# Manager View

Amending annual leave

There may be instances where a period of annual leave requires amending.

Line managers can do this in *Manager View*, as can *Team Administrators* and *HR Administrators*.

From the home screen select *Your Staff*.
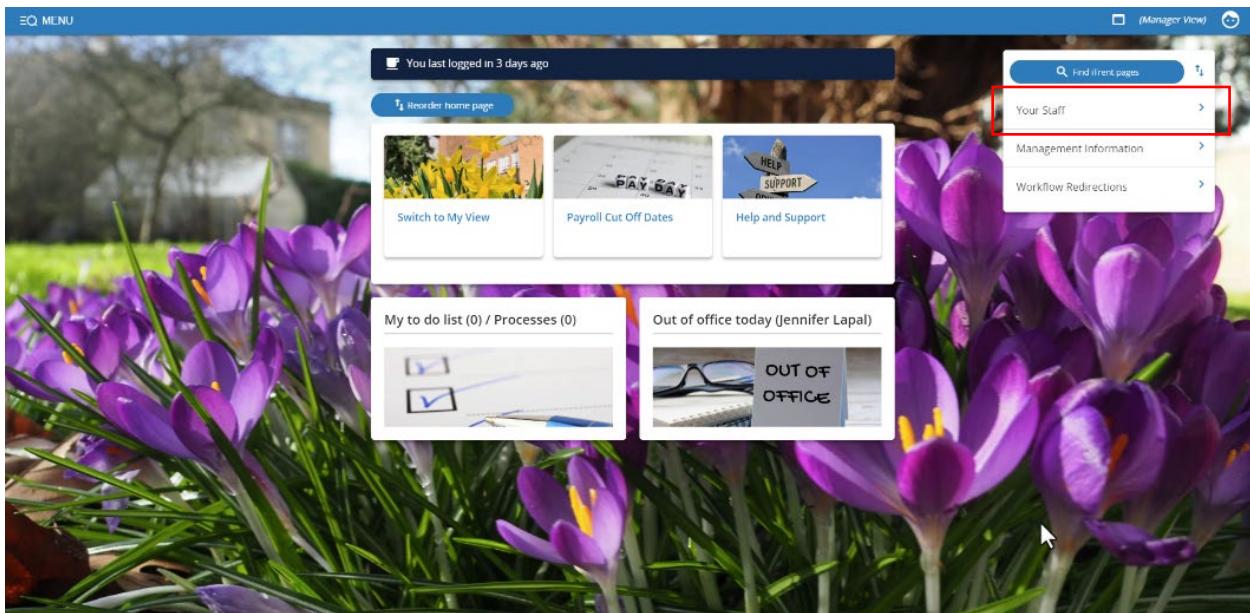
Find the relevant employee.
