Creating a holiday request as a user
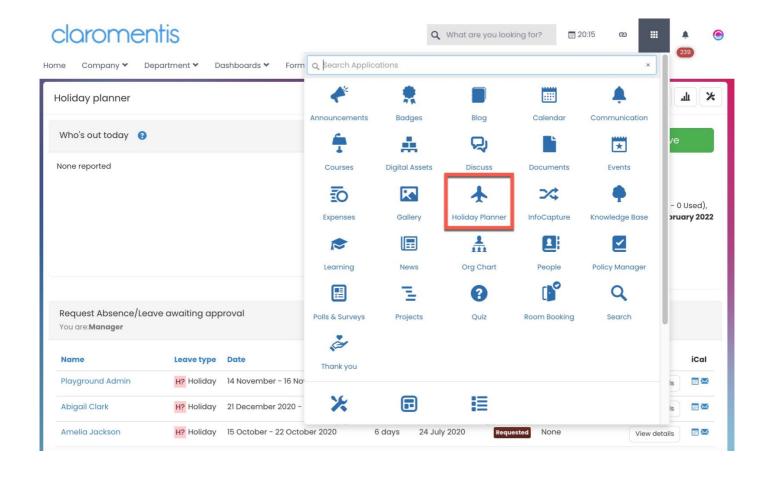
## Overview

In this article we will cover the following:

1. How to request a holiday
2. How to view your booked holiday & requests
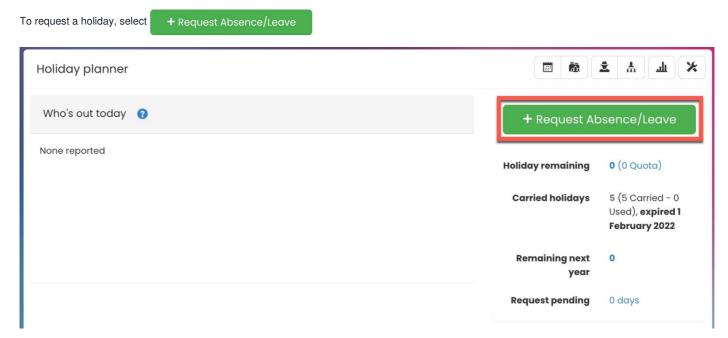3. How to cancel a holiday

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

Please ensure as a Holiday Planner applciation 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.
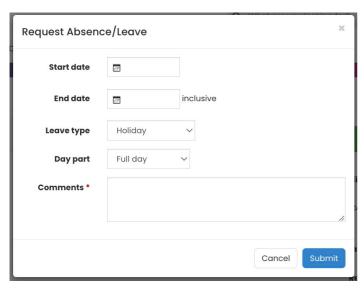
## Requesting a holiday

Head to **Application > Holiday Planner**.

To request a holiday, select ➕ Request Absence/Leave



You will be asked to log details of the request:

- **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
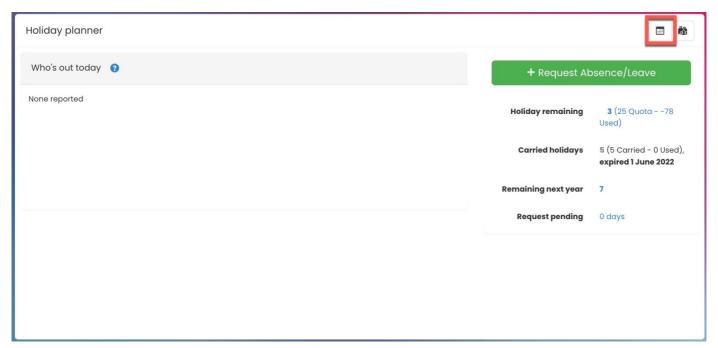
**Holiday notification**

