

Manage My Holidays

Last Modified on 17/10/2023 3:25 pm BST

Add a
Holiday

Manage Holidays

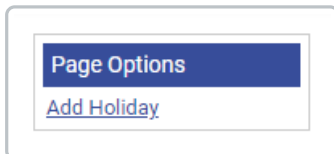
Permissions

- You must be an approver within a Signoff Group

- Navigate from the **Home** page to the **Holidays** menu. The 'Holidays' menu will display any existing holidays that you have created.

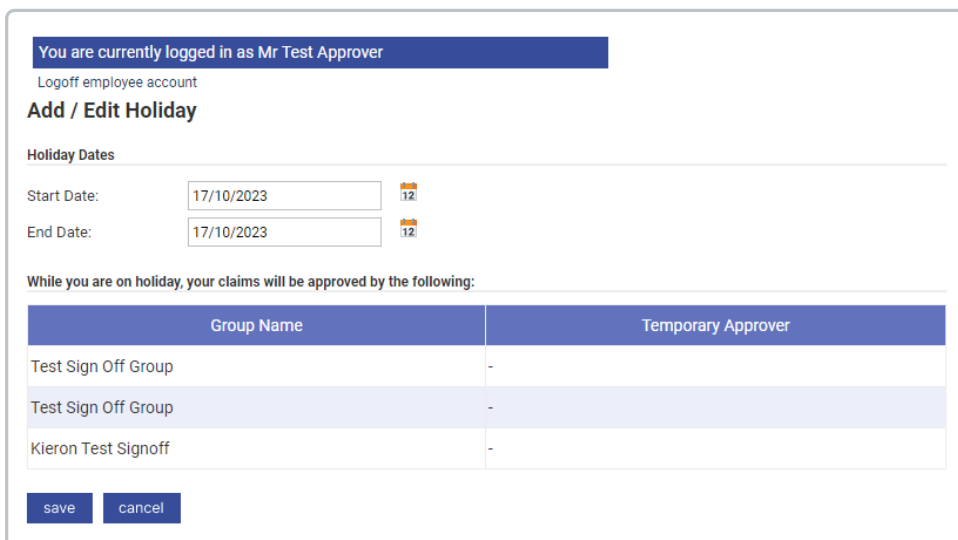
Note: You must be an approver within a Signoff Group in order to see the **Holidays** menu on the **Home** page.

- Click **Add Holiday** from the Page Options menu.



- Enter the **Start Date** of your holiday.

- Enter the **End Date** of your holiday. This date cannot be earlier than the start date.

A screenshot of the 'Add / Edit Holiday' form. At the top, a blue banner reads 'You are currently logged in as Mr Test Approver'. Below this, there is a 'Logoff employee account' link. The main heading is 'Add / Edit Holiday'. Under 'Holiday Dates', there are two date pickers: 'Start Date' and 'End Date', both set to '17/10/2023'. Below the dates, a section titled 'While you are on holiday, your claims will be approved by the following:' contains a table with two columns: 'Group Name' and 'Temporary Approver'. The table has three rows: 'Test Sign Off Group', 'Test Sign Off Group', and 'Kieron Test Signoff'. At the bottom of the form are 'save' and 'cancel' buttons.

Group Name	Temporary Approver
Test Sign Off Group	-
Test Sign Off Group	-
Kieron Test Signoff	-

- Click **Save**. This will store the holiday and return you to the Holidays menu where your new holiday will be displayed.

