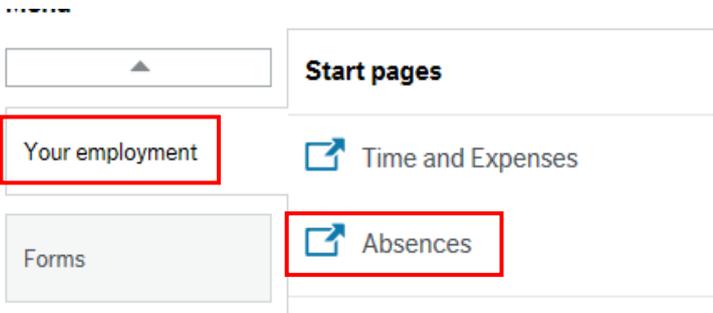


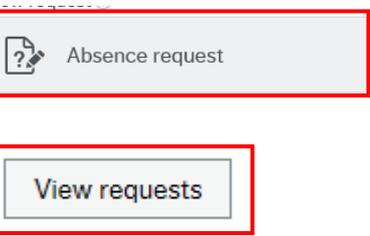
Cancelling Annual, Special & Flexi Leave – Employee Quick Card

This guidance will show employees how to cancel annual, special or flexi leave in Business World and includes the Line Managers steps on how to approve the cancellations.

Employee Instructions

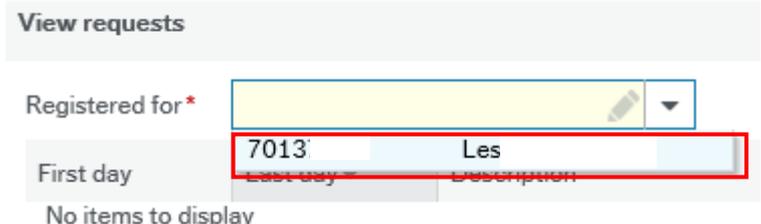


From the **Main Menu** - Navigate to the **Personnel > Personnel > Your Employees** and click to



Select **Absence request**.

When presented with your leave calendar, select **View requests**.



If not auto-populated you may need to select your name from the Registered for drop down menu.

Your Annual and Flexi leave requests be displayed in a list, including those yet to be approved. **Click** on the leave you wish to cancel.

First day	Last day▼	Description	Status
20/12/2018	20/12/2018	Annual Leave	Workflow in progress
10/12/2018	14/12/2018	Annual Leave	Finished

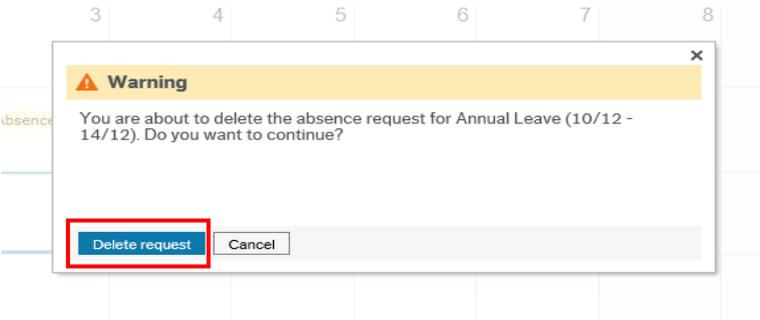
Page 1 of 3

Cancelling Annual, Special & Flexi Leave – Employee Quick Card



Delete request

The leave selected will load on screen. Click **Delete Request**.



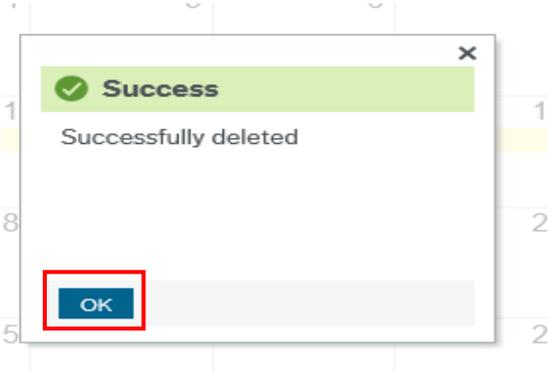
Warning

You are about to delete the absence request for Annual Leave (10/12 - 14/12). Do you want to continue?

Delete request

Cancel

A warning message will appear, to continue select **Delete Request**.



Success

Successfully deleted

OK

A **success** pop-up will appear. Click **OK** to close this.

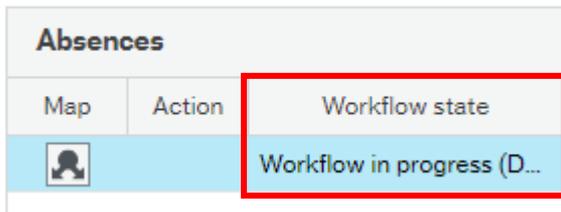
This will now workflow to your line manager to approve or decline.

Cancelling Annual, Special & Flexi Leave – Employee Quick Card

Line Manager Instructions

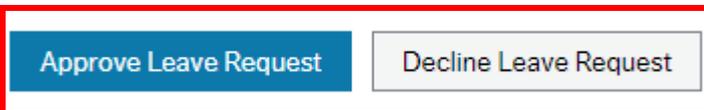


Navigate to your **tasks** and select leave requests.



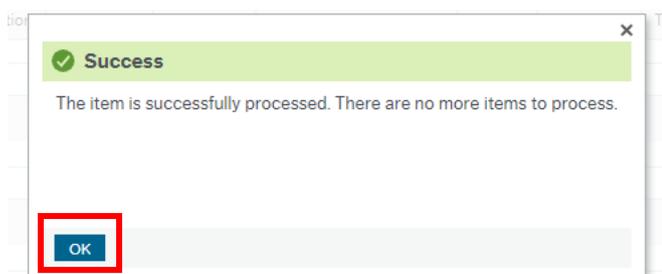
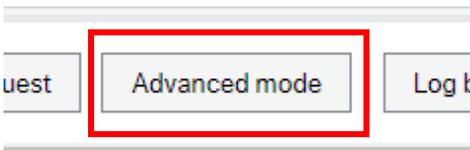
In the **Workflow state** fields, any leave that an employee has requested to cancel will have the **word (Delete)** at the end. Due to the size of the field **you will only see (D...**

If you hover over the status you will see the full description.



To **approve or decline** click on the **appropriate button**. Remember to add a comment for any requests being declined.

If you have **several requests, and wish to approve some and decline others, you can use advance mode** to approve or decline each line individually as appropriate.



A **success pop-up** message will appear. Click OK to close the pop-up