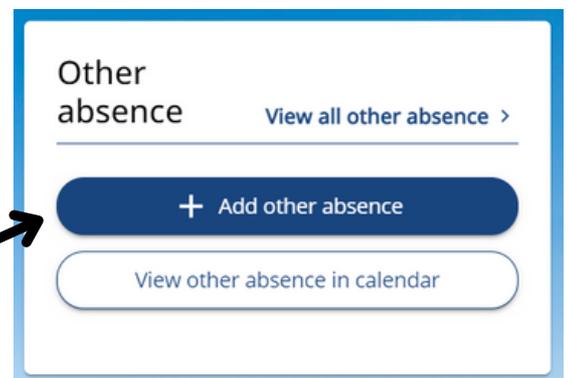


How to use your Covid Recognition Day

Log into your mySelf account

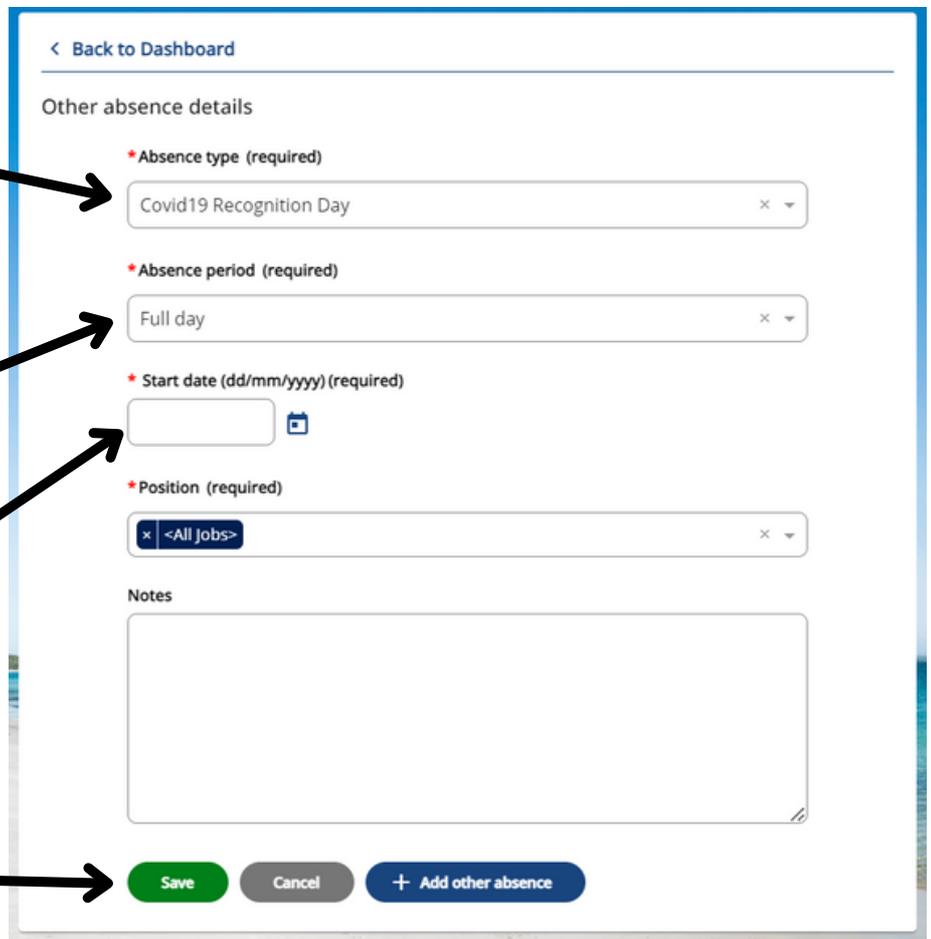
Locate the 'Other Absence' tile on your dashboard and click '+Add other absence'



Select 'Covid19 Recognition Day' from drop down.

Select 'Full Day'

Select your requested date and position



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