

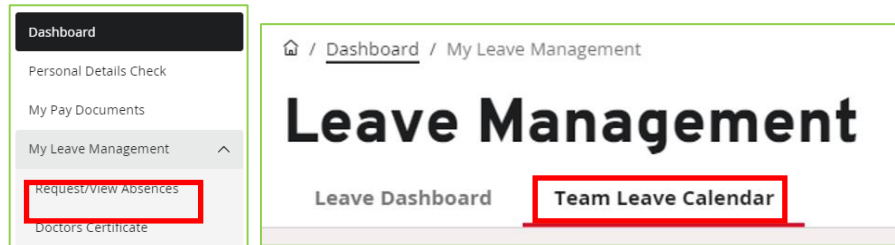
Managers: How to delete or amend leave for your direct reports

This guide explains how to delete or amend your leave for your team.

Step 1 - Navigate to 'Team Leave Calendar'

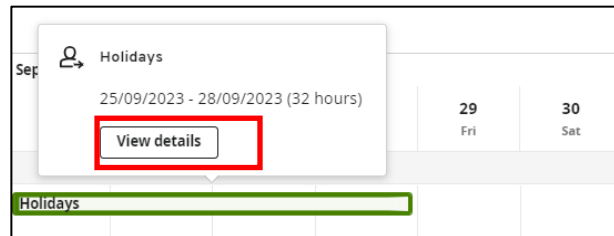
To amend the leave of one of your direct reports, click on **My Leave Management** menu and then click on the **Request/View Absences** menu. From here, click on the **Team Leave Calendar** tab.

This screen will give you a summary of leave from your team.



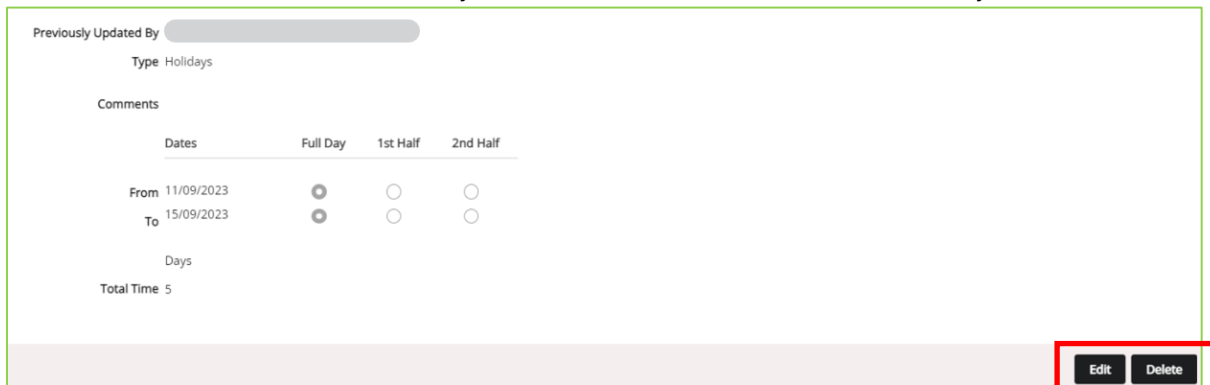
Step 2 - Select the relevant leave booking

Click on an instance of Holiday or Sickness to be edited and then click on **View Details**.

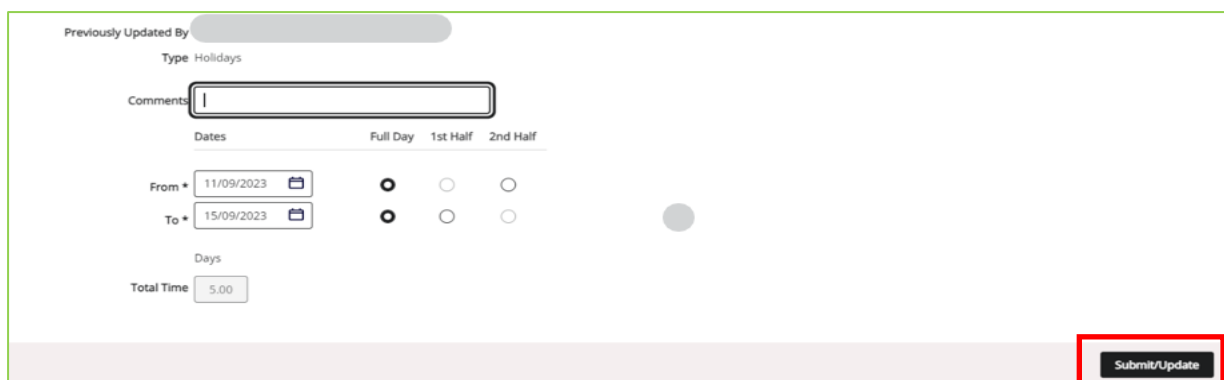


Step 3 - Edit/Delete the absence

Click on **Edit** to edit the absence entry. Click on **Delete** to delete the absence entry.



If editing, amend the absence details accordingly and click **Submit/Update**.



If deleting the absence, click on **Submit/Update** to confirm that you wish to delete the absence.

Previously Updated By [Redacted]

Type: Holidays

Comments:

Dates: Full Day 1st Half 2nd Half

From *

To *

Days

Total Time