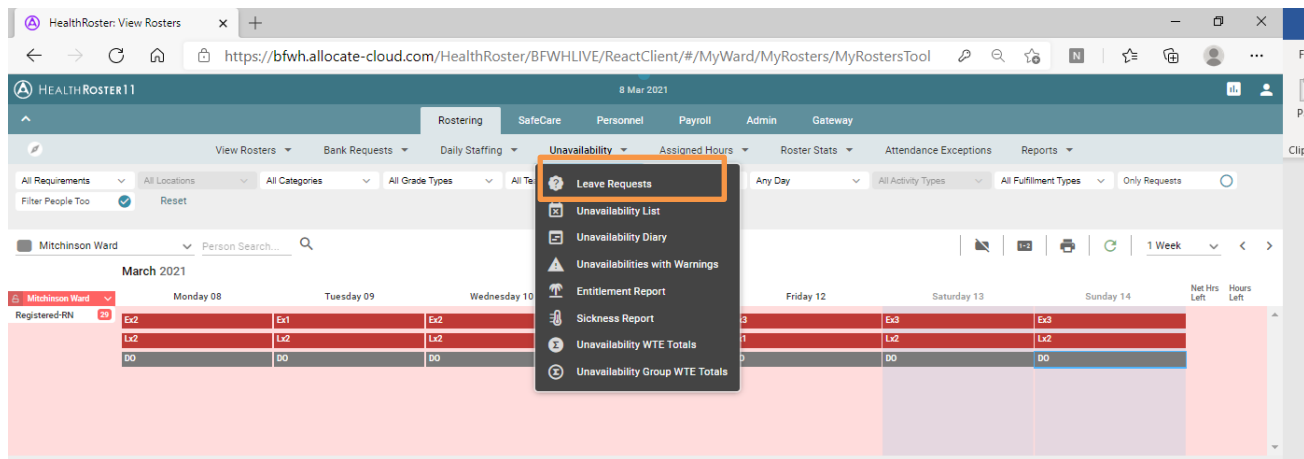
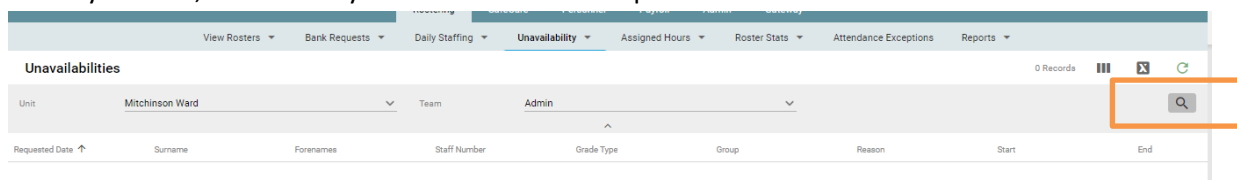


Approving Annual Leave Requests

Click the 'Rostering' Tab then the 'Unavailability tab' in the middle of the screen. Select 'Leave Requests'



Select your unit, then select your Team from the drop down list:



Click the spy glass at the right hand side

This will then populate a list of all annual leave requests that have not yet been approved in the system for your selected roster.

Requested Date	Surname	Forenames	Staff Number	Grade Ty...	Group	Reason	Start	End	Duration	Unavaila...	Contract...	Unit	Lead Time
25/09/2020 07:11					Annual Leave	Annual Leave Paid	13/05/2021	14/05/2021	2	15:00	17:30	Scheduled Care Admin	228 Days 23 Hrs
11/12/2020 16:43					Annual Leave	Annual Leave Paid	25/05/2021	28/05/2021	4	30:00	30:00	Scheduled Care Admin	184 Days 13 Hrs
17/12/2020 13:32					Annual Leave	Annual Leave Paid	27/09/2021	01/10/2021	5	37:30	37:30	Scheduled Care Admin	233 Days 16 Hrs
17/12/2020 13:33					Annual Leave	Annual Leave Paid	04/10/2021	04/10/2021	1	07:30	37:30	Scheduled Care Admin	290 Days 16 Hrs
29/12/2020 15:10					Annual Leave	Annual Leave Paid	10/05/2021	14/05/2021	5	37:30	37:30	Scheduled Care Admin	131 Days 14 Hrs
29/12/2020 15:10					Annual Leave	Annual Leave Paid	02/07/2021	02/07/2021	1	07:30	37:30	Scheduled Care Admin	184 Days 14 Hrs
29/12/2020 15:11					Annual Leave	Annual Leave Paid	31/08/2021	03/09/2021	4	30:00	37:30	Scheduled Care Admin	244 Days 14 Hrs
29/12/2020 15:14					Annual Leave	Annual Leave Paid	02/08/2021	02/08/2021	1	07:40	22:00	Scheduled Care Admin	215 Days 15 Hrs
29/12/2020 15:15					Annual Leave	Annual Leave Paid	06/09/2021	10/09/2021	5	37:30	37:30	Scheduled Care Admin	250 Days 14 Hrs
29/12/2020 15:15					Annual Leave	Annual Leave Paid	03/08/2021	03/08/2021	1	07:40	22:00	Scheduled Care Admin	216 Days 15 Hrs
29/12/2020 15:15					Annual Leave	Annual Leave Paid	04/08/2021	04/08/2021	1	06:40	22:00	Scheduled Care Admin	217 Days 15 Hrs
29/12/2020 15:19					Annual Leave	Annual Leave Paid	08/11/2021	12/11/2021	5	37:30	37:30	Scheduled Care Admin	313 Days 15 Hrs
31/12/2020 21:00					Annual Leave	Annual Leave Paid	05/11/2021	05/11/2021	1	07:30	30:00	Scheduled Care Admin	308 Days 9 Hrs
31/12/2020 21:01					Annual Leave	Annual Leave Paid	09/11/2021	12/11/2021	4	30:00	30:00	Scheduled Care Admin	312 Days 9 Hrs
31/12/2020 21:01					Annual Leave	Annual Leave Paid	16/11/2021	19/11/2021	4	30:00	30:00	Scheduled Care Admin	319 Days 9 Hrs
04/01/2021 11:56					Annual Leave	Annual Leave Paid	06/04/2021	09/04/2021	4	30:00	37:30	Scheduled Care Admin	91 Days 18 Hrs
22/01/2021 11:56					Annual Leave	Annual Leave Paid	11/07/2021	13/07/2021	3	19:00	37:30	Scheduled Care Admin	188 Days 18 Hrs

By clicking on each one you will be able to see any overlaps for that requested day (this is for any reason, not just annual leave)

Unavailability
✕

- ✓ Approve Request
- ✕ Reject Request
- ⋮ More

Overlaps		Summary		Impacted Duties/Activities						
Entitlements		Unavailabilities		Audit Trail						
Overlaps 4 Records										
Name ↑	Staff Number	Grade Ty...	Grade	Requested Date	State	Start	End	Duration	Unavailab...	Contracted Time
A			A&C Band 1	-	Approved	16/11/2020	15/11/2021	365	1957:30	37:30
A			A&C Band 4	05/03/2021 08:05	Approved	28/06/2021	02/07/2021	5	37:30	37:30
C			A&C Band 4	29/12/2020 15:10	Requested	02/07/2021	02/07/2021	1	07:30	37:30
Ti			A&C Band 3	24/02/2021 13:47	Requested	28/06/2021	02/07/2021	5	37:30	37:30

If you are happy to approve the leave, select 'Approve Request' in the top right hand corner of the screen.

If you do this each week before you lock the rosters down (or on a Friday) you should be able to lock the rosters down on Monday with no problems.