



Holiday Planner: Front end overview

This guide will detail how users can interact with the front end of the Holiday planner (Applications > Holiday Planner)

If the application has already been in use, [your team made several considerations](#) based on your user base's needs, which should be kept in mind as this

Landing Page

 Holiday planner

Who's out today

Sickness day

Charles Johnston

Full day

Holiday

Abigail Clark

Full day

+ Request Absence/Leave

Holiday remaining

28 (28 Quota)

Carried holidays

5 (5 Carried - 0 Used),
expired 1 February 2026

Remaining next year

28

Request pending

0 days

Request Absence/Leave awaiting approval

You are: Manager

Name	Leave type	Date	Duration	Requested on	Status	Comments	Action	iCal
Abigail Clark	H? Holiday	28 October - 30 October	2 days	2 July 2026	Requested	Holiday to Colombia	View details	 

- Check [who is out](#) for the day (red box above)

Users currently absent will be listed in this area, and those shown will be appropriate based on the current 'My team' definition.

- Review their quota (purple box above)

The system lists the user's holiday allowance that remains for use, as well as figures on how many days can be carried (if applicable)

The [quota](#) is set by administrators per user, and the other elements are tied to the [zone & holiday group](#) the user is in.

- Make a new booking (purple box above)

The 'request abscond/leave' button can be used to create a new booking.

See our detailed guide on creating a booking as a user [here](#).

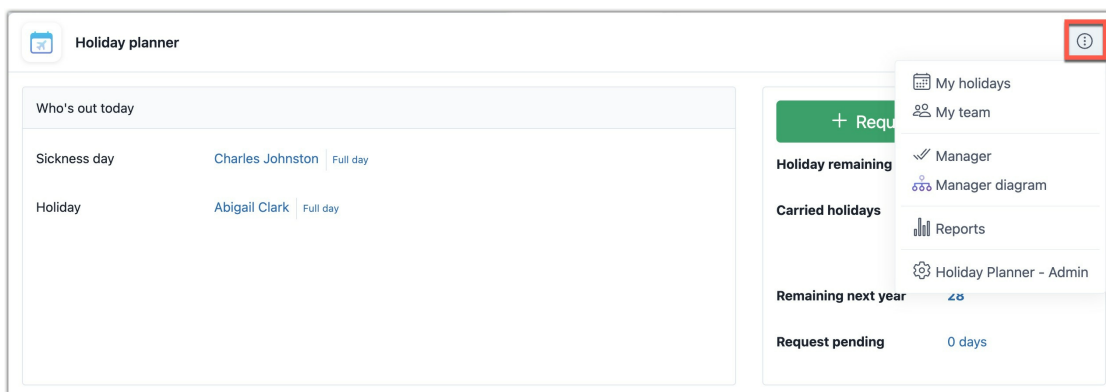
- Managers only: Review any pending requests (green box above)

This area will only appear to users who are managers or substitutes of at least one holiday group.

Pending requests from users in those groups that [require approval](#) will be shown here.

See our detailed guide for more information on actioning bookings as a manager [here](#).

