

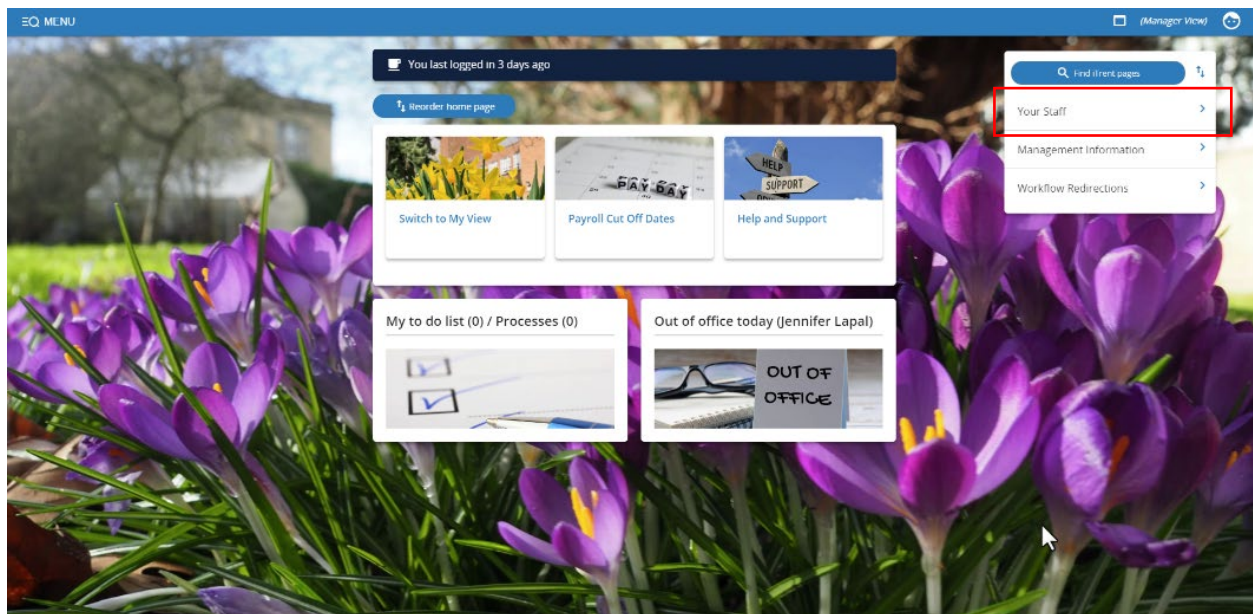
Manager View

Deleting annual leave

There may be instances where a period of annual leave needs to be deleted.

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 lists 'People' with a search bar and a list of names. 'Jemima Puddle' is highlighted with a red box. The main area displays the profile for Jemima Puddle, including personal and employment details. Below this is a calendar for June 2024, showing 256.1 hours of holiday remaining. At the bottom, a 'LINKS' section contains buttons for 'Personal Information', 'Employment', 'Holiday', 'Sickness', and 'Other Absence'. The 'Holiday' button is highlighted with a red box.

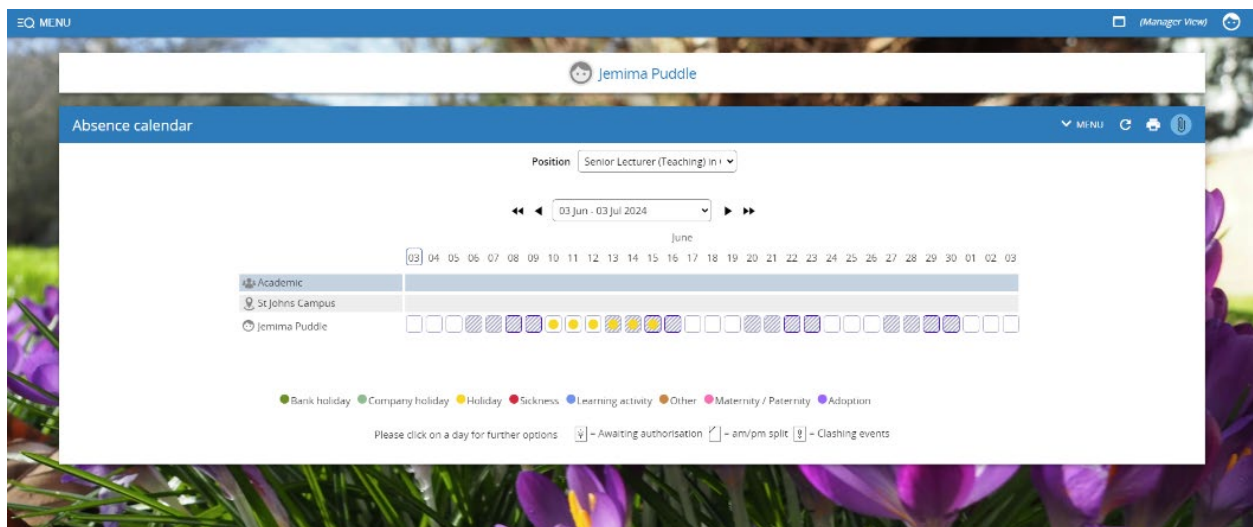
Holiday.

