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MyWorkplace Manager Task Redirection Quick Reference Card	
Booking leave	
Redirect My Tasks	When going on leave, managers can redirect all tasks to another with MyWorkplace people manager access by clicking here.
Holiday details	
My task redirections My task redirection details New MENU Start date* Image: Comparison of the start date End date Image: Comparison of the start date Process type Image: Comparison of the start date Redirect to* Image: Comparison of the start date SAVE	You will be asked to specify the start date as a mandatory field and the person who you wish to redirect to.
Holiday details	
Redirect to [®]	Selecting 'Redirect to' offers you the option to choose who to redirect your task and processes.
User Search Close Surname V Q	A common search option bar will appear. Search by name and press
	Your redirection will now be active. The designate will receive and see notifications in the 'To Do' list.