

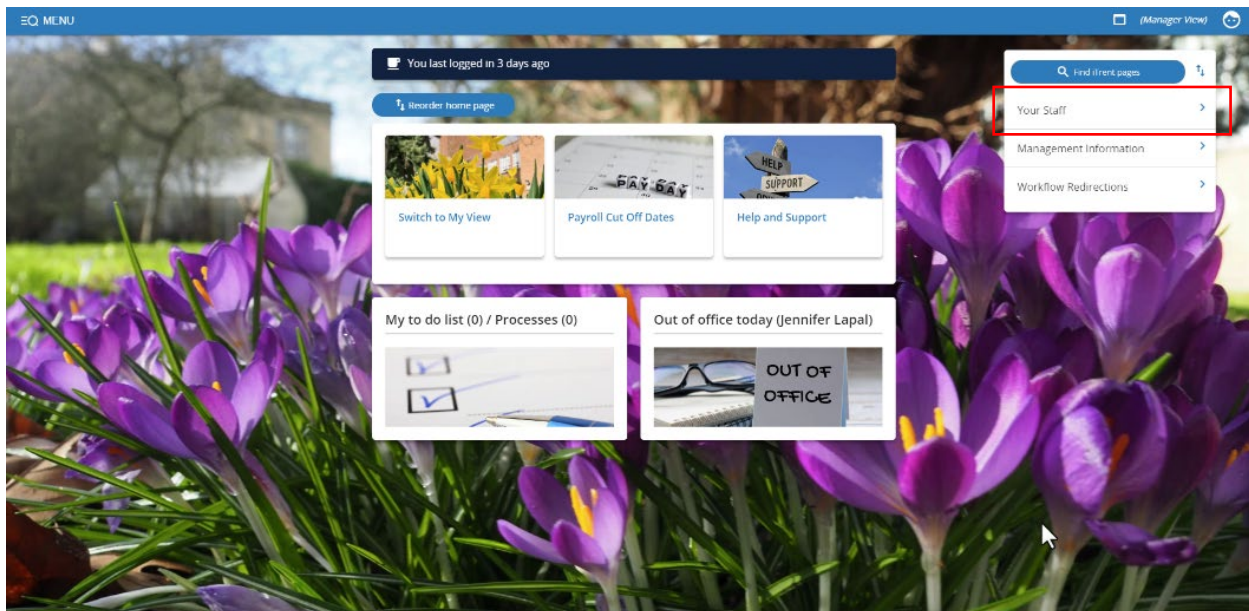
Manager View

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.

The screenshot shows the iTrent HR system interface. On the left, a sidebar contains a search bar and a list of people. The search results show three people: Jennifer Lopal, Jemima Puddle, and Jemima Puddle. The 'Jemima Puddle' entry is highlighted with a red box. The main content area displays the profile for 'Jemima Puddle'. It includes sections for 'Personal' (Known as Jemima), 'Employment' (Senior Lecturer (Teaching) in Child Development | St Johns Campus | Education, Society & Culture | 22.20 hours | Employee | Part-time | Permanent | AC2), and 'Calendar' (03 - 16 June 2024). The 'Calendar' section shows a calendar view with dates 03 to 16. Below the calendar, there are statistics: '256.1 of 256.1 Hours' and '0' (No sickness). At the bottom, there are links for 'Personal Information', 'Employment', 'Holiday', 'Sickness', and 'Other Absence'. The 'Holiday' link is highlighted with a red box.

