



Doing good together

Rotageek Colleague training



Viewing and booking Leave

Viewing & requesting Leave

Select the leave option using the tool bar, the below page will load

The screenshot shows a user interface for managing leave. At the top, there is a toolbar with several leave type buttons: Annual Leave (250 hours allowance, 228.2 hours approved, 21.8 hours balance), TOIL (2.5 hours allowance, 0 hours approved, 2.5 hours balance), Birthday Hour (75 hours allowance, 0 hours approved, 75 hours balance), Doctor Dentist Appointment (0 hours allowance, 0 hours approved, 0 hours balance), and Hospital Appointment (0 hours allowance, 0 hours approved, 0 hours balance). Below the toolbar is a table of requested leave.

Type	From ↓	To	Length	Status	Requested on
Annual Leave	02/04/2025	02/04/2025	7.80 hrs	Approved	31/03/2025
Annual Leave	03/04/2025	04/04/2025	15.60 hrs	Approved	31/03/2025
Annual Leave	07/04/2025	07/04/2025	8.00 hrs	Approved	28/11/2024
Annual Leave	13/04/2025	19/04/2025	39.00 hrs	Approved	31/03/2025
Annual Leave	20/04/2025	26/04/2025	39.00 hrs	Approved	20/03/2025
Annual Leave	28/04/2025	28/04/2025	7.80 hrs	Approved	31/03/2025

Across the top are all the requestable leave types, with any requested leave and the status of the leave listed below.

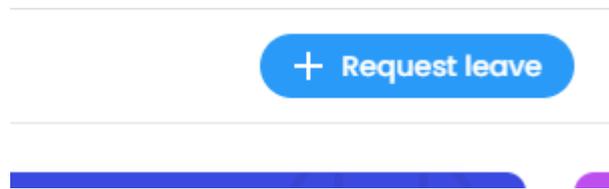
The annual leave box shows the allowance, this is your full years entitlement. Approved, these are the hours which have been requested and approved by your manager. Balance, these are the remaining hours which are still available to be requested.

This close-up screenshot highlights the Annual Leave card. It shows the following details:

- Annual Leave** (with a star icon)
- Allowance**: 250 hours
- Approved**: 228.2 hours
- Balance**: 21.8 hours

The card is highlighted with a red border. Below the toolbar, the start of a table is visible with columns for 'Type' and 'From ↓'.

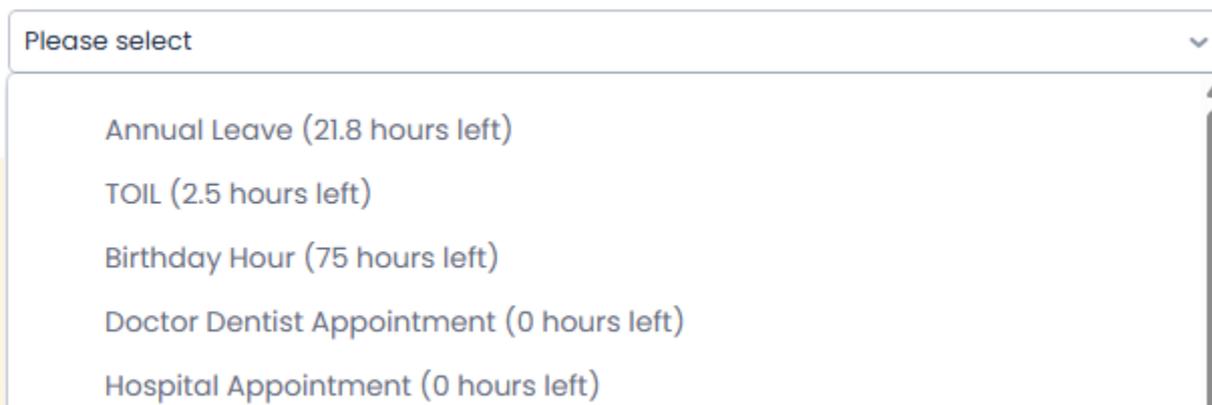
To request leave, use the request leave button in the top right of the screen



This will open a window, where you are able to select the leave type from a drop down



The leave types will show you your remaining balance within the list



Select the start date of the leave from the calendar by clicking into the start date box

Add leave

Leave type

Annual Leave (21.8 hours left)

Start date

Select date

April 2025						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

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You will then have the option to select All day, Partial or Longer

Leave type

Annual Leave (21.8 hours left) ▼

Start date

📅 06/04/2025

All day Partial Longer

Notes

Enter notes

If selecting partial, you will need to enter the start / end time of your leave

Leave type

Annual Leave (21.8 hours left) ▼

Start date

📅 06/04/2025 09:00

End date

📅 06/04/2025 17:00

All day Partial Longer

Notes

Enter notes

If selecting Longer enter the end date using the calendar by clicking into the end date box

Leave type

Annual Leave (21.8 hours left)

Start date

06/04/2025

All day

Partial

Longer

End date

07/04/2025

< April 2025 >

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

If you are trying to request leave for a period where you already have a leave type present or you have insufficient leave remaining you will receive an error, and will not be able to complete the request.

Add leave



Error already has approved leave on: 7/04/2025

Error Insufficient leave remaining