



## 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**.

### 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

Search Applications

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Here you will see the following options:

### Holiday planner

Who's out today ?

None reported

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

**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	<a href="#">View details</a>	<a href="#">iCal</a>
Playground Admin	H? Holiday	Friday, 14 February 2020	1 day	14 February 2020	Requested	.	<a href="#">View details</a>	<a href="#">iCal</a>

**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.

The screenshot shows the 'Holiday planner / Manager' interface. At the top right, there is a navigation bar with icons for calendar, home, user, list, bar chart, and close. A green button labeled '+ Create Absence/Leave' is visible. Below this, a section titled 'Request Absence/Leave awaiting approval' indicates 'You are: Manager'. A table lists five requests with columns for Name, Leave type, Date, Duration, Requested on, Status, Comments, Action, and iCal. The requests are from Playground Admin, Abigail Clark, Amelia Jackson, Playground Admin, and Claromentis Administrator. Below this, another section titled 'Request Absence/Leave awaiting approval' indicates 'You are: Subst. Manager' and shows 'No requests'.

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	

## 3. Approve holiday request

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

The screenshot shows the 'View request details' interface. At the top right, there is a navigation bar with icons for calendar, home, user, list, bar chart, and close. The main content area displays the following information: 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. Below this, there are three buttons: 'Approve', 'Decline', and 'Edit this request'. At the bottom, there are search filters for Keywords, Role (All), and Extranet area (All), along with a tree view of organizational structure including UK, Admin, Brighton, Canada, All Staff, and Staff. A 'View Result' button is at the bottom.

## 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.

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Created on 31 March 2020 by Hannah Door. Last modified on 30 November 2023

Tags: holiday planner, user guide, booking, request, approve