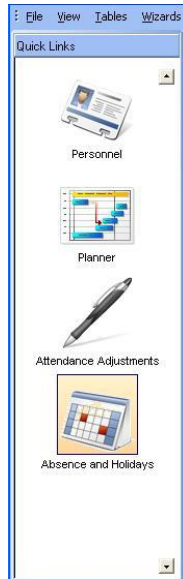




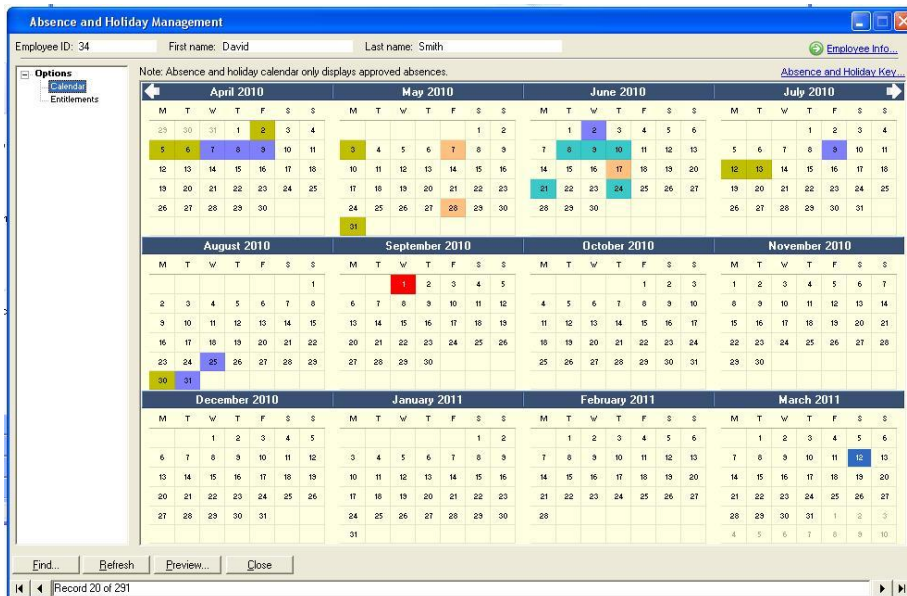
## Module: m/03/115

### 'Submitting an absence or holiday request...'

1. Click on the Absence and Holiday Quick Link.



2. The Absence and Holiday Management screen appears at the person last viewed by the user





3. Click <Find> and search for the person whose entitlements you wish to view.



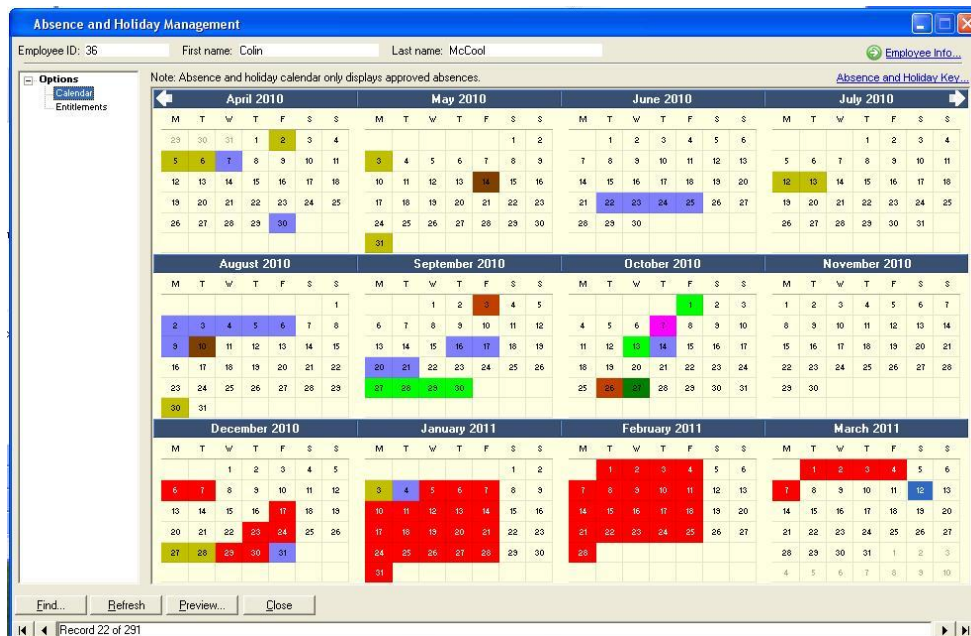
Find: Absence and Holiday Management

Search for:     Search through:     Search type:

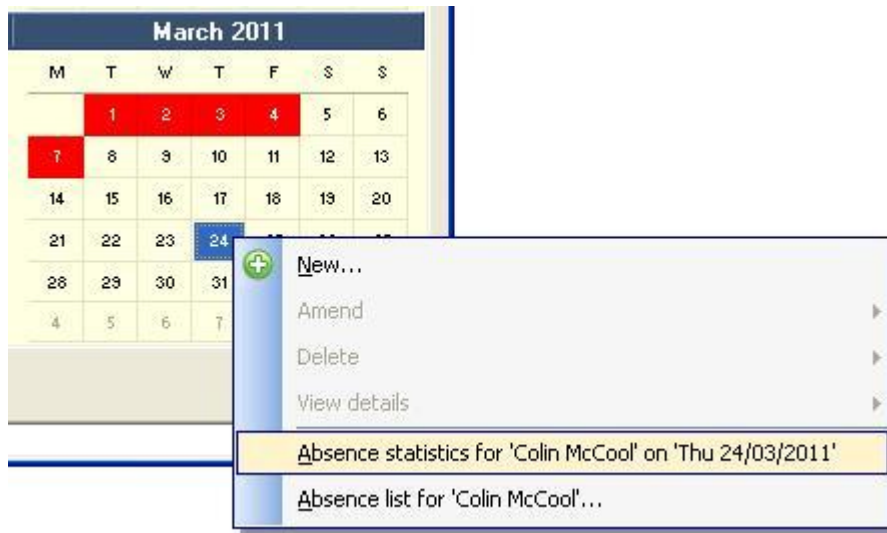