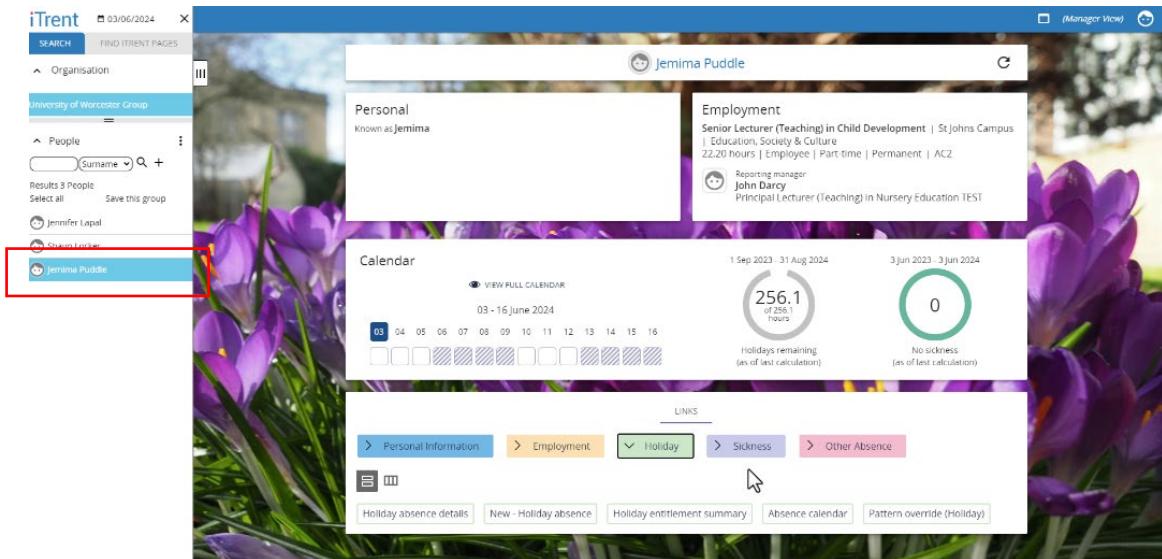
Holiday.
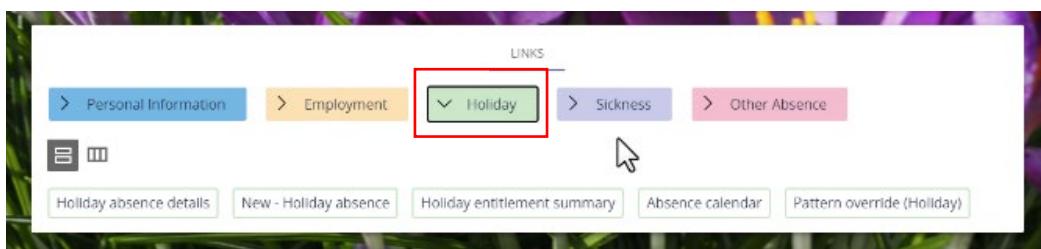
And select *Absence calendar*.
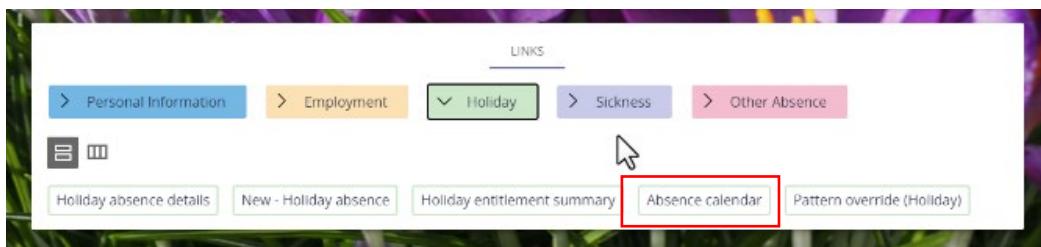
This will present you with the *Month from today* view of the employee's absences.
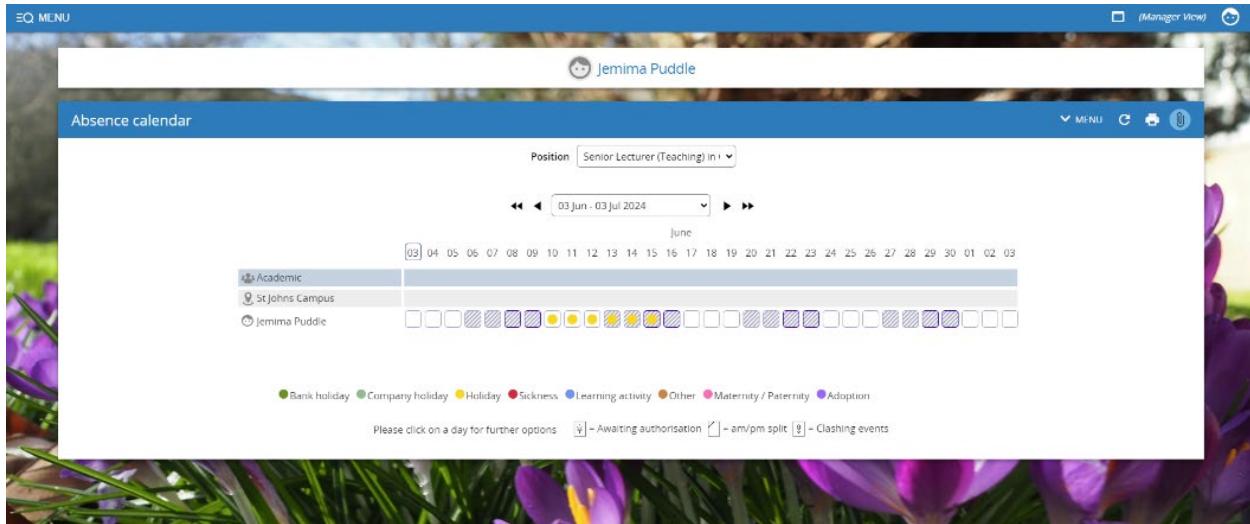
Using this drop down, you can select multiple views: *Month from today*, *Specific