

How To: Request Absence

File View Back Forward Refresh Cancel Absence Year: 2008

Request Absence King Gary *Logged in as 'Gary King'*

Details
 Employee Number : 00002 Start Date : 01/02/1998
 Surname : King Grade : Level one
 First Name : Gary Department : Finance

Drag a column header here to group by that column

Absence	Start Date	End Date	Duration (Days)	Status
Annual Leave	01/12/2008	08/12/2008	6	Awaiting Approval

An absence request which is waiting approval

Day(s) left **29**

Absence Code: Annual Leave
 Start Date: 22/12/2008 End Date: 22/12/2008
 Duration: 1 Period:
 Comments: Annual Leave from 22/12/2008 to 22/12/2008.
 Duration[days] = 1.

Leave Summary
Holiday Summary
 Days C/F: 5
 Days Due: 25
 Service Days: 5 Planned 0
 Other Additions: 0 Taken 6
Days Remaining: 29

Sick Summary
Uncertified Sick:
 Uncertified Sick Leave Due: 4
 Uncertified Sick Leave Taken: 0
 Uncertified Sick Remaining: 4
Certified Sick:
 Certified Sick (Planned or Taken): 0

Start-End: 01/01/2008 - 31/12/2008 *The current year start and end dates*

Submit Clear All

Enter Absence Request
 Choose the type of absence - e.g. Annual Leave
 Enter the Start and End Dates for the absence
 Click Submit to enter the request