Drag a column header here to group by that column.

Employee ID	Payroll	First Name	Last Name	Known As	Employee
34		David	McCambley	McCambley, David	Leaver
35		Leo	Cochrane	Cochrane, Leo	Employee
36		Colin	McCool	McCabrey, Colin	Employee
37		Michael	Finney	Finney, Michael	Employee
38		Michael	McCormack	McCormack, Micha	Employee
39		Jolene	Hagen	Hagen, Jolene	Employee
40		Elaine	Simpson	Simpson, Elaine	Employee
41		David	Foster	Foster, David	Employee
42		Joanne	Hewitt	Hewitt, Joanne	Employee

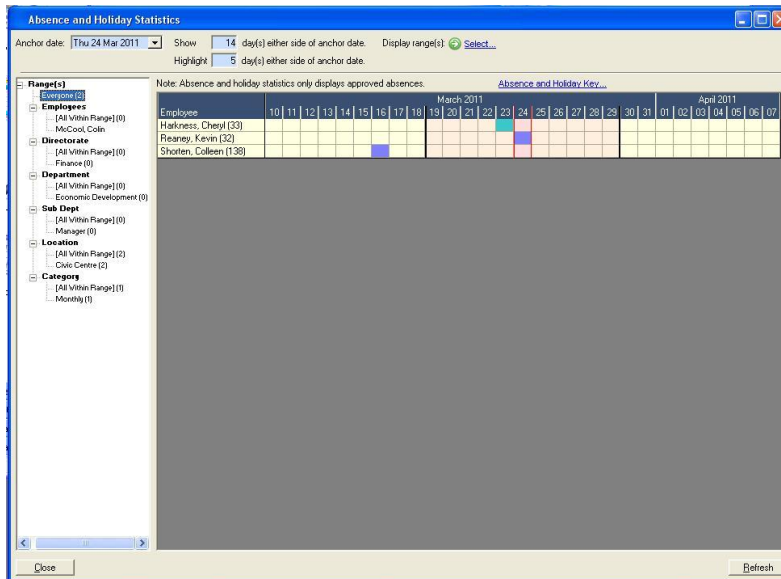
4. The person's absence calendar will appear.