This is a close-up of the 'LINKS' section from the previous screenshot. It shows five buttons: 'Personal Information', 'Employment', 'Holiday', 'Sickness', and 'Other Absence'. The 'Holiday' button is highlighted with a red box, and a mouse cursor is pointing at it.

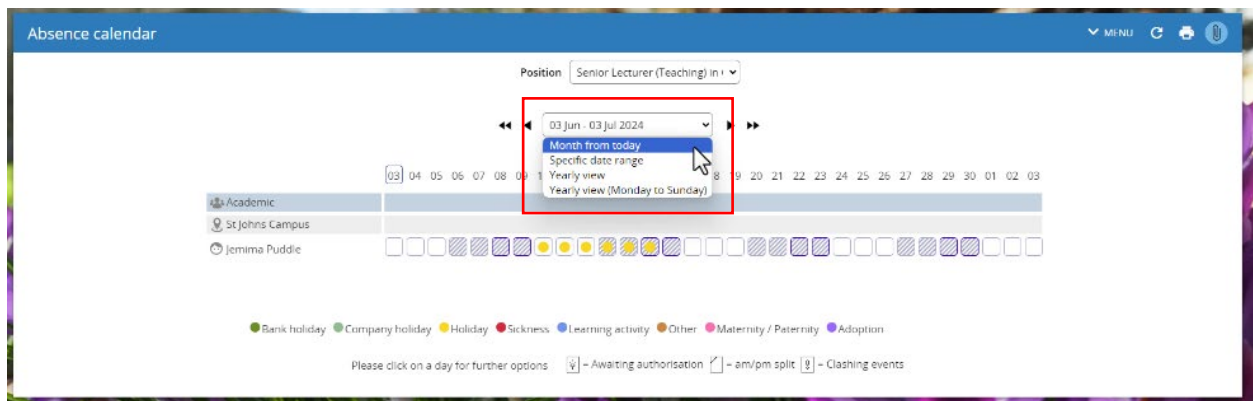
And select *Absence calendar*.

This is a close-up of the 'Absence calendar' button in the 'LINKS' section. The button is highlighted with a red box, and a mouse cursor is pointing at it.

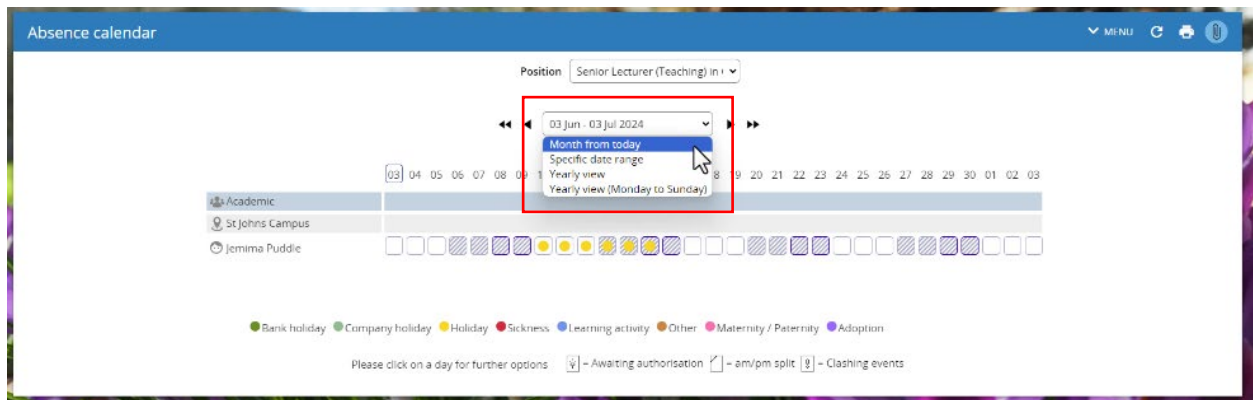
This will present you with the *Month from today* view of the employee's absences.

