



Doing good together

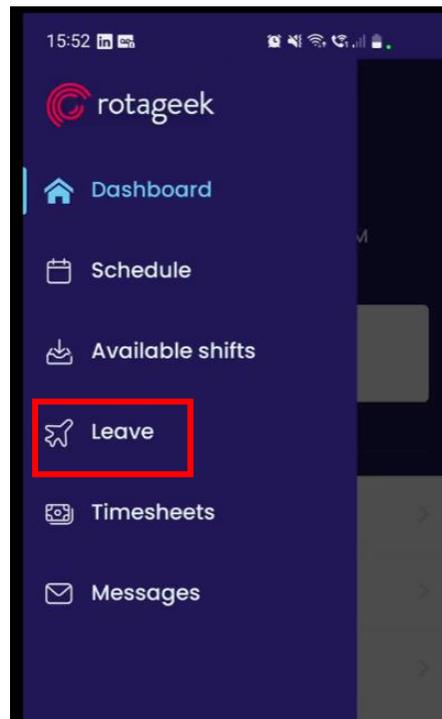
# Rotageek Mobile Guide



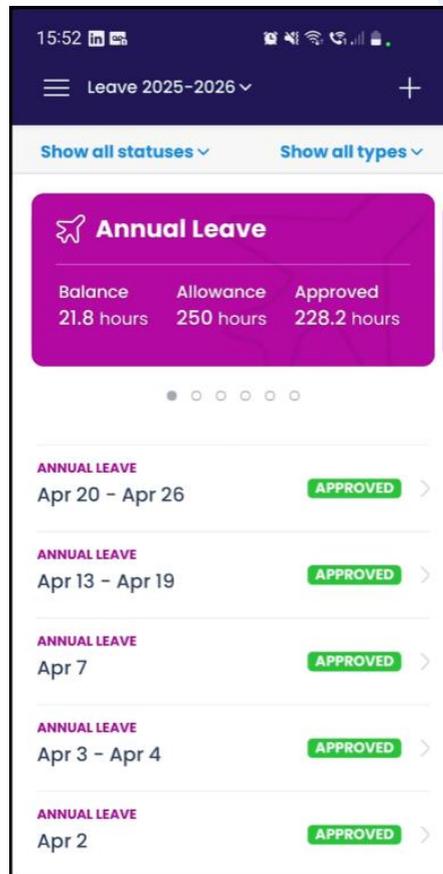
## Viewing and booking annual leave

## Viewing and Booking Leave

Select Leave from your toolbar.

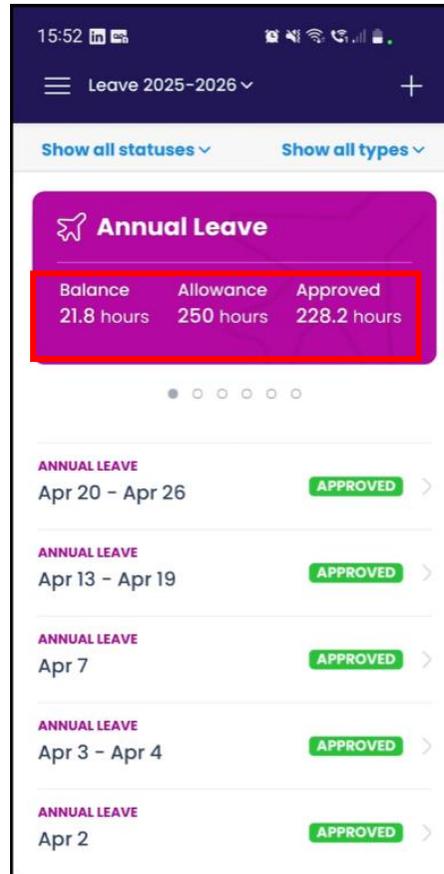


The below screen is where you will view, book, and view previously requested leave, scroll up and down to view your list of requested leave and their status.

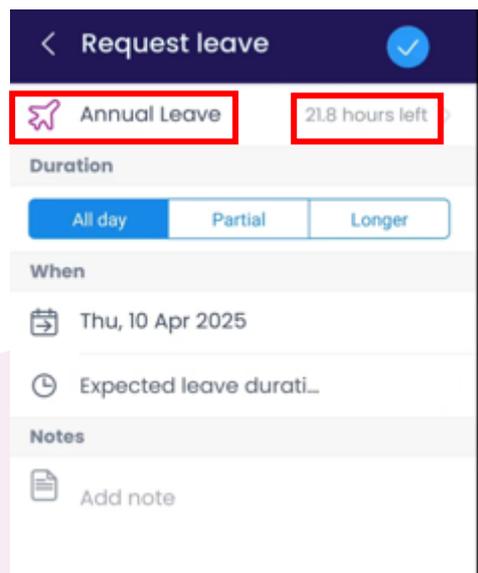
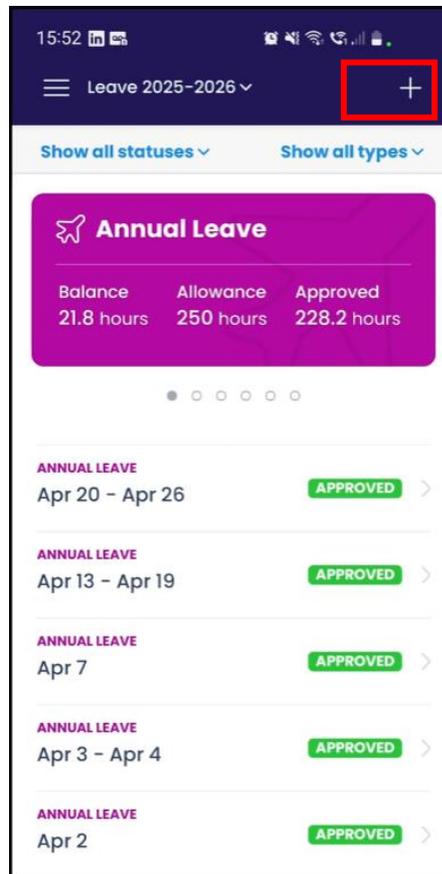


You also have your other requestable types of leave across the top, which also shows the balance.

