How to Cancel Annual Leave via MYHR

1. Select Leave Requests

2. Scroll down to the bottom of your screen and using the Holiday History section, find the dates of the Annual Leave you wish to cancel.
3. Click on the form number of the request you wish to cancel.

4. Select Next, once the form has opened.

5. Select Cancel Holiday Request

Your form will now go to your Authoriser to approve the cancellation.