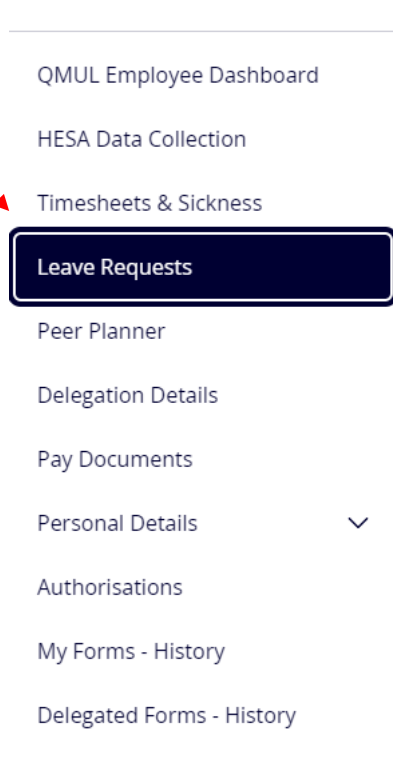


How to Cancel Annual Leave via MYHR

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.

Holiday History

13/12/2022	13/12/2022	<u>0000656486</u>	Request	Authorised
06/12/2022	06/12/2022	<u>0000659825</u>	Request	Authorised
08/11/2022	08/11/2022	<u>0000629454</u>	Request	Authorised
03/11/2022	04/11/2022	<u>0000651077</u>	Request	Authorised
25/10/2022	25/10/2022	<u>0000629453</u>	Request	Authorised

3. Click on the form number of the request you wish to cancel.

Holiday History				
13/12/2022	13/12/2022	<u>0000656486</u>	Request	Authorised
06/12/2022	06/12/2022	<u>0000659825</u>	Request	Authorised
08/11/2022	08/11/2022	<u>0000629454</u>	Request	Authorised
03/11/2022	04/11/2022	<u>0000651077</u>	Request	Authorised
25/10/2022	25/10/2022	<u>0000629453</u>	Request	Authorised

4. Select Next, once the form has opened.

Type

Request 0000629454

Type* Annual Leave

Single Day

Date* 08/11/2022 Full Day

Amount of Leave 1.0 Day(s)

Reason For Request

Next Back

5. Select Cancel Holiday Request

Holiday

[How To Carry Over Leave](#) | [Booking Annual Leave Flowchart](#) | [FAQ's](#)

Holiday Cancellation Request

Type Annual Leave

Date 08/11/2022 Full Day

Effect on entitlement record(s)

Entitlement Record	Days to be refunded	Days Pending Authorisation
01/08/2022 - 31/07/2023	1.0	0.0

Cancel Holiday Request Change Holiday Request Back

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