Link to article: https://discover.claromentis.com/knowledgebase/articles/705/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.

ne Company 🗙 De	epartment 🗙 🛛 D	ashboards 🗙 🛛 Form	q search Applic	ations			×	-
loliday planner			* *	*				× m
			Announcements	Badges	Blog	Calendar	Communication	
Who's out today 🛛 🔞			É	A	Q		*	/e
None reported			Courses	Digital Assets	Discuss	Documents	Events	
			1	R		>\$	•	
			Expenses	Gallery	Holiday Planner	InfoCapture	Knowledge Base	- 0 Used), oruary 2022
					Å			
			Learning	News	Org Chart	People	Policy Manager	
			E	12	2		Q	
Request Absence/Leave awaiting approval You are: Manager		Polls & Surveys	Projects	Quiz	Room Booking	Search		
Name	Leave type	Date	Thank you					iCal
Playground Admin	H? Holiday	14 November - 16 No						is 🔳 🖂
Abigail Clark	H? Holiday	21 December 2020 -	×					

Here you will see the following options:

Holiday planner								
Who's out today 🛛 💡						+ Request	Z 34 Absence/Lec	5 0 0 ave
None reported						Holiday remaining Carried holiday: Remaining next yea Request pending	25 (25 Que s 5 (5 Carrie expired 1 F r 25 g 0 days	ota) d - 0 Used), ebruary 2022
Request Absence/Lee You are: Manager	ave awaiting a	^{pproval} 7						
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 You are:Subst. Manager								
Name Leave ty	/pe I	Date Duration	Requested on	- Status	s Co	omments	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: Sepending 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 / Man	ager						E &	T T	L ×		
							+ 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 Novem	ber 2020	1 day	24 July 2020	Requested	None	View details			
Abigail Clark	H? Holiday	21 December 2020 - 4 Ja	nuary 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 20	717	2 days	24 August 2017	Requested	eregrregre	View details			
Request Absence/Leave awaiting approval You are:Subst. Manager											
Name Leave type	Do	te Duration	Reques	ted on 🗸	Status	Con	nments Ad	ction io	Cal		
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				微	*	₼	щ	*
Requested	Abigail Clark	Date	21 December 2022 - 4 Jan	uary 20)22				
Leave type	Holiday	Date requested	24 July 2022						
Comments	Christmas holiday :)	Duration	11 days						
Status	Requested								
Approve Declin Keywords Role Extranet area	e Edit this request	D WK D Canada D Canada D S All Staff C S Staff	ton						
	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.

Created on 31 March 2020 by Hannah Door. Last modified on 30 November 2023 Tags: holiday planner, user guide, booking, request, approve