

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

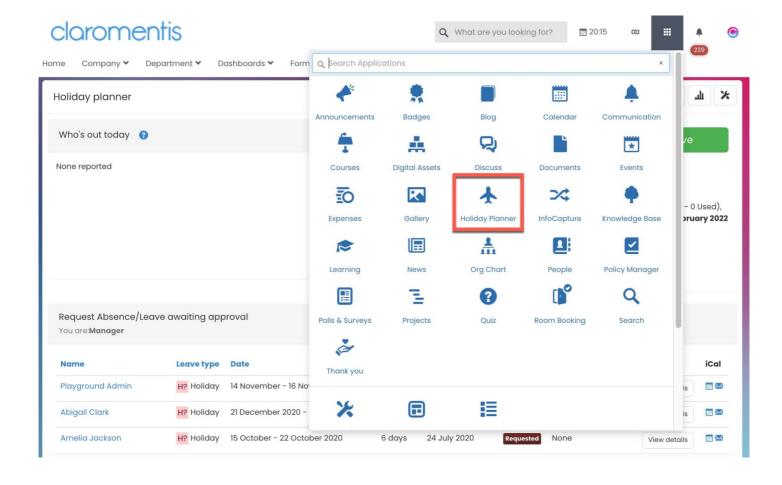
Substitute managers will be notified instead in instances where the manager is on holiday in the system.

Approve holiday request

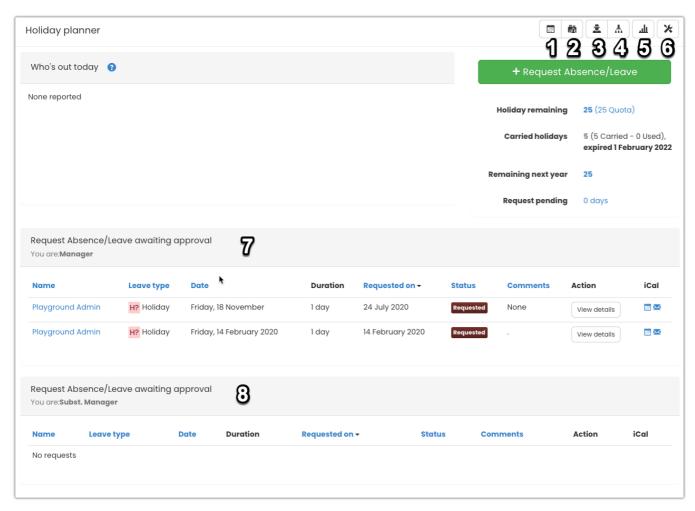
Follow the 3 steps below.

1. Navigate to Holiday Planner

Head to Application > Holiday Planner.



Here you will see the following options:



- 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

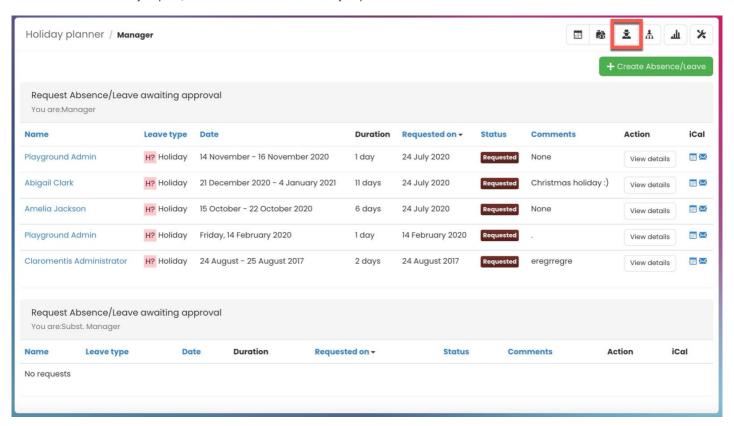
- 3. Manager: A list of requests awaiting your approval (also located here on the main page at point 7)
- 4. **Manager Diagram:** A list of the team whose holiday you approve, you can click on their names here and see full details of their annual days off and requests pending
- 5. Reports: Sepending 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.

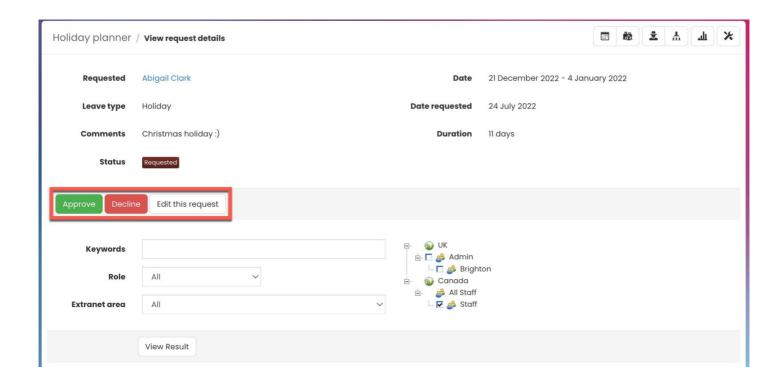
The holiday requests will be separated in sections for you as a Manager and/or Substitute Manager.

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



3. Approve holiday request

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



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