

# **Rotageek Mobile Guide**



Viewing and booking annual leave



# Viewing and Booking Leave

Select Leave from your toolbar.



The below screen is where you will view, book, and view previously requested leave, scroll up and down to view your list of requested leave and their status.



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≡ Leave 20	25-2026 ~	+
Show all statu	ises ¥	Show all types ~
ह्य Annu	al Leave	
Balance 21.8 hours	Allowance 250 hours	Approved 228.2 hours
	• • • • •	0
ANNUAL LEAVE		
Apr 20 - Apr	26	APPROVED
ANNUAL LEAVE		
Apr 13 - Apr 1	9	APPROVED
ANNUAL LEAVE		
Apr 7		APPROVED
and the second		
ANNUAL LEAVE		APPROVED
Apr 3 - Apr 4		
Apr 3 – Apr 4 Apr 4		

You also have your other requestable types of leave across the top, which also shows the balance.

The allowance is your full entitlement for the year, your balance is any balance remaining after anything has been approved and approved shows all hours for that leave type which has already been approved by your manager.





To request a leave type you click the plus button in the top corner.



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E Leave 2025-2026 →	+
Show all statuses 🗸	Show all types ~
ह्य Annual Leave	-1
BalanceAllowance21.8 hours250 hours	Approved 228.2 hours
• • • • • •	0
ANNUAL LEAVE Apr 20 - Apr 26	APPROVED
annual leave Apr 13 – Apr 19	
ANNUAL LEAVE Apr 7	
ANNUAL LEAVE Apr 3 - Apr 4	APPROVED
annual leave Apr 2	
< Request leave	<b></b>
Annual Leave	21.8 hours left
Duration	
All day Partial	Longer
When	
苛 Thu, 10 Apr 2025	
Expected leave durce	ıti
Notes	
Add note	

Again this shows you any leave you have left, you can select which type of leave you want by clicking the Choose leave type button.





This again gives you view of your remaining balance and a list of requestable leave types. Choose your leave type, then select whether it's an all-day leave, partial day, or longer.

<	Reque	st leave	<b>e</b>
ম্ব	Annual L	eave	21.8 hours left 🚿
Dure	ation		
	All day	Partial	Longer
Whe	en		
₿	Thu, 10 A	pr 2025	
Θ	Expected	d leave durc	ıti
Note	98		
	Add note	9	



Select the start date by clicking into the calendar option, selecting the date and clicking Done.



date					×
Tue, 1	5 Apr 2	2025			
	A	pril 202	25		>
Мо	Tu	We	Th	Fr	Sa
	1	2		3	
			10	11	12
14	15	16	17	18	19
21	22	23	24	25	26
28	29	30		2	
		Done			
	Mo 31 7 14 21 28	Tue, 15 Apr 2 A Mo Tu 31 1 7 8 14 15 21 22 28 29	Mo Tu We   31 1 2   7 8 9   14 15 16   21 22 23   28 29 30	aate   Tue, 15 Apr 2025   AprI 2025   Mo Tu We Th   31 1 2 3   7 8 9 10   14 15 16 17   21 22 23 24   28 29 30 1	aate     Tue, 15 Apr 2025     April 2025     Mo Tu We Th Fr     31   1   2   3   4     7   8   9   10   11     14   15   16   17   18     21   22   23   24   25     28   29   30   1   2

Repeat for the end date.



To submit, tap the blue tick in the top right corner.

23	Annual L	eave	21.8 hours left	
Duration				
	All day	Partial	Longer	
Star	t date			
5	Mon, 26	May 2025		
То				
营	Tue, 27 N	1ay 2025		
Θ	Expected leave durati 15.6 ho			
Mate	a d			

And we can see that is now showing down here as outstanding.

