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.

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Fran Green		
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Approvals	Employee Request - Annual Leav	从一条
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Manager Requests Casual Staff Requests		- Anterinter

2. Review the details

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Actions	Updati	es	Moi	ra White			
earch	Q	Ŧ	Employee Re	quest - Annual I eave Pur	rchase		
Gene Pink Employee Request - ,	A	16:04	23 Dec 2019 16:04		on a co		
Moira White Employee Request - A	A	16:04	2019122356754 Request No	863 23-DEC-19 Request Date			
			Reference Type Annual Leave Purch	Annual Leave Year ase 1st April - 31st March	Contract Type Full-time	Balance Type Days (Full Time Staf	Days/Hours Requested ff) 3
			Dates To Be Taken September 2020 (TR	Reason for Purchase 3C) House Move			
				00	ebr		REJECT APPROV
		- 3	 Click Ap then add 	prove or Reject. If a comment to sa	f rejecting th ay why.	e request	

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