



Submitting holiday request on behalf of user

A **Holiday Manager** has the ability to submit holiday request on behalf of another user within the Holiday group.

A substitute manager also can submit a holiday request on a user's behalf.

For more information on Holiday groups & Manager permissions, check out our guide [here](#).

Submit holiday request as Manager

Follow the 3 steps below.

1. Navigate to Holiday Planner

Head to **Application > Holiday Planner**.

claromentis

What are you looking for? 20:15

Home Company Department Dashboards Forms

Search Applications

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 November 2020
Abigail Clark	H? Holiday	21 December 2020 - 4 January 2021
Amelia Jackson	H? Holiday	15 October - 22 October 2020

Announcements Badges Blog Calendar Communication

Courses Digital Assets Discuss Documents Events

Expenses Gallery **Holiday Planner** InfoCapture Knowledge Base

Learning News Org Chart People Policy Manager

Polls & Surveys Projects Quiz Room Booking Search

Thank you

6 days 24 July 2020 Requested None View details

2. Navigate to the 'Manager' area

As a Holiday Manager, you will have access to the **Manager** section of the Holiday planner.

Holiday planner / **Manager**

+ Create Absence/Leave

Request Absence/Leave awaiting approval
You are: **Manager**

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	eregre	View details	

Request Absence/Leave awaiting approval
You are: **Subst. Manager**

Name	Leave type	Date	Duration	Requested on	Status	Comments	Action	iCal
No requests								

3. Submit holiday request

Use the **+ Create Absence/Leave** option to submit a holiday request.

With this feature, you can select a user from your Holiday Group and submit a holiday request on their behalf.

Holiday planner / **Manager**

+ Create Absence/Leave

Request Absence/Leave awaiting approval
You are:Manager

Name	Leave type	Date	Duration	Requested on	Status	Comments	Action	iCal
Playground Admin	H? Holiday	14 November - 16 November	3 days	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	

Request Absence/Leave awaiting approval
You are:Subst. Manager

Name	Leave type	Date	Duration	Requested on	Status	Comments	Action	iCal
No requests								

To submit the request, fill-out the details of the holiday request.

Create Absence/Leave

User *
Select user
Browse

Start date

End date
 inclusive

Leave type
Holiday

Day part
Full day

Comments *

Cancel

Submit

- **User:** Select the user the holiday request is for
- **Start date:** Select the start day of your holiday request
- **End date:** Select the end day of your holiday request
- **Leave Type:** Select the leave type (i.e. Holiday, Training Day, Sickness)
- **Day part:** Select the day type (Full day or Half day)
- **Comment:** Enter the details of the holiday request as required

Approving holiday request

When a Holiday Manager (or substitute manager) requests a holiday on behalf of another user, the request will be automatically approved. In other words, the request will not have to go through the approval process.

The approved holiday can be viewed from the **Manager Diagram** section from the front-end of the application.

Holiday planner / **Holiday planner manager diagram**

Keywords

Role

Extranet area

View Result

November 2022 Day types

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Canada																														
Staff																														
Abigail Clark																														
Alan Metcalfe																														
Alison Kelly																														
Amelia Jackson																														
Anne Wilkins																														
Austin Glover																														
Brian MacDonald																														
Charles Johnston																														
Claire Bond																														
Connor Chapman																														

Approved holiday requests can be cancelled (deleted) from the user's holiday request section.

Holiday planner / **View request details**

Requested [Anne Wilkins](#) Date Friday, 18 November

Leave type Holiday Date requested 1 November 2022

Comments - Date approved 1 November 2022

Status Approved Duration 1 day

Approved by [Claromentis Administrator](#)

[Cancel](#)

Please note: Approved holidays cannot be modified. Instead, the approved holiday can be deleted and re-submitted, if required.

Holiday notifications

A notification will be generated to user whose request has been submitted for.

The user will receive a notification confirming the holiday request which will include the request details.

☐ 01-11-2022 20:23 [New Holiday booked for you from 18 November 2022 to 18 November 2022](#) Holidays [Claromentis Administrator](#)

[Claromentis Administrator](#) booked a Holiday for you:

Leave type: Holiday
From: 18 November 2022 to 18 November 2022
Duration: 1 day

Comment: -

Please note: The manager who has submitted the request will not receive a separate notification regarding the approved request.

Notifications will be generated based on the user's notification preferences.

For more information on notification settings, please refer to our guide [here](#).

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