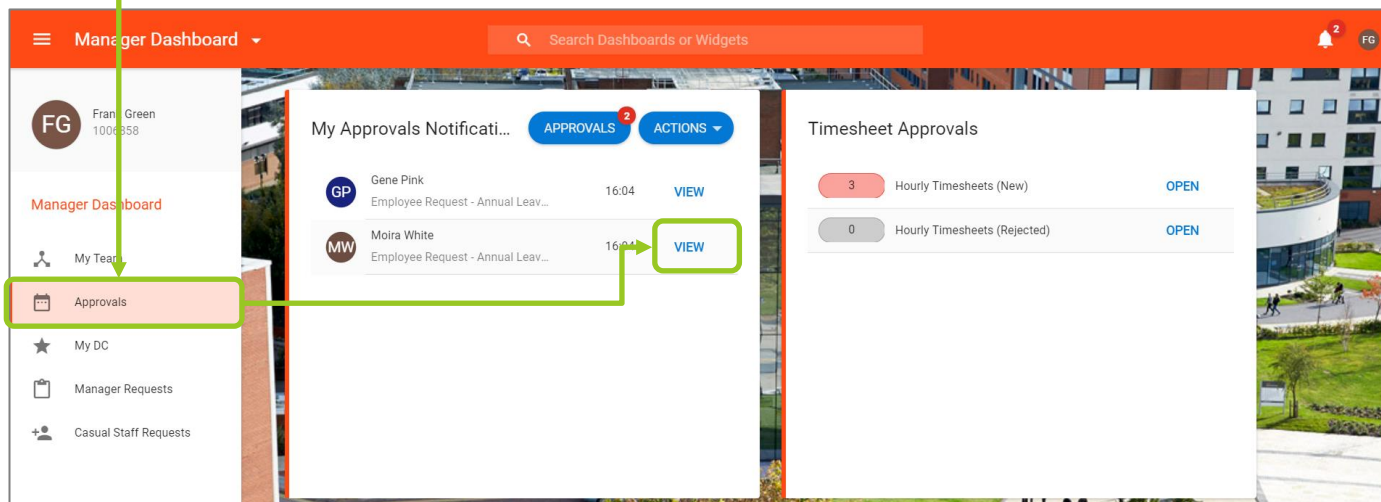


Manager Guide – Approving Annual Leave Purchase Requests

Employees can now use the Staff Portal to request up to 36.5 hours (5 days) each year (pro rata for part time employees) the cost of which will be deducted from their salary. Full details are available on the HR section of the Intranet. Managers need to consider and approve/reject these requests using the Staff Portal. This function in the Staff Portal will only be available at certain times of the year.

1. From the Manager Dashboard, go to the Approvals tab, and in the My Approvals Notifications section, view the Annual Leave Purchase request.



2. Review the details



3. Click Approve or Reject. If rejecting the request then add a comment to say why.

The request has now gone to HR for approval and processing. There is nothing further for you to do.