



Approving a holiday request

The Manager of a holiday group will be notified of holiday requests by users within the group for them to action.

Substitute managers will be notified instead in instances where the manager is on holiday in the system.

Approve holiday request

Follow the 3 steps below.

1. Navigate to Holiday Planner

Head to **Application > Holiday Planner**.

Search Applications

- 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

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

ve

- 0 Used),
February 2022

iCal

Is

Is

View details

Here you will see the following options:

Holiday planner

1 2 3 4 5 6

+ Request Absence/Leave

Holiday remaining 25 (25 Quota)

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

Remaining next year 25

Request pending 0 days

Who's out today ?

None reported

Request Absence/Leave awaiting approval **7**
You are: **Manager**

Name	Leave type	Date	Duration	Requested on	Status	Comments	Action	iCal
Playground Admin	H? Holiday	Friday, 18 November	1 day	24 July 2020	Requested	None	View details	
Playground Admin	H? Holiday	Friday, 14 February 2020	1 day	14 February 2020	Requested	.	View details	

Request Absence/Leave awaiting approval **8**
You are: **Subst. Manager**

Name	Leave type	Date	Duration	Requested on	Status	Comments	Action	iCal
No requests								

1. **My Holidays:** A calendar view of your booked holidays and requests
2. **My Team:** A list of your team members and their booked holidays

3. **Manager:** A list of requests awaiting your approval (also located here on the main page at point 7)
4. **Manager Diagram:** A list of the team whose holiday you approve, you can click on their names here and see full details of their annual days off and requests pending
5. **Reports:** Depending on configuration, managers will be able to pull reports on their teams taken days throughout the year
6. **Admin:** Only Holiday Planner admins will be able to see this icon
7. **Requests awaiting approval:** A list of requests awaiting your approval as a manager
8. **Requests awaiting approval:** A list of requests awaiting your approval as substitute manager (if applicable)

2. Navigate to the 'Manager' area

Here you will see pending holiday requests from users from your Holiday Group.

The holiday requests will be separated in sections for you as a Manager and/or Substitute Manager.

To view details on a holiday request, select **View Details** of the holiday request.

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
Playground Admin	H? Holiday	14 November - 16 November 2020	1 day	24 July 2020	Requested	None	View details	
Abigail Clark	H? Holiday	21 December 2020 - 4 January 2021	11 days	24 July 2020	Requested	Christmas holiday :)	View details	
Amelia Jackson	H? Holiday	15 October - 22 October 2020	6 days	24 July 2020	Requested	None	View details	
Playground Admin	H? Holiday	Friday, 14 February 2020	1 day	14 February 2020	Requested	.	View details	
Claromentis Administrator	H? Holiday	24 August - 25 August 2017	2 days	24 August 2017	Requested	eregrregre	View details	

Request Absence/Leave awaiting approval
You are: Subst. Manager

Name	Leave type	Date	Duration	Requested on	Status	Comments	Action	iCal
No requests								

3. Approve holiday request

To approve the request, head to the request using 'View details' where you will have these options:

Holiday planner / **View request details**

Requested Abigail Clark **Date** 21 December 2022 - 4 January 2022

Leave type Holiday **Date requested** 24 July 2022

Comments Christmas holiday :)

Duration 11 days

Status Requested

Approve Decline Edit this request

Keywords

Role All

Extranet area All

- UK
 - Admin
 - Brighton
- Canada
 - All Staff
 - Staff

View Result

Approval notifications

It's worth checking that Holiday notifications are being received in the desired format. Most users prefer to get these notifications direct to email, others may want in-system notifications.

To ensure no holiday requests are missed, these users should check their notification preferences are set correctly for Holiday Planner.

This can be done by following the steps outlined in section 1 of [this article](#).