

# MyWorkplace Leave Quick Reference Card

## Booking leave

Book a holiday >

You can book annual leave or enter a sickness via the Quick Link or Absence Tool Bar

## Holiday details

**Holiday details** [X]

Fields marked with \* are mandatory.

Absence type\*  
Personal Holiday

Holiday period\*  
More than one day

Start date (dd/mm/yyyy)\*  
[Calendar icon]

Full or part day\*  
Full day

End date (dd/mm/yyyy)\*  
[Calendar icon]

Full or part day\*  
Full day

Notes

[Save] [Cancel]

When click book a holiday, you will be presented with the 'Holiday details' entry screen.

The options you choose for 'holiday period' circled in blue will affect which other fields displayed.

As annual leave is calculated in hours, you choose a full day of up 7 hours, part of a day of up to 3.5 hours, or a specified time period that you were absent. In the latter, the system will calculate how much leave should be deducted automatically.

Leave will be sent to your line manager to approve. You will receive confirmation by email.

## Holiday details

**Example holiday scheme**

15 Aug 2013 – 20 Aug 2013

Duration: 5 days

Example holiday scheme

Restaurant Manager

Once a holiday has been booked, the summary page will display a summary card

**Holiday Balances** [X]

The balance takes account of all recorded holidays including any awaiting authorisation

Personnel & Training Manager - LG S1-S6

Holiday Period	Entitlement	Taken	Scheduled	Balance
1 Jan 2016 - 31 Dec 2016	16 days	0 days	0 days	16 days
1 Jan 2017 - 31 Dec 2017	16 days	2.5 days	2 days	11.5 days
1 Jan 2018 - 31 Dec 2018	16 days	0 days	0 days	16 days

A summary of all your holiday balances will always be shown when you click back on the 'Absence' Tool Bar