Cancelling Holiday using the App:
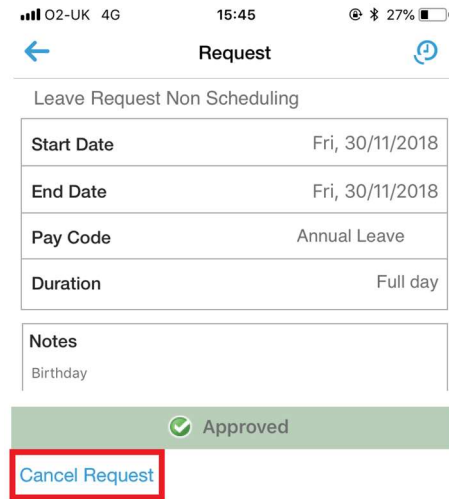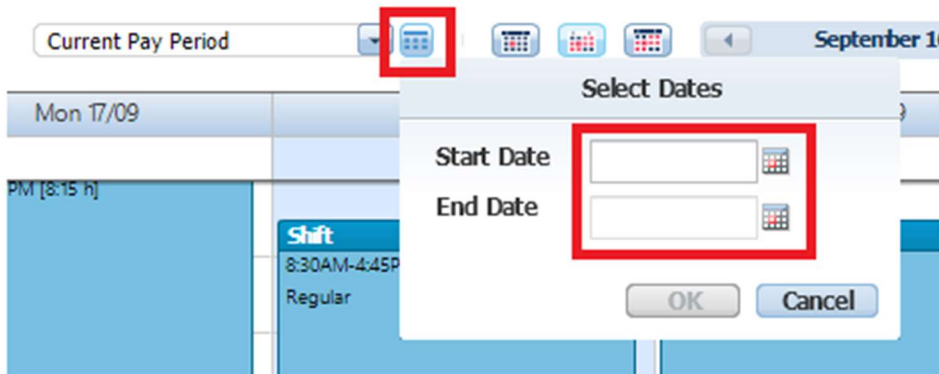
Log into your app > Select **Requests >** click on the dates you want to recall> Select **Cancel Request**

Manager will receive a notification to approve the retraction.

Cancelling Holiday using the Web Browser:

Log onto Web Browser> Select dates of holiday you would like to retract> Select **OK**

On the day where you have the annual leave, hover over the day/date and a little Play button will appear > Click on > Select **cancel**.

Manager will receive a notification to approve the retraction.