



Canceling annual leave

Contents

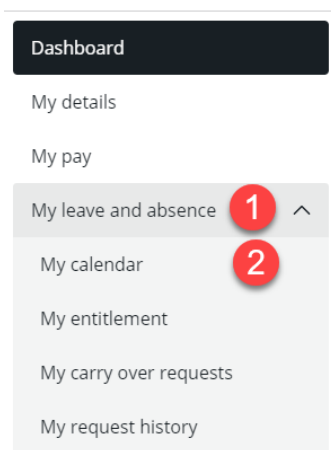
Introduction.....	1
Manager Cancelling annual leave	1
Log off.....	2

Introduction

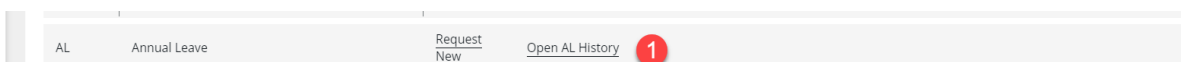
All College staff are required to use MyView for requesting annual leave (holiday). From time to time, it may be necessary for you as a Manager to cancel annual leave on behalf of a member of your team. For example, if the person is on a period of long term sickness and they have annual leave booked. This is necessary as the person will be on sick leave not annual leave. Plus from a systems perspective it not possible to have two types of absence simultaneously (i.e. you cannot be on sick leave AND annual leave).

Manager Cancelling annual leave

1. Log into MyPeople and select Leave and absence and Employee calendar from the side menu.



2. Select the employee that you need to amend, then next.
3. Scroll down to the bottom of the screen and select Open AL History.



4. 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			View Edit Delete
30/11/2020		AL	Annual Leave			View Edit Delete
13/05/2021		AL	Annual Leave			View Edit Delete
05/05/2021		AL	Annual Leave			View Edit Delete

The hours you have cancelled will be added back onto the person's entitlement.

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.