

## Creating a holiday request as a user

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### Overview

In this article we will cover the following:

1. [How to request a holiday](#)
2. [How to view your booked holiday & requests](#)
3. [How to cancel a holiday](#)

This may be a useful article to share with your teams to guide them through this process.

Please ensure as a Holiday Planner application admin you have configured the settings in Holiday Planner to enable end-users to successfully book holiday. For more information, check out our guide [here](#).

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### Requesting a holiday

Head to **Application > Holiday Planner**.

### Holiday planner

Who's out today ?

None reported

Request Absence/Leave awaiting approval  
You are: **Manager**

Name	Leave type	Date
Playground Admin	H? Holiday	14 November - 16 No
Abigail Clark	H? Holiday	21 December 2020 -
Amelia Jackson	H? Holiday	15 October - 22 October 2020

- Announcements
- Badges
- Blog
- Calendar
- Communication
- Courses
- Digital Assets
- Discuss
- Documents
- Events
- Expenses
- Gallery
- Holiday Planner**
- InfoCapture
- Knowledge Base
- Learning
- News
- Org Chart
- People
- Policy Manager
- Polls & Surveys
- Projects
- Quiz
- Room Booking
- Search
- Thank you

To request a holiday, select [+ Request Absence/Leave](#)

### Holiday planner

Who's out today ?

None reported

**+ Request Absence/Leave**

**Holiday remaining** 0 (0 Quota)

**Carried holidays** 5 (5 Carried - 0 Used), **expired 1 February 2022**

**Remaining next year** 0

**Request pending** 0 days

You will be asked to log details of the request:

Request Absence/Leave
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**Start date**

**End date**  inclusive

**Leave type**

**Day part**

**Comments \***

- **Start date:** Select the start day of your holiday request
- **End date:** Select the end day of your holiday request
- **Leave Type:** Select the leave type (i.e. Holiday, Training Day, Sickness)
- **Day part:** Select the day type (Full day or Half day)
- **Comment:** Enter the details of the holiday request as required

### Holiday notification

Once submitted, your Holiday Manager (or Substitute Manager) will receive the request for approval.

Once the request is approved (or rejected), you will get a notification confirming the request.

Notifications will be generated based on user's notification preferences for Holiday Planner. For more details, check out our article [here](#).

### View your booked holiday & requests

To view your holiday requests or your yearly calendar, head to the **My Holidays** section:

Holiday planner

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Who's out today ?

None reported

+ Request Absence/Leave

<b>Holiday remaining</b>	3 (25 Quota - -78 Used)
<b>Carried holidays</b>	5 (5 Carried - 0 Used), expired 1 June 2022
<b>Remaining next year</b>	7
<b>Request pending</b>	0 days

You will see your yearly calendar in full view:

Holiday planner / My holidays

My holidays Requests history

« 2022/2023 **2023/2024** 2024/2025 »

May 2023	June 2023	July 2023	August 2023	September 2023
M T W T F S S 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	M T W T F S S 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	M T W T F S S 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	M T W T F S S 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	M T W T F S S 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

October 2023	November 2023	December 2023	January 2024	February 2024
M T W T F S S 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	M T W T F S S 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	M T W T F S S 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	M T W T F S S 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	M T W T F S S 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

March 2024	April 2024
M T W T F S S 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	M T W T F S S 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

**Holiday remaining** 25 (25 Quota)

**Carried holidays** 5 (5 Carried - 0 Used), expires 1 June 2023

**Remaining next year** 102 (25 Quota - -77 Used)

**Request pending** 0 days

**Manager** Claromentis Administrator

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**Substitute manager** Nigel Davies

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**Holiday zone** 📍 Canada

**Holiday start** May

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Day types

- Usual work day
- Global Holiday

You will see on the panel to the right your holiday quota including any carry over as well as your Manager and Substitute Manager.

If you would like to see your team's holiday, you can do so by clicking **My Team**:

Holiday planner

Who's out today ?

None reported

[+ Request Absence/Leave](#)

**Holiday remaining** 3 (25 Quota - -78 Used)

**Carried holidays** 5 (5 Carried - 0 Used), expired 1 June 2022

**Remaining next year** 7

**Request pending** 0 days

You will see your team's booked holiday and you also can filter by Date and Day Types, as needed.

Holiday planner / My team

Keywords:

Role:

Extranet area:

View Result

- UK
  - Admin
  - Brighton
- Canada
  - All Staff
  - Staff
  - Rolling 4 day staff

November 2022

	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			
Abigail Clark																																H	
Canada																																	
Rolling 4 day staff																																	
James Terry																																	
Nathan Stewart																																	
Stephanie Hunter																																	

## Cancelling a holiday

To cancel a holiday request, navigate to the **Request History** tab in your **My Holiday** area.

Holiday planner / My holidays

My holidays **Requests history**

« 2022/2023 **2023/2024** 2024/2025 »

**May 2023**

M	T	W	T	F	S	S
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				

**June 2023**

M	T	W	T	F	S	S
		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		

**July 2023**

M	T	W	T	F	S	S
				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						

**August 2023**

M	T	W	T	F	S	S
	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			

**September 2023**

M	T	W	T	F	S	S
				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	

**October 2023**

M	T	W	T	F	S	S
					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					

**November 2023**

M	T	W	T	F	S	S
		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			

**December 2023**

M	T	W	T	F	S	S
			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

**January 2024**

M	T	W	T	F	S	S
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				

**February 2024**

M	T	W	T	F	S	S
			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			

**March 2024**

M	T	W	T	F	S	S
		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

**April 2024**

M	T	W	T	F	S	S
		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			

**Holiday remaining** 25 (25 Quota)

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**Remaining next year** 102 (25 Quota - 77 Used)

**Request pending** 0 days

**Manager** Claromentis Administrator

**Substitute manager** Nigel Davies

**Holiday zone** Canada











**Holiday start** May

**Day types**

- Usual work day
- Global Holiday

This will reveal all your holiday bookings:

[My holidays](#) [Requests history](#)

	Date	Requested on ▾	Status	Action	iCal
H?	Friday, 17 November 2023	2 November 2022	Requested	<a href="#">View details</a>  	 
H	29 June - 30 June 2023	2 November 2022	Approved	<a href="#">View details</a> 	 
H	21 July - 25 July 2023	2 November 2022	Approved	<a href="#">View details</a> 	 

It is possible to cancel a pending holiday request by selecting the **Cancel** option.

**Please note:** Holiday that was previously approved must be first cancelled in totality. Once the cancellation is approved by the Holiday Manager, the holiday can be re-requested as needed.