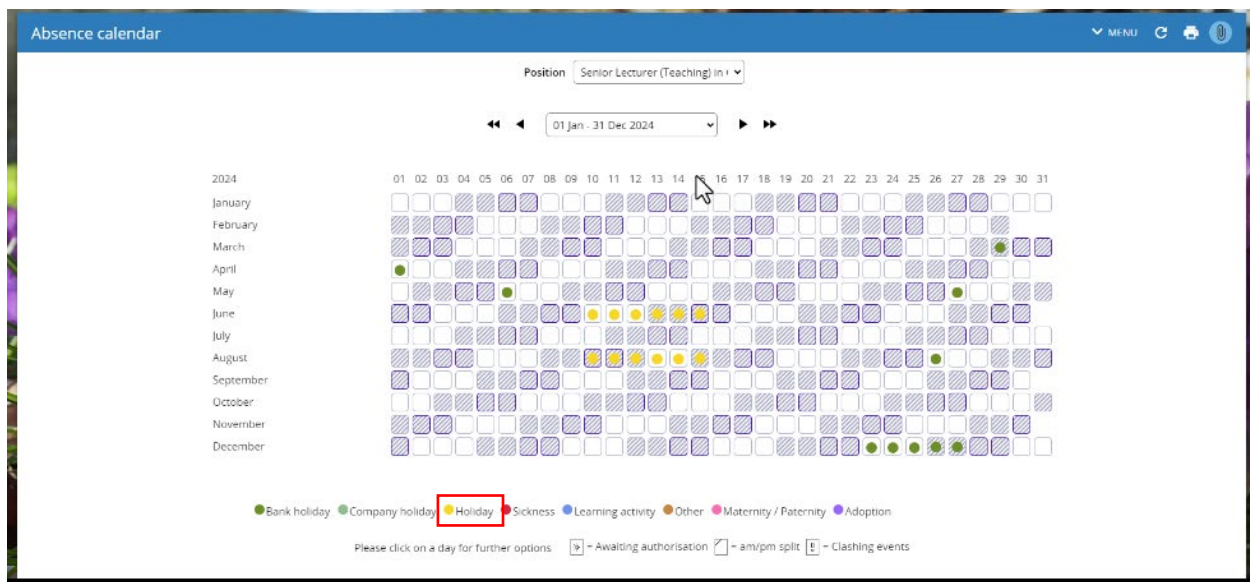


Using this drop down, you can select multiple views: *Month from today*, *Specific date range*, *Yearly view* and *Yearly view (Monday to Sunday)*.



In this example we will use *Yearly view*.

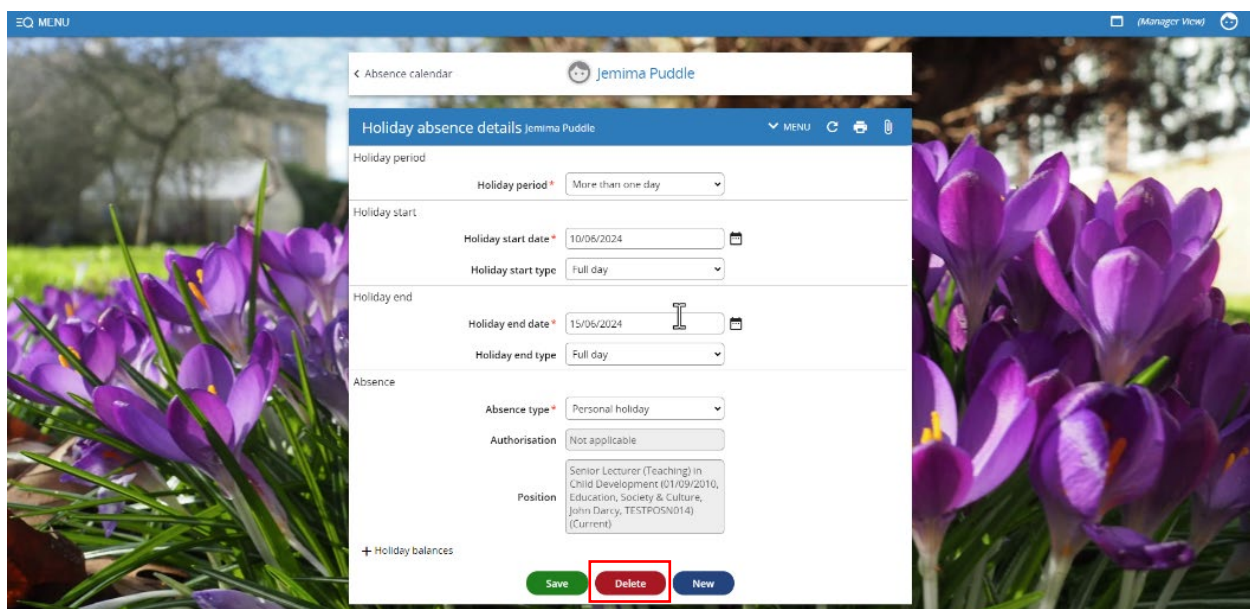




As per the key at the bottom of the page, holiday is represented by the yellow circles on the calendar.

Find the holiday period that requires deleting and select it.

This will take you through to the [Holiday absence details](#) page for that holiday period.



From here simply click [Delete](#).

And then **OK** in the dialogue box.

The screenshot shows a web application interface. At the top, a confirmation dialog box is displayed with the text: "ce0816te.webitrent.com says The details will be deleted. Continue?". Below this text are two buttons: "OK" (highlighted with a red square) and "Cancel". To the left of the dialog is a button labeled "< Absence calendar". Below the dialog is a form titled "Holiday absence details jemima Puddle". The form has a blue header bar with a "MENU" icon and a "MENU" label. The form contains the following fields:

- Holiday period**: A dropdown menu with the selected value "More than one day".
- Holiday start**: A section containing two fields:
 - Holiday start date**: A text input field with the value "12/05/2024" and a calendar icon.
 - Holiday start type**: A dropdown menu with the selected value "Half Day - PM".

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