5. <Right-click> on the required absence/holiday date and select Absence statistics...

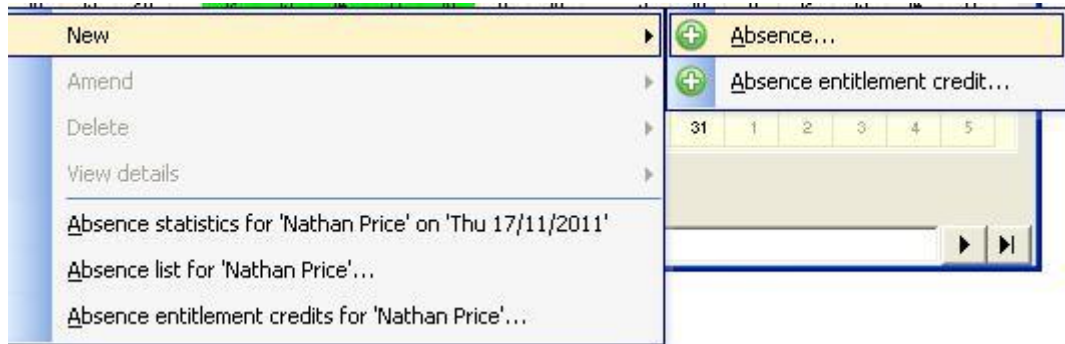


6. The next screen displays absences and holidays that have already been booked on that date. It is possible to view only people that appear in the persons groups.

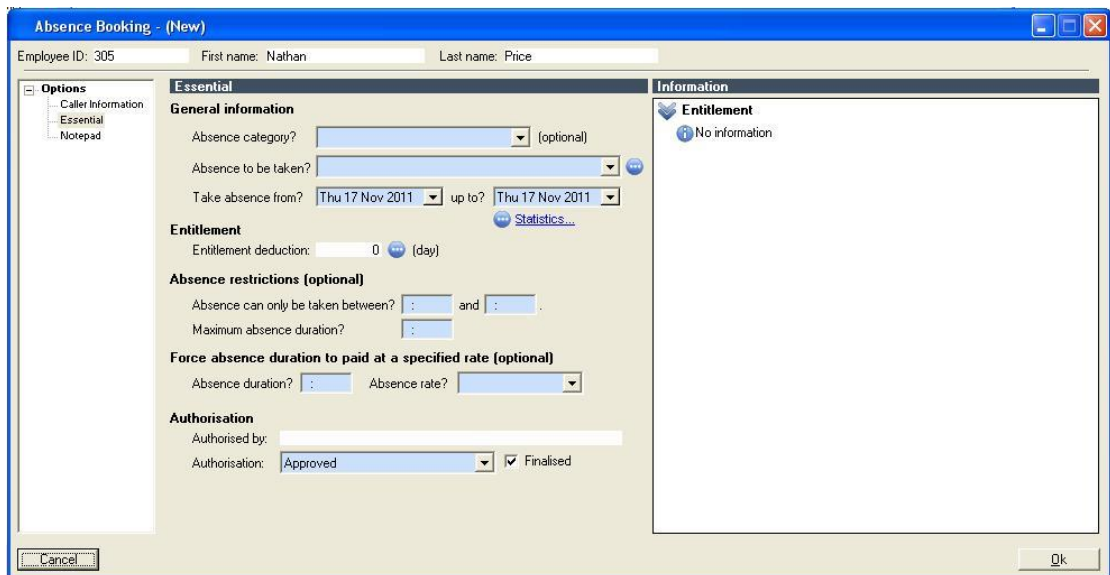


Click <Close> to leave the screen.

