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

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

![Image of Leave Requests widget]

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
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 in the top right-hand corner, where you will be able to select Leave Requests.