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

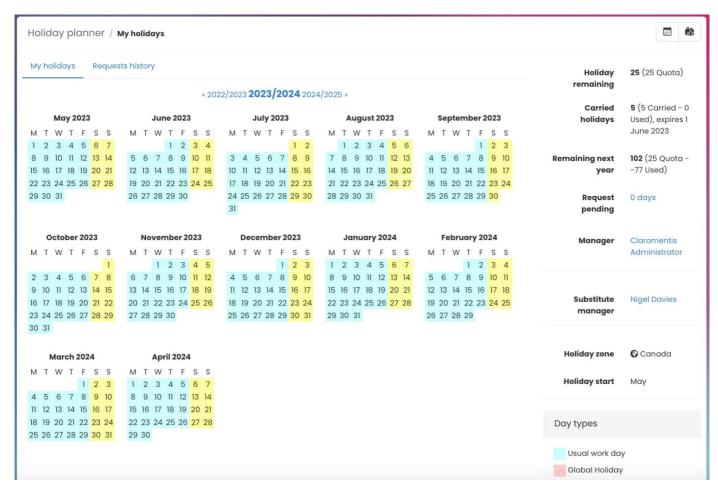Once the request is approved (or rejected), you will get a notification confirming the request.

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

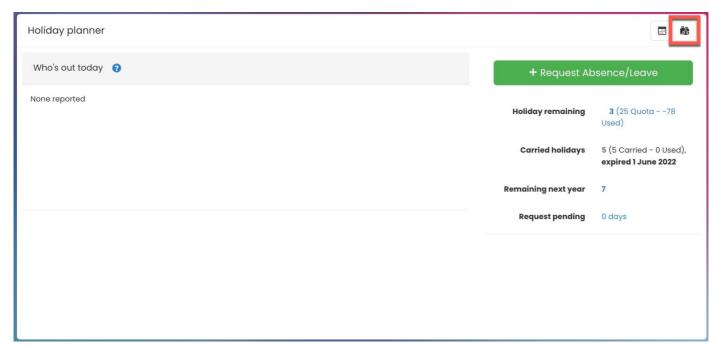To view your holiday requests or your yearly calendar, head to the **My Holidays** section:



You will see your yearly calendar in full view:

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

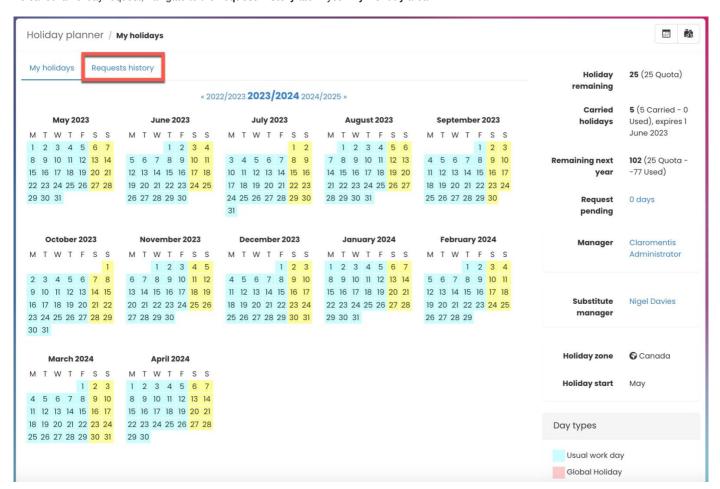If you would like to see your team's holiday, you can do so by clicking **My Team**:



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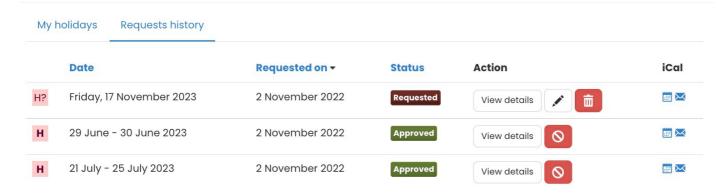
## Cancelling a holiday

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



This will reveal all your holiday bookings:

# Holiday planner / **My holidays**

**My holidays**     **Requests history**

| | Date | Requested on ▾ | Status | Action | | | iCal |
|---|---|---|---|---|---|---|---|
| H? | Friday, 17 November 2023 | 2 November 2022 | **Requested** | View details | ✏️ | 🗑️ | 📅 ✉️ |
| H | 29 June – 30 June 2023 | 2 November 2022 | **Approved** | View details | 🚫 | | 📅 ✉️ |
| H | 21 July – 25 July 2023 | 2 November 2022 | **Approved** | View details | 🚫 | | 📅 ✉️ |

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.