



How to... amend or cancel Annual Leave/Booked Holidays

Purpose:

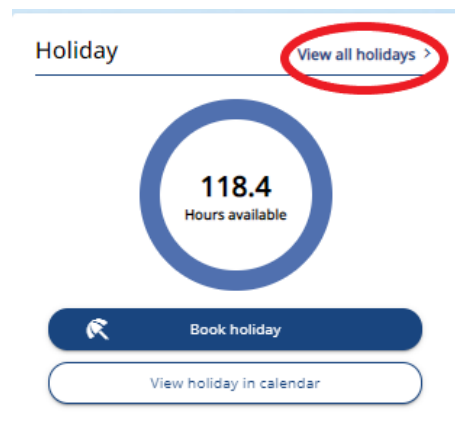
This guide will show you how to **amend or cancel holidays already booked** on the **Your HR** Employee Self-Service (ESS) system.

To cancel a Holiday that has been booked in the past but was not taken, this has to be completed by your line manager.

Logging in to Your HR:

To log into Your HR, please refer to the **ESS 1 How to...Log in to Your HR Guide**. After login you will be presented with the **ESS Homepage**.

- From your ESS dashboard, click on **View all holidays**:




- The next screen shows all your absences to date, including your **Holidays**

To amend a Holiday

- Click on the holiday you want to change. You can amend a request whilst it is still **Awaiting Authorisation**:

[< Back to Dashboard](#)

Absence records

 Searching with neither Start date nor End date will return all absences.

All ✓ Holiday Sickness Other

Type
All

Status
Not refused

Start date (dd/mm/yyyy)
26/12/2021

End date (dd/mm/yyyy)

Search

Start date ↓	End Date	Duration	Type	Position	Status	Attachments
01 Aug 2022	01 Aug 2022	7.4	Personal holiday	Administration Officer	Awaiting authorisation	

- The Holiday details screen will be displayed
- Amend the **Holiday Period** and/or the **Start Date** and **End Date**, as required. You can also amend the **Notes** field
- Click on **Save**
- Click on the **Back to Absence records** link at the top of the screen to return to the previous screen or on the iTrent logo to return to the the ESS homepage
- On the screen above, the Dates and/or Duration will have been updated and it will say **Awaiting Authorisation**.

To cancel a Holiday

Please note you cannot cancel a holiday in the past and will need to request your manager to do this on your behalf.

- With the holiday details displayed, click on the **Delete** button at the bottom of the screen
- A message will appear asking 'Are you sure you want to delete this record?' Choose Confirm or Cancel.

- If you choose Confirm, the Holiday will be removed from your list of Holidays.

Notifications

- An email request to your manager will be automatically generated when a change or cancellation is made
 - Once your manager has approved your request, you will receive an email confirmation
 - Remember that if you amend or cancel holiday, ESS will not update your Calendar so you will need to update this.
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For further information or support please refer to [Your HR](#) on the Intranet or please log a request through the [HR Service Desk](#).

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