

## Cancelling or changing past holidays

## Cancelling absence or holiday requests

As a user, you can cancel previously booked holiday by following these steps.

## 1. Navigate to My Holidays then click on the Request history tab

Holi	iday planner / My holidays						¥ m ×
My I	Date	Requested on <del>-</del>	Status	Action	iCal	My holidays Holiday remaining	<b>3.5</b> (30 Quota - 26.5 Used)
н	Friday, 11 February	3 February 2022	Approved	View details		Carried holidays	0 (4.5 Carried - 4.5 Used), expired 2 June
H!	Thursday, 3 February	28 January 2022	Cancelled	View details	<b>**</b>		2021

2. Cancelation request will be sent to your Holiday manager pending their approval.

3. A holiday manager can choose to Approve cancellation or Decline the request.

Holiday planner	/ View request details			ŝ	ż	₼	щ	*
Requested	Ken Adam	Date	1 February - 2 February					
Leave type	Holiday	Date requested	3 February 2022					
Comments	holiday	Duration	2 days					
Status	Cancel requested							
Approve cancellat	ion Decline							

Please note: Cancellations will apply to the entire date range of the request and you will not be able to cancel a specific day. If you wish to change part of your holiday request, contact your Holiday manager and they will be able to change a day type on a specific day following the guide below.

## Changing partial or past absence requests.

As a holiday manager, it is possible to override past holiday requests to the correct day type.

They can also submit any day types on behalf of users in general.

This is useful in certain cases e.g. a user booked working from home but they were actually off sick on some of the days, so the booking needs to be updated.

1. Navigate to the Manager area and then Create Absence/Leave





2. Select the user you wish to create the absence/leave and specify the date.

Credie Absence	e/Leave	ж
User *	Ken Adam (Mike's Body Double - do not delete) *	Browse
Start date	1/2/2022	
Number of days	Select 🗸 (calendar days) or	
End date	inclusive	
Leave type	Sickness 🗸	
Day part	Full day 🗸	
Comments	unable to take holiday due to sickness	G

This request will override the user's past absence with the correct day type.

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