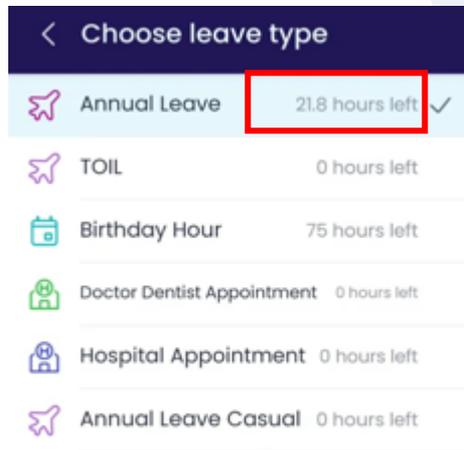
The allowance is your full entitlement for the year, your balance is any balance remaining after anything has been approved and approved shows all hours for that leave type which has already been approved by your manager.



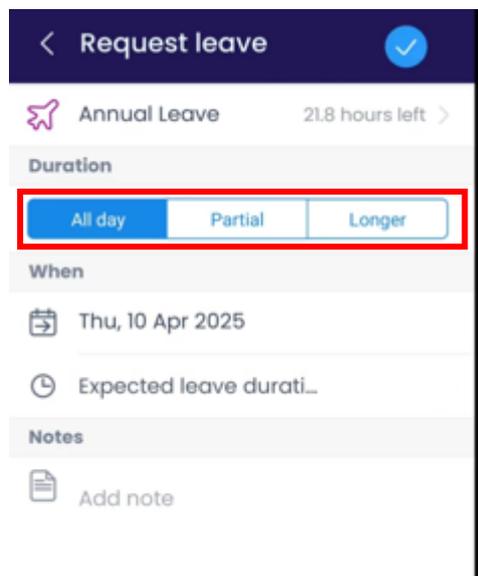
To request a leave type you click the plus button in the top corner.



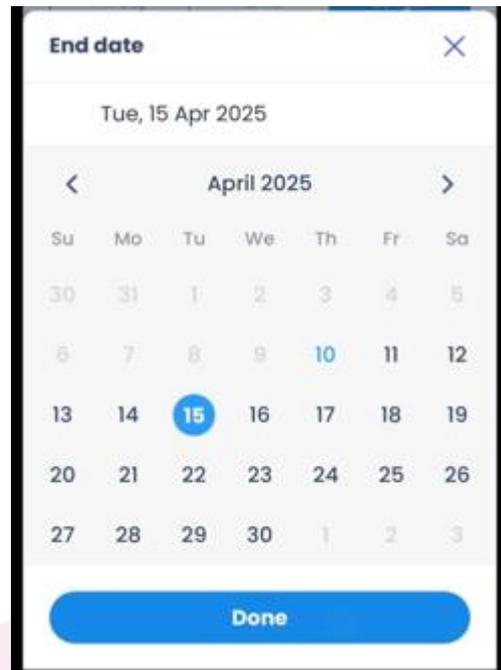
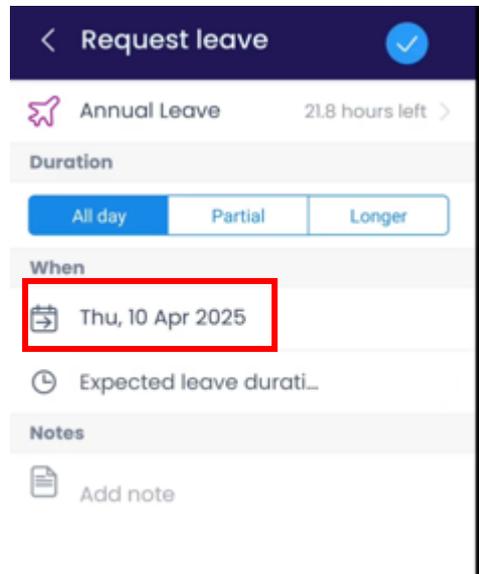
Again this shows you any leave you have left, you can select which type of leave you want by clicking the Choose leave type button.



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.



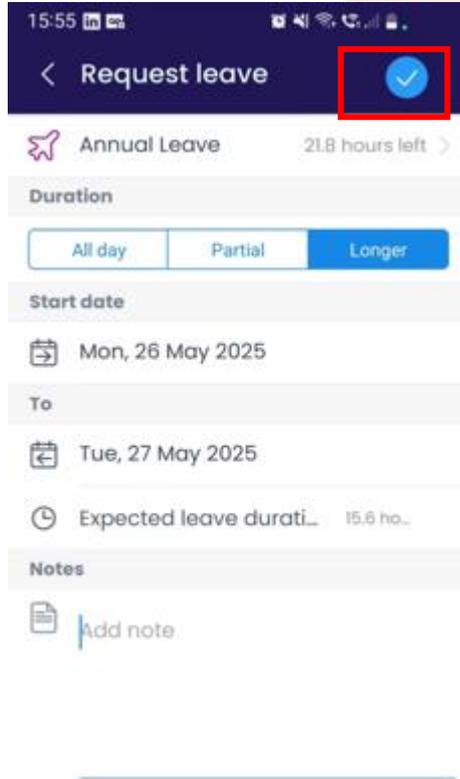
Select the start date by clicking into the calendar option, selecting the date and clicking Done.



Repeat for the end date.

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



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