date range*, *Yearly view* and *Yearly view (Monday to Sunday)*.
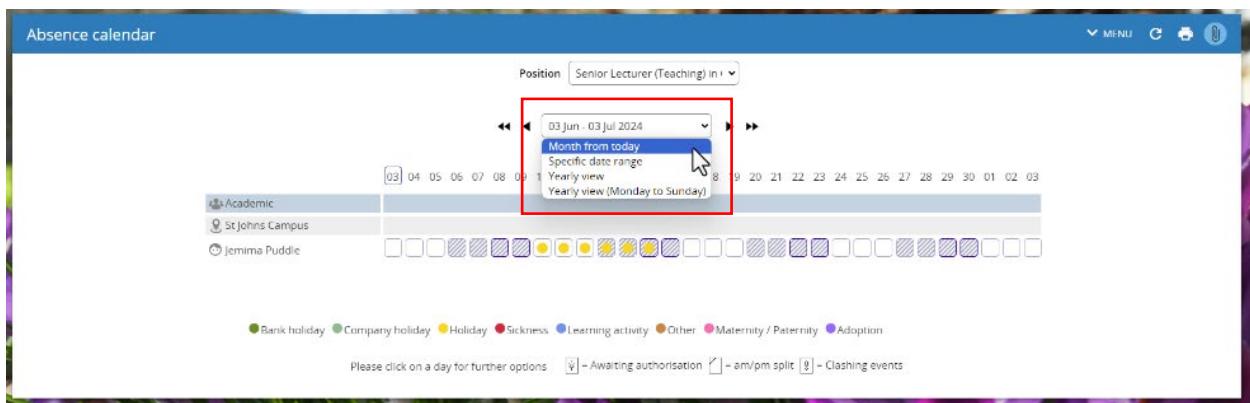
In this example we will use *Yearly view*.
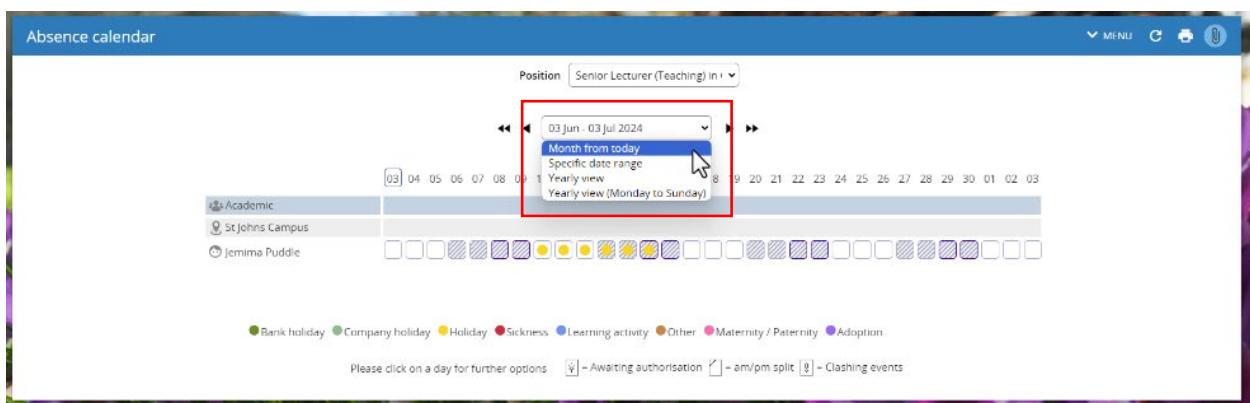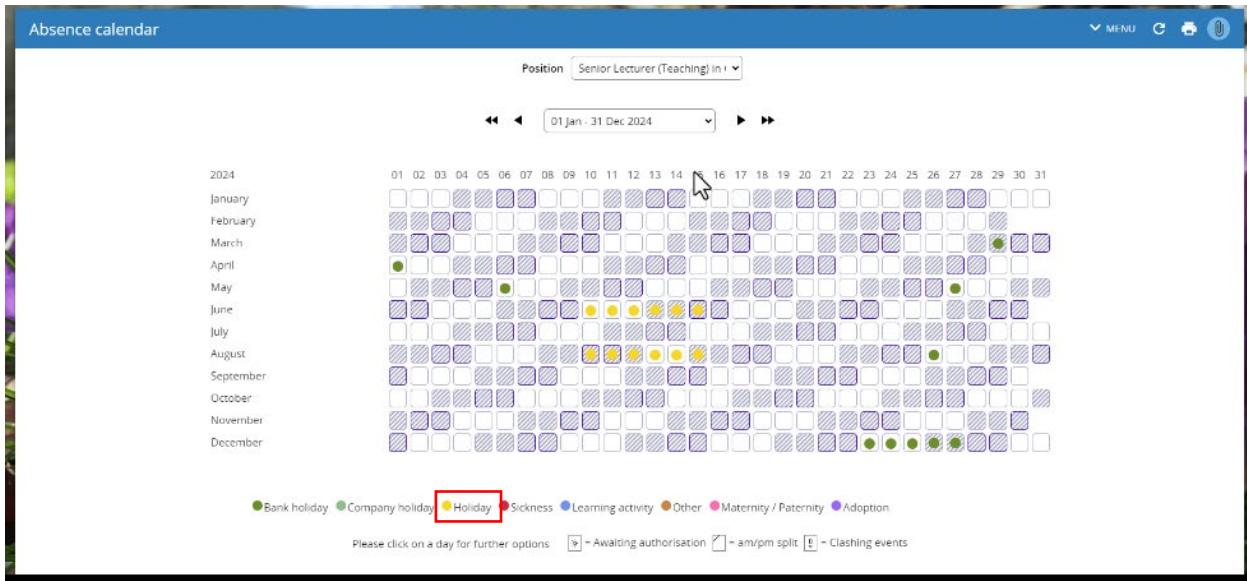
As per the key at the bottom of the page, holiday is represented by the yellow circles on the calendar.