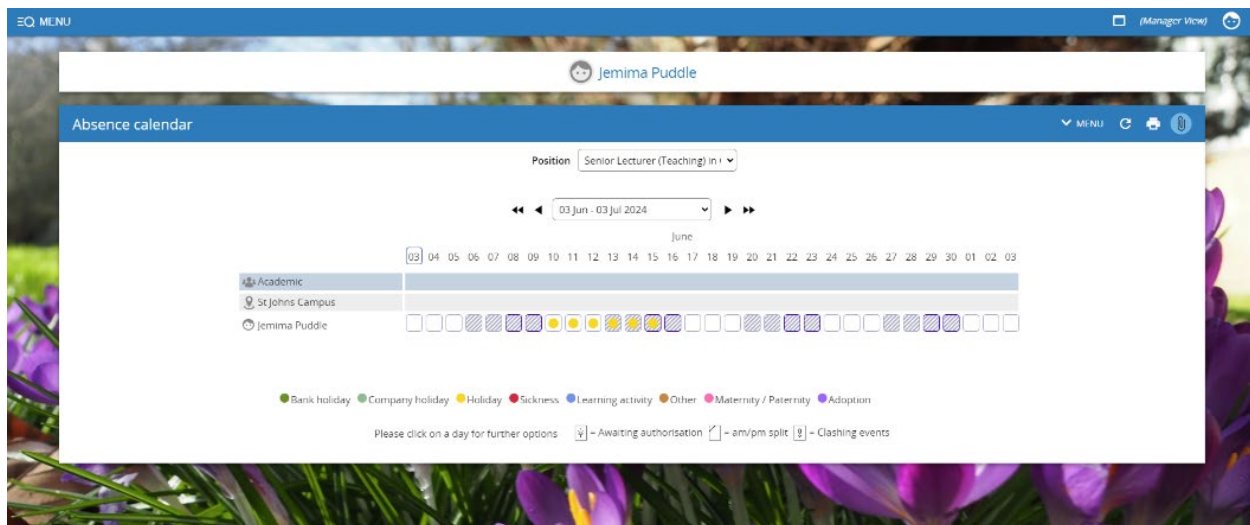
Holiday.

This screenshot is a close-up of the 'LINKS' section in the iTrent HR system. It shows a row of buttons: 'Personal Information', 'Employment', 'Holiday', 'Sickness', and 'Other Absence'. The 'Holiday' button is highlighted with a red box. Below this row, there are several links: 'Holiday absence details', 'New - Holiday absence', 'Holiday entitlement summary', 'Absence calendar', and 'Pattern override (Holiday)'. A mouse cursor is pointing at the 'Absence calendar' link.

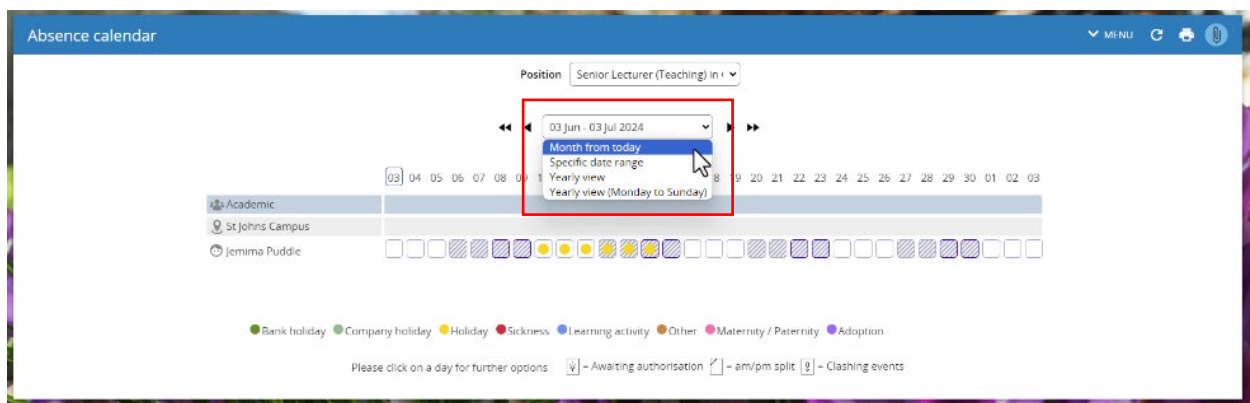
And select *Absence calendar*.

This screenshot is a close-up of the 'LINKS' section in the iTrent HR system, showing the same row of buttons as the previous screenshot. The 'Absence calendar' link is highlighted with a red box. A mouse cursor is pointing at the 'Absence calendar' link.

