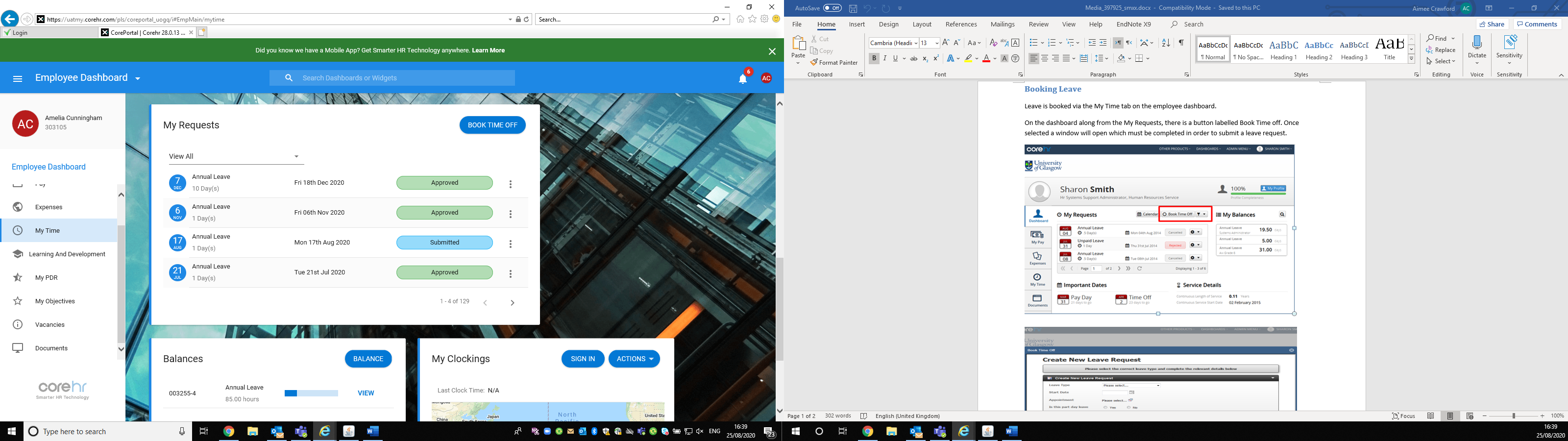
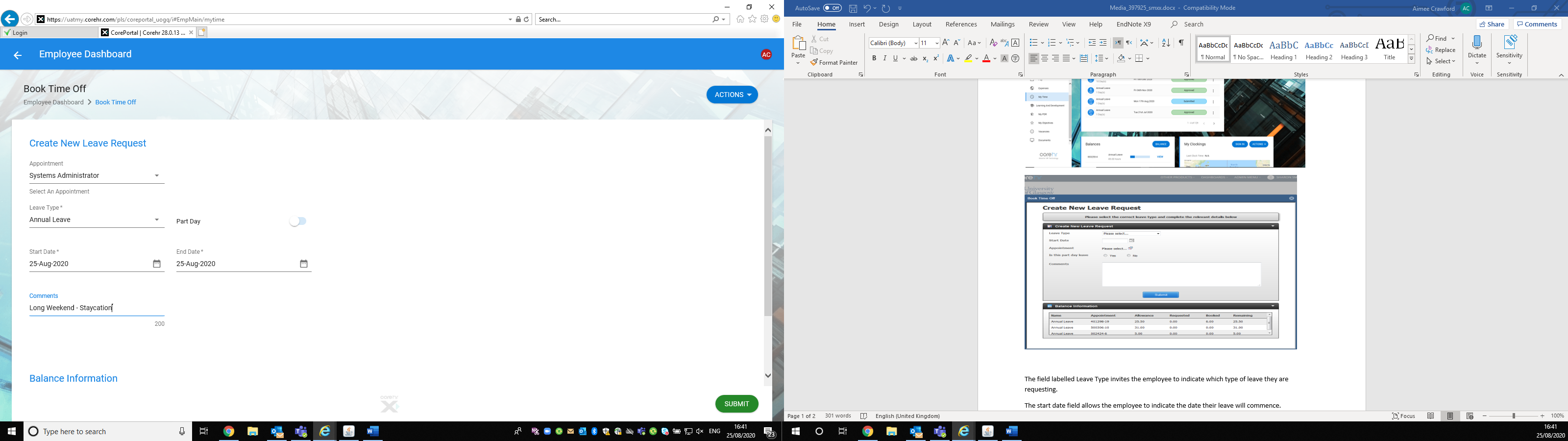
**Booking Leave**

Leave is booked via the My Time tab on the employee dashboard.

On the dashboard along from My Requests, there is a button labelled Book Time off. Once selected a window will open which must be completed in order to submit a leave request.





If an employee has more than one appointment it is necessary to pick which appointment the request is referring to. To do this please click the calendar icon and select the correct appointment.

The field labelled Leave Type invites the employee to indicate which type of leave they are requesting e.g. Annual Leave, Conference Attendance.

The start/end date fields allows the employee to indicate the dates of their leave.

The employee must indicate if this leave is for part of a day? Is it for the morning or afternoon? It is possible to enter the exact hours and minutes via the “Enter House & Minutes” button.

The comments field allows the employee to note any further information they feel their line manager would benefit from knowing.

Then press **submit.**

Please note: if an employee has overspent on their annual leave allowance the system will warn that they do not have enough entitlement but will allow them to proceed with the process.

This means that it is possible for an employee to have a negative annual leave balance and therefore would carry this negative balance into their following annual leave balance.