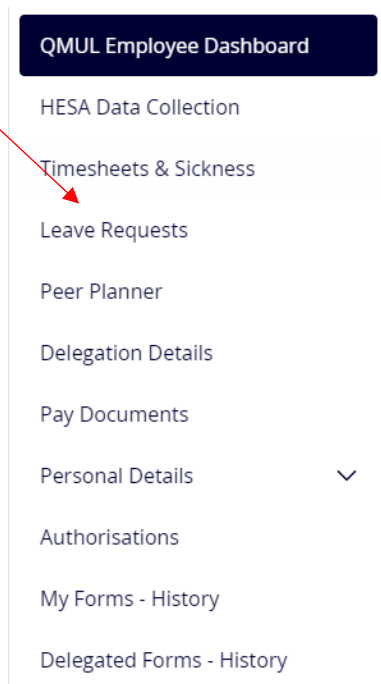
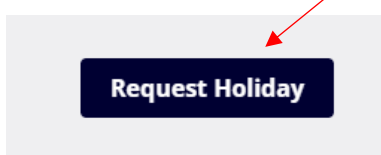


How to Book Annual Leave via MyHR

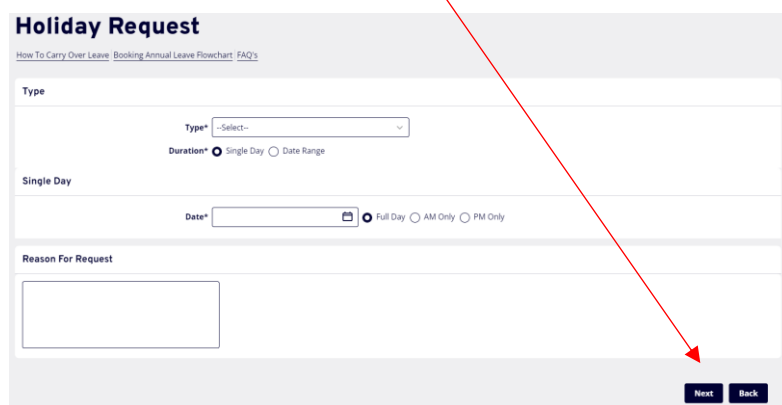
1. Select Leave Requests



2. Scroll to the bottom of your screen and select Request Holiday

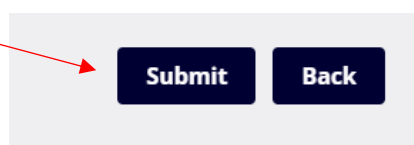


3. Enter your request in the form and select Next



A screenshot of the 'Holiday Request' form. The form has a title 'Holiday Request' and a breadcrumb trail: 'How To Carry Over Leave > Booking Annual Leave Flowchart > FAQ's'. The form fields include: 'Type' with a dropdown menu (currently showing '-Select-'), 'Duration*' with radio buttons for 'Single Day' (selected) and 'Date Range', 'Single Day' with a 'Date*' field and radio buttons for 'Full Day' (selected), 'AM Only', and 'PM Only', and 'Reason For Request' with a text area. At the bottom right, there are 'Next' and 'Back' buttons. A red arrow points from the text '3. Enter your request in the form and select Next' to the 'Next' button.

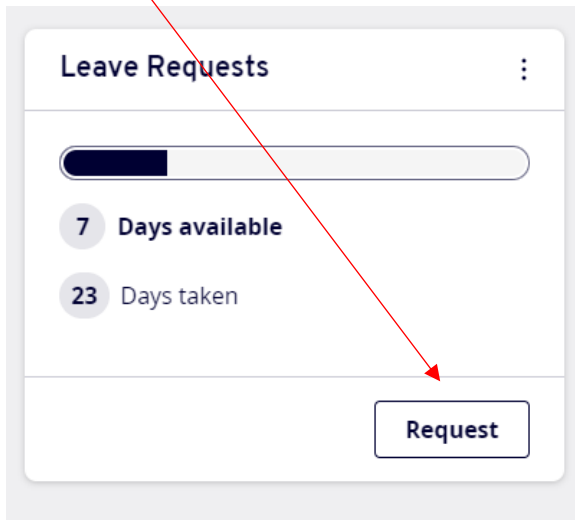
4. Select Submit



[How to book Annual Leave using Widget on your home screen](#)

When logging into myhr your home screen will appear, you can also book annual leave using the widget on your home screen


1. Select Request



2. Enter the date/dates you want to request


Date Range Single Day

Start Date

15/05/2023 


Full Day PM Only

End Date

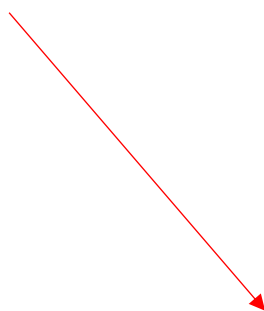
20/05/2023 

Full Day AM Only

Holiday Type

Annual Leave 

3. Select Submit

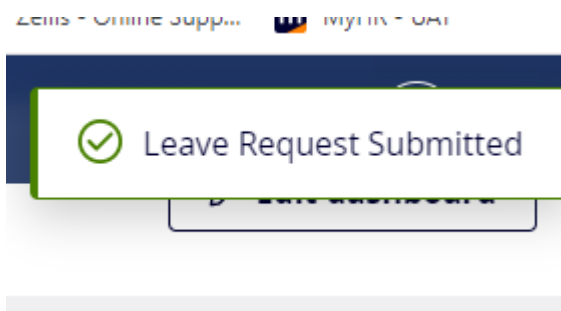


Holiday Type

Annual Leave

Reason For Holiday

4. In the top right-hand corner once the request has been submitted you will get a notification to say Leave Request Submitted.



Please note

If your Leave Requests widget does not appear select edit dashboard select edit dashboard in the top right-hand corner, where you will be able to select Leave Requests.

