the following Buy/Bank conditions before authorising/rejecting**

- The employee has worked with NLC for 1 year or more
- The request does not exceed the employees contractual hours
- The employee cannot bank more hours than they have remaining within their holiday entitlement for the current year

5) Once satisfied, you can now either authorise or reject by choosing from the drop-down menu:



If you reject the claim, please ensure you give a reason in the Reason text box. Once finished, click



An email will then be sent to the employee informing 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