



## 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

Date	Requested on	Status	Action	iCal
Friday, 11 February	3 February 2022	Approved	View details	
Thursday, 3 February	28 January 2022	Cancelled	View details	

**My holidays**

**Holiday remaining** 3.5 (30 Quota - 26.5 Used)

**Carried holidays** 0 (4.5 Carried - 4.5 Used), expired 2 June 2021

2. **Cancellation request** will be sent to your **Holiday manager** pending their approval.
3. A holiday manager can choose to **Approve cancellation** or **Decline** the request.

**Requested** Ken Adam **Date** 1 February - 2 February

**Leave type** Holiday **Date requested** 3 February 2022

**Comments** holiday **Duration** 2 days

**Status** Cancel requested

**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**

Holiday planner / **Manager**

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

Create Absence/Leave ⌵

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

1/2/2022

 inclusive

Leave type

Sickness ▼

Day part

Full day ▼

Comments

unable to take holiday due to sickness 📎

Cancel

Submit

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