

## **HR Online – Leave Requests Video Transcript**



Employees can raise internal leave requests for planned absence such as holidays or compassionate leave. After specifying the first and last date of the holiday, the employee states how many days leave they intend to take, and how many they will have remaining if this request is approved, as well as entering any supporting notes.

The system will then generate a leave request document based on the data the employee has entered, which the employee can send for approval to their specific line manager. As we can see here, this request is pending submission, this text will change accordingly when the request has been approved or rejected.

After we submit this request, the line manager will receive a task allowing them to take approval action on the leave request, entering a comment if necessary. If approved the request will be added to the leave calendar which will help other users plan their annual leave. The system also keeps a full audit log of all historic requests.