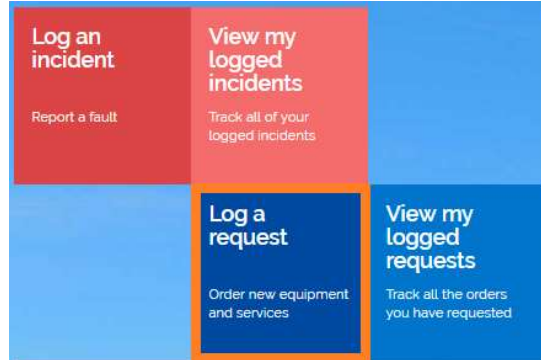


If there is a specific reason as to why a colleague cannot take their annual leave balance, please follow the below instructions in order to carryover their remaining figure.

1. Go to **ServiceNow** > Click on **Log a Request**



2. Enter **Annual Leave Carryover** into the search bar on the right-hand side of the screen



3. Select the option highlighted> a form will load> fill out **ALL** fields on the form relating to the issue.

- Both **Name of Requesting Manager** and **Full Name of the Colleague** are auto populating fields, so when you start to enter the colleagues name, a list will appear to select.
- Enter the Employees number within the **Colleague Payroll Number** field
- Enter how many hours you want to carry over into the following year within the **Hours Requesting to Carryover** field.
- Select **Reason for Carryover** which is most relevant
- Enter comments within the **Explanation**

## Annual Leave Carryover

Annual Leave Carryover

For colleagues who would like to carry over their annual leave.

\* Name of Requesting Manager

Name of the manager requesting on behalf of the colleague

\* Full name of colleague

\* Colleague payroll number

\* Hours requesting to carryover

\* Reason for carryover

Long term sick

\* Explanation

4. Once completed, please add any attachments, if any
5. Scroll to the top, Click on **Add to cart**

Historical Correction

Historical Correction

1 ▾	Add to Cart	 Add attachments
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6. Go to **Cart** as normal and **Submit/Confirm**.

The form will go to HR to approve and then come through to the Workforce Management Team to process.