myJob Guide

Annual Leave
Creating a Leave Request

Select the 'Annual Leave' option in the myJob Overview screen to take you to the 'Leave Overview' page. You can now view and cancel leave, as well as check your leave quota all in this one view.

Select this button to submit a new request for leave.

You can drag and drop these columns into a layout of your preference.

Select this button to submit a new request for leave.

Change the displayed calendars.

Your calendar

Your leave quota

Your leave requests

Team calendar

Colour coded calendar

Your new leave request
If your approver is someone who you do not believe it should be, please contact your HR Assistant.

You also have the option to view your team calendar that shows which other team members are on leave in the month you have requested:

You can select the start date of your leave directly from the calendar, which is ideal for requesting single leave occurrences.

Alternatively, enter the leave directly into the Start Date and End Date cells, in the format ‘DD.MM.YYYY’. If booking less than a day, enter the Start Time and End Time as well.

Check your approver is your line manager and add a note for them if you wish.

Team members that are on leave in your requested period.

The team calendar defaults to only show the team members that are on leave during the selected period. ‘Select Team Members’ will allow you to view other/all of your team.

Untick the ‘Show only Employees with Absences in this Period’ box

Select the team members you would like to view in the team calendar

Your team calendar showing the team members you selected

Hit OK
Once complete select:

- **Save and Back**: To submit your request and begin a new one.
- **Save and New**: To submit your request.
- **Cancel**: To cancel the request before submission.

When submitting your leave request, you will be shown a summary and be prompted to confirm:

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**Editing a Leave Request**

To edit a leave request that you have submitted, go to the Annual Leave Overview by selecting 'Annual Leave' from myJob.

In the table, find the leave that you want to edit and select the pencil icon in the Edit column. This will take you back to your 'Leave Request' view, where you can submit the leave again.

**Cancelling a Leave Request**

To cancel a leave request that you have submitted, go to the Annual Leave Overview by selecting 'Annual Leave' from myJob.

In the table, find the leave you want to cancel and select the trash can icon in the Cancel column. The system will then ask if you are sure you want to cancel your leave request.

Select OK to complete submission.

Press ‘Yes’ to confirm.

Check the date is of the leave you would like to Cancel.