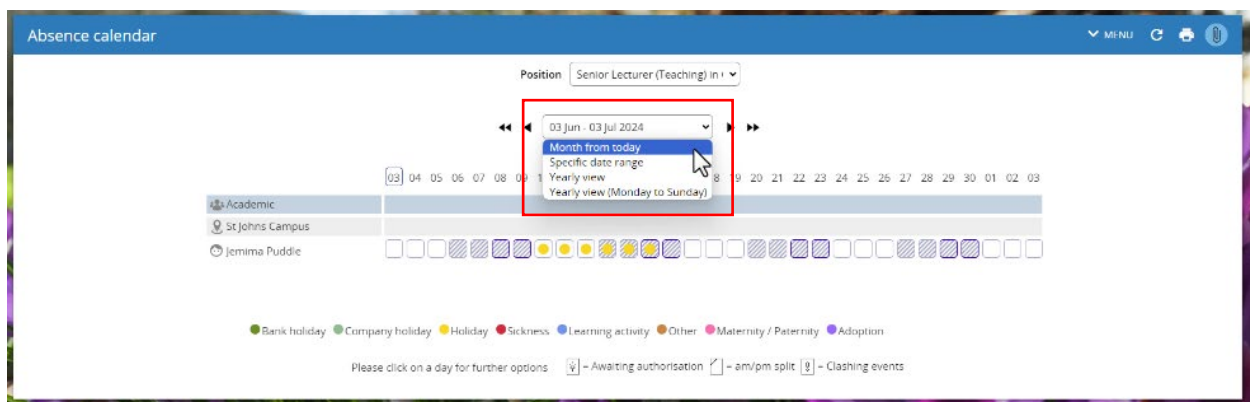
This will present you with the *Month from today* view of the employee's absences.

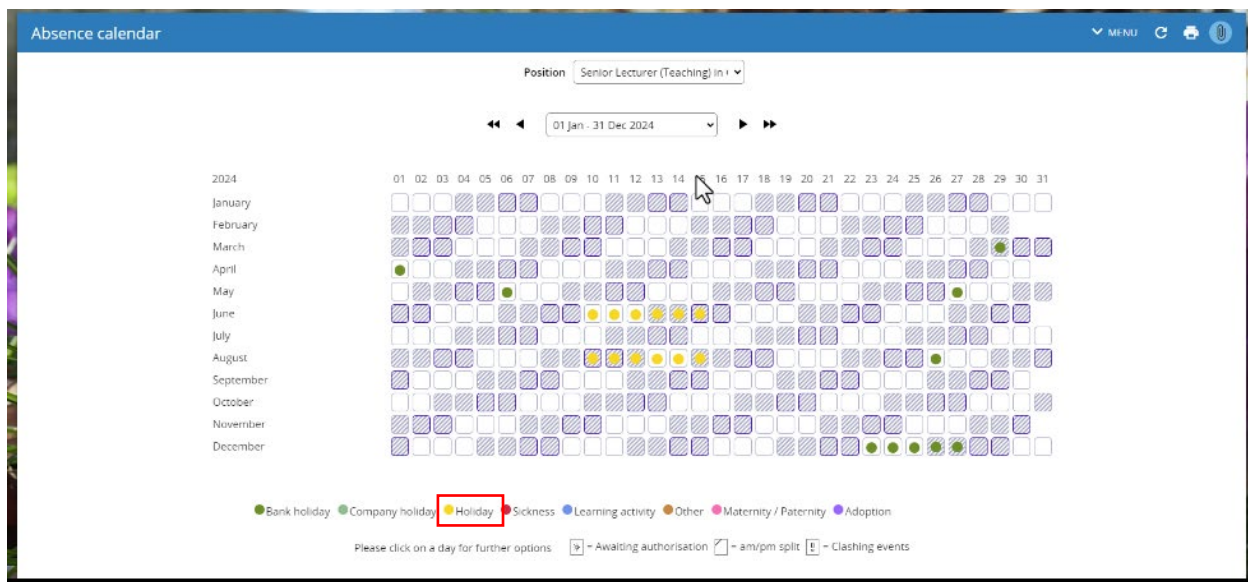


Using this drop down, you can select multiple views: **Month from today**, **Specific date range**, **Yearly view** and **Yearly view (Monday to Sunday)**.



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.