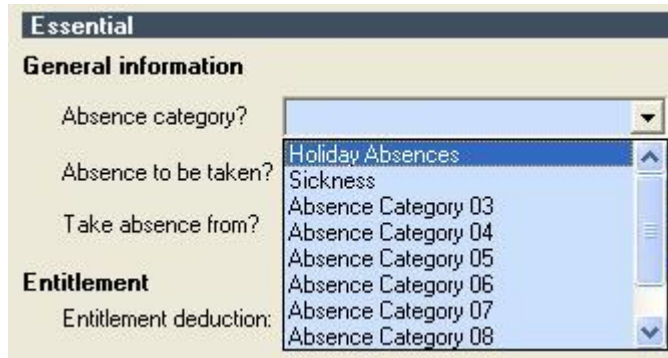
- To request the absence or holiday, <Right-click> on the required date and select New...



- Next, the Absence and Holiday Booking form will appear.



9. Select one of the Absence categories. *This entry is optional.*



**Essential**

**General information**

Absence category?  (dropdown menu open showing: Holiday Absences, Sickness, Absence Category 03, Absence Category 04, Absence Category 05, Absence Category 06, Absence Category 07, Absence Category 08)

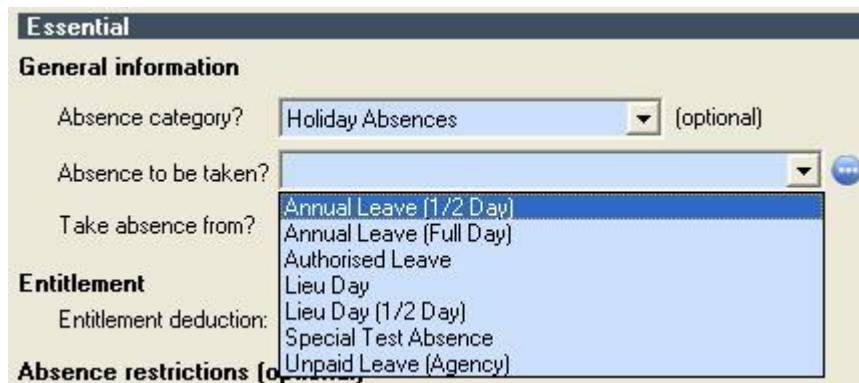
Absence to be taken?

Take absence from?

**Entitlement**

Entitlement deduction:

10. Next, select the Absence to be taken.



**Essential**

**General information**

Absence category?  (optional)

Absence to be taken?  (dropdown menu open showing: Annual Leave (1/2 Day), Annual Leave (Full Day), Authorised Leave, Lieu Day, Lieu Day (1/2 Day), Special Test Absence, Unpaid Leave (Agency))

Take absence from?

**Entitlement**

Entitlement deduction:

**Absence restrictions (optional)**

11. Now confirm the date range of the absence.



**Essential**

**General information**

Absence category?  (optional)

Absence to be taken?

Take absence from?  up to?

**Entitlement**

[Statistics...](#)

12. The Absence restrictions enable the user to specify what part of the day (and for how long), the absence can be taken. *This entry is optional.*

Explanation: The doctor's appointment is sometime before lunch and cannot exceed 3 hours.

**Absence restrictions (optional)**

Absence can only be taken between? :  and :  .

Maximum absence duration? :

13. Finally, select the Authorisation type. You may find that you cannot change this entry if your permissions do not allow. Only when an absence is finalised will an email be sent to the person confirming the status of the absence or holiday request.

**Authorisation**

Authorised by:

Authorisation:   Finalised

- Incomplete booking
- Awaiting decision
- Declined
- Approved

14. Click <Ok> to save the absence request and return to the Absence and Holiday Management screen.

15. Finally, click <Close> to leave the Absence and Holiday Management screen.