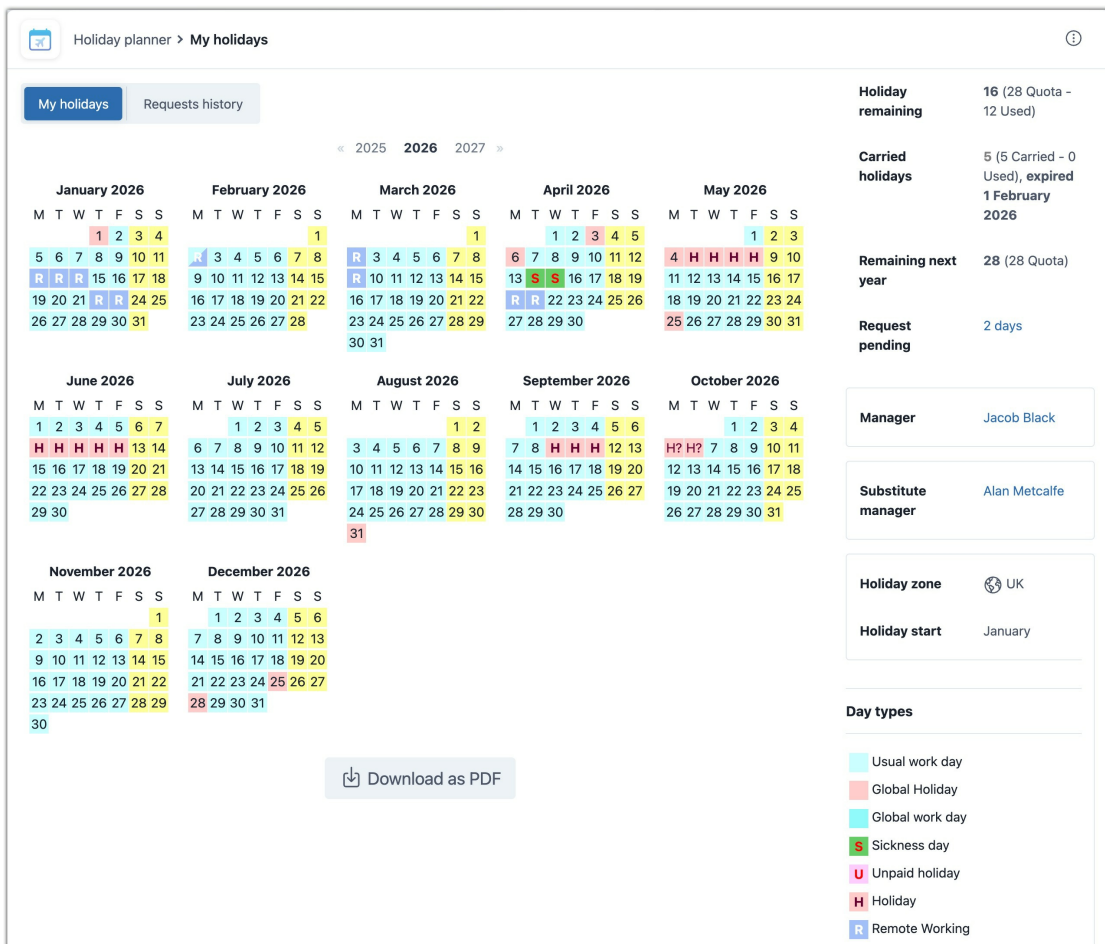
3-dot menu



- My holidays

This area is where the user can see their visual holiday planner and list of all requests made:

1. 'My holidays' visual planner



- **Calendar:** A visual representation of the user's bookings for the year. The years can be navigated through using the arrows at the top of the screen.
- **Holiday remaining:** How much of their quota the user has left to use
- **Carried holidays:** If allowed, how many holidays were carried from last year (if they were not used) and any expiry set on these.
- **Remaining next year:** The user's quota for next year as input, but an administrator on the admin side
- **Request pending:** Bookings that are pending a manager's approval and are not yet accepted (represented in the visual planner by a question mark in the day type)
- **Manager:** The current manager of the holiday group the user is in
- **Substitute manager:** The current substitute manager of the holiday group the user is in
- **Holiday Zone:** The zone the user is in
- **Holiday start:** The month the user's calendar and allowance run from/until
- **Day types:** A legend of all the day types a user can book for easy cross-referencing with the visual planner

2. Requests history

All bookings a user has created will be listed here. The label shows their current status.

Holiday planner > My holidays

My holidays

Requests history

<< 2025 2026 2027 >>

Date	Requested on	Status	Action	iCal
R 20 April - 21 April	3 July 2026	Approved	View details	
R Monday, 9 March	3 July 2026	Approved	View details	
R Monday, 2 March	3 July 2026	Approved	View details	
R Monday, 2 February	3 July 2026	Approved	View details	
R 22 January - 23 January	3 July 2026	Approved	View details	
R 12 January - 14 January	3 July 2026	Approved	View details	
S 14 April - 15 April	3 July 2026	Approved	View details	
H? 5 October - 6 October	3 July 2026	Requested	View details	
H 9 September - 11 September	3 July 2026	Approved	View details	
S 9 June - 10 June	3 July 2026	Cancelled	View details	

1

2

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Holiday remaining

16 (28 Quota - 12 Used)

Carried holidays

5 (5 Carried - 0 Used), expired 1 February 2026

Remaining next year

28 (28 Quota)

Request pending

2 days

Manager

Jacob Black

Substitute manager

Alan Metcalfe

Holiday zone

UK

Holiday start

January

Day types

Usual work day

Global Holiday

Global work day

- My team

Here the holiday of users [a person is allowed to see](#) will be shown.

This assists users when making bookings, as they can check if other users in their team are already absent.

Holiday planner > My team

Keywords

Role

All

Extranet area

All

View Result

July 2026

Day types

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Claromentis Administrator																															
UK																															
Carnaby Street																															
Abigail Clark																															
Austin Glover																															
Barclay Martin																															
Brian MacDonald																															
Charles Johnston																															
Claire Bond																															

- Manager area

Will only appear to managers/substitues of holiday group(s)

Requests that require approval from users in the groups they manage will appear here so they can be actioned.

Managers/substitutes can also [create new bookings on behalf of users](#) they manage, including those in the past (users can only make future bookings)

See our guide for more details [here](#).

Holiday planner > Manager

?

+ Create Absence/Leave

Request Absence/Leave awaiting approval

You are: Manager

Name	Leave type	Date	Duration	Requested on	Status	Comments	Action	iCal
Claroments Administrator	H? Holiday	5 October - 6 October	2 days	3 July 2026	Requested	Cornwall	View details	
Abigail Clark	H? Holiday	28 October - 30 October	3 days	2 July 2026	Requested	Holiday to Colombia	View details	

- Manager diagram

Will only appear to managers/substitues of holiday group(s) and acts as an administrative tool.

Using the diagram, they can see a list of all users under their control. Clicking on a user from this list opens their visual planner and requests list.

The manager/substitute can review the requests [and cancel](#) those that have already been approved/saved if necessary.

Holiday planner > Holiday planner manager diagram

?

Keywords

UK

☒ Carnaby Street

Role
All

Extranet area
All

View Result

July 2026

Day types

12345678910111213141516171819202122232425262728293031

UK

Carnaby Street

Abigail Clark

Austin Glover

Barclay Martin

Brian MacDonald

- Reports

Will only appear to managers, substitutes and those with the 'permission to run report' right (as configured by administrators per holiday group)

See our guide about the reports available [here](#).

Holiday planner > Reports

?

Users day-type report

Users holiday report

Holidays reports by days

Holidays reports by groups

Bradford Factor

Holiday requests report

- Holiday planner admin

Will only appear to the Holiday planner's [application administrators](#).

Clicking on this opens [the admin side](#) of the application.

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