



Canceling or changing past holidays




Canceling 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

Holiday planner / My holidays

My holidays **Requests history**

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

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.

Holiday planner / View request details

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**

→ + Create Absence/Leave

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)

Start date

Number of days (calendar days) or

End date inclusive

Leave type

Day part

Comments

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