



## Canceling annual leave

### Contents

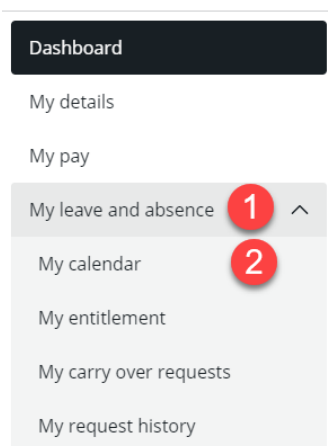
Introduction.....	1
Canceling annual leave .....	1
Log off.....	2

### Introduction

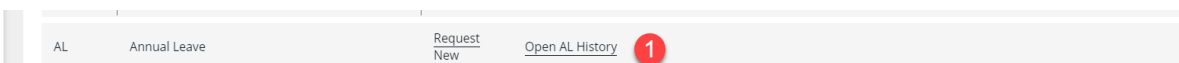
All College staff are required to use MyView for requesting annual leave (holiday). From time to time, it may be necessary for you to cancel annual leave that you had previously booked.

### Canceling annual leave

1. Log into MyView and select My Leave and absence from the side menu followed by My calendar.



2. Scroll down and select Open AL History.



3. Scroll down and select **Delete** for the annual leave that you need to cancel. Or **Edit** if you need to change an existing booking. Submit the request when you have made the changes.

Created Date	Employee	Type	Description	From	To	Action
30/11/2020		AL	Annual Leave			<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
30/11/2020		AL	Annual Leave			<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
13/05/2021		AL	Annual Leave			<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
05/05/2021		AL	Annual Leave			<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

This will then go to you line manager for approval and the additional hours will be added back onto your balance once approved.

## Log off

Whenever you have finished using MyView it is important to sign out of the system. Do not share your MyView password with anyone and do not save data from the system to ensure compliance with GDPR.