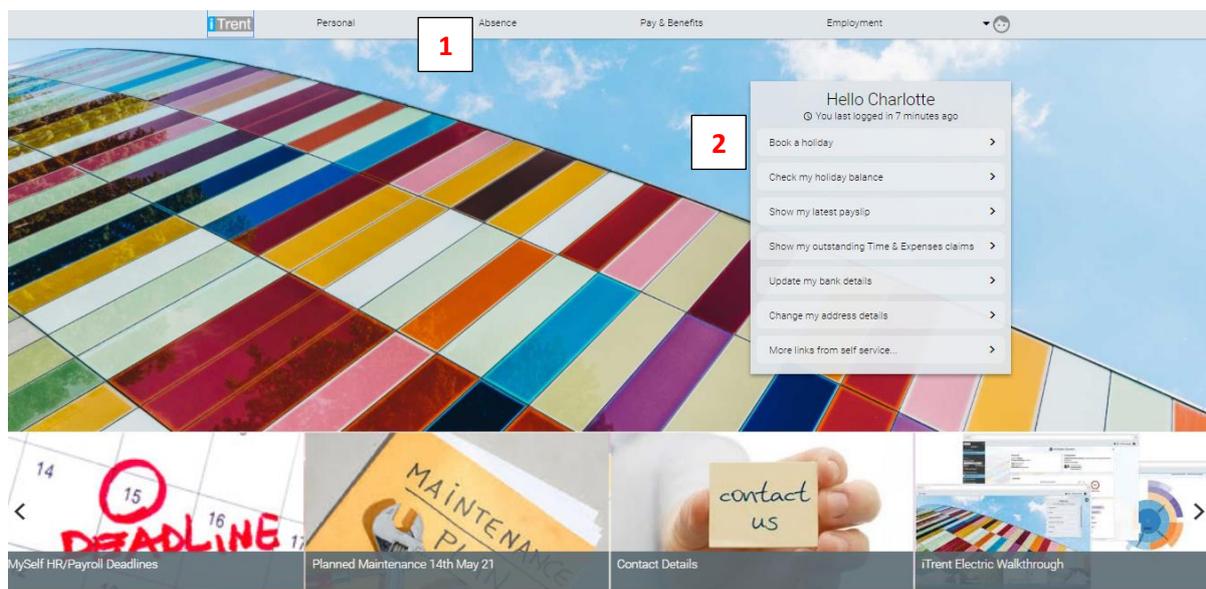
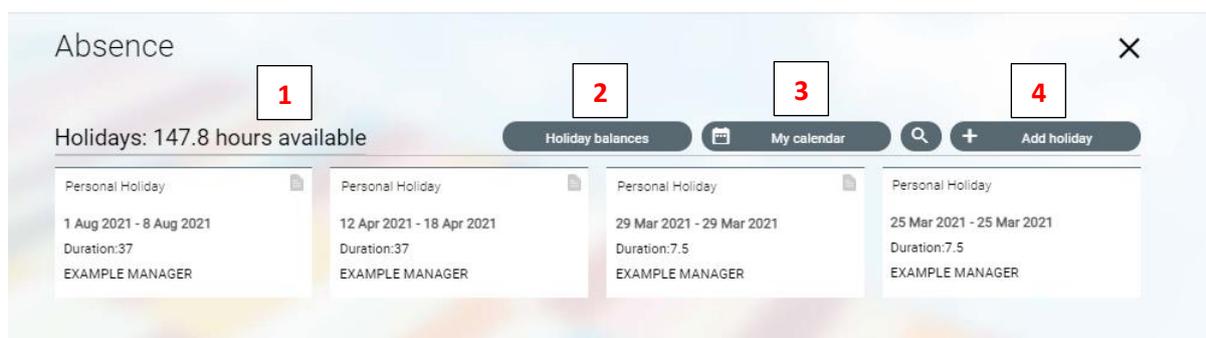


Booking Annual Leave through iTrent's Self-Service



Either click on the Absence link (1) on the Main Menu bar or on Book a Holiday (2) on the Quick Links section.



On the Absence page you can see your holiday entitlement (1)

By clicking on the Holiday balances (2) tab you will be able to see holiday balances for the previous year, the current year and the forthcoming year. There is also a button to get to the book holiday screen on here.

By clicking on the My Calendar (3) tab you can view calendars in a monthly, weekly or daily view. This shows your work day and if you have any leave booked or taken any leave. Again there is a button to quickly get to the book holiday page.

By clicking on the calendar filters a colour key is displayed to show what the different types of absence which could be displayed on your calendar are.

To Book holiday simply click on the Add Holiday link (4).

Holiday details ✕

Absence type •
 Personal Holiday ▼

Holiday period •
 More than one day ▼

Start date (dd/mm/yyyy) •
 12/03/2021 📅

Full or part day •
 Full day ▼

End date (dd/mm/yyyy) •
 19/03/2021 📅

Full or part day •
 Full day ▼

1. Select Personal Holiday from the Absence Type drop down menu
2. From the holiday period choose the length of leave you are taking, whether it's a part day, full day or more than one day.
3. You can either type the date or use the calendar function. You also have the option to select whether your start and end day are full days or part days. Don't forget to click save.

Your reporting manager will be notified that you have submitted this request. When they have authorised or rejected the request you will receive an email notifying you of the outcome.

To cancel a holiday request, click on the relevant booking and click delete. Your reporting manager will be notified that the leave has been cancelled.

Holidays: 147.8 hours available
Holiday balances
My calendar
🔍
+ Add holiday

Personal Holiday 1 Aug 2021 - 8 Aug 2021 Duration:37 EXAMPLE MANAGER	Personal Holiday 12 Apr 2021 - 18 Apr 2021 Duration:37 EXAMPLE MANAGER	Personal Holiday 29 Mar 2021 - 29 Mar 2021 Duration:7.5 EXAMPLE MANAGER	Personal Holiday 25 Mar 2021 - 25 Mar 2021 Duration:7.5 EXAMPLE MANAGER
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