Find the holiday period that requires editing and select it.

This will take you through to the *Holiday absence details* page for that holiday period.
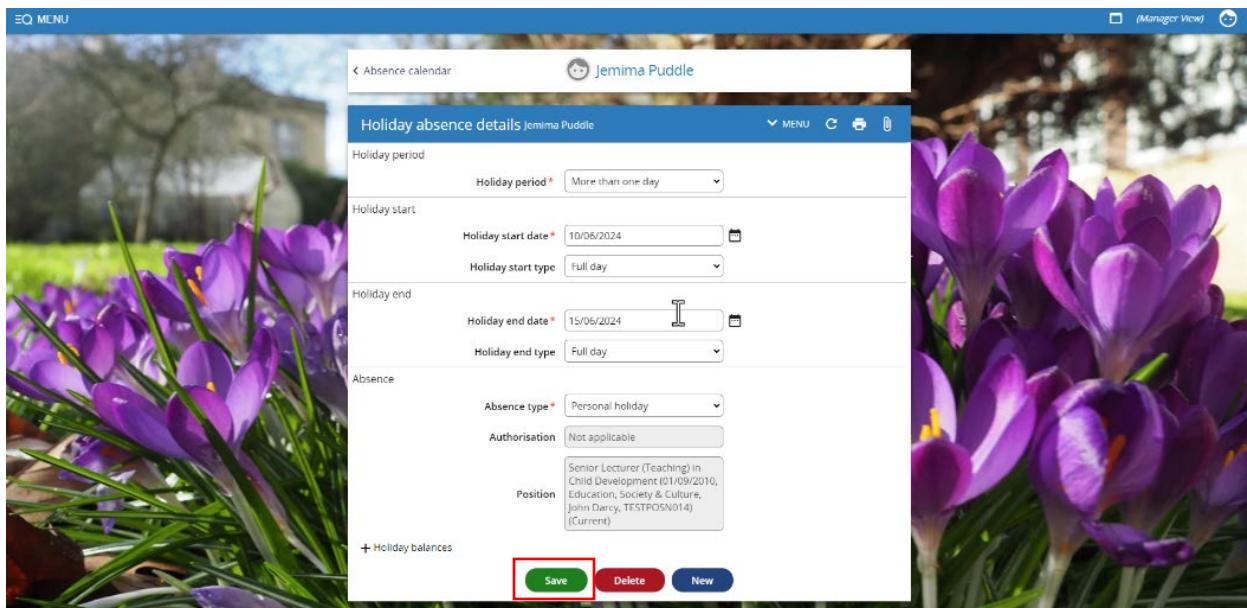
From here edits can be made as necessary.

Once these are done, select *Save* and the holiday will be amended.

Once you have done this, the employee will be notified that the leave has been amended for them.