



Leave requests can be entered from the web app as follows:

- Dashboard/Leave Calendar by double clicking on a staff members line as per the image below.
- Navigate to the staff profile and select Leave Requests from the tab list.
- Staff can also enter them in the [Mobile App](#).

Home / Administration / Staff / (David Bowie) / Edit

PERSONAL DETAILS ▾

- Appraisal History
- Certificates
- Employee Induction Checklist
- Employee Separation Checklist
- Leave Requests**

No Hours

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Home / Dashboard / Leave Calendar

REFRESH EXPORT

TODAY	Monday, April 04, 2022 - Sunday, April 10, 2022							TIMELINE WEEK	TIMELINE MONTH	TIMELINE YEAR
	Mon 04-Apr	Tue 05-Apr	Wed 06-Apr	Thu 07-Apr	Fri 08-Apr	Sat 09-Apr	Sun 10-Apr			
Rover Alpine Project Estimator										
Lea A Starwars General Manager										
Mobile Craig Managing Director	Annual Leave - Approved									
George Foreman Service Manager										
Kermit Frog Service Technician				Community Service Leave - Approved						

1. Date will auto populate as today.
2. Select the Leave Type.
3. Type in the no of Days to be taken.
4. Select a Start Date.
5. Select an End Date.
6. If the staff member has a manager assigned this will auto populate, otherwise select as required.
7. When you create a new entry this will be pending, this will then send an email to the employee's manager to approve the leave. Otherwise you can change as per below.
8. Type in any notes as required.
9. Upload any documents by clicking **+ADD FILE**.
10. Click **SAVE**.
11. Staff Signature will be ticked when it is signed off in the mobile app.

Home / Administration / Staff / (Kermit Frog) / Leave Requests

10 SAVE DELETE BACK

Date: 1 6/04/2022 × 2 Leave Type: Community Service Leave 3 Days: 2

Start Date: 4 7/04/2022 × End Date: 5 8/04/2022 × Employee's Manager: 6 Rover Alpine

Status: 7 Pending 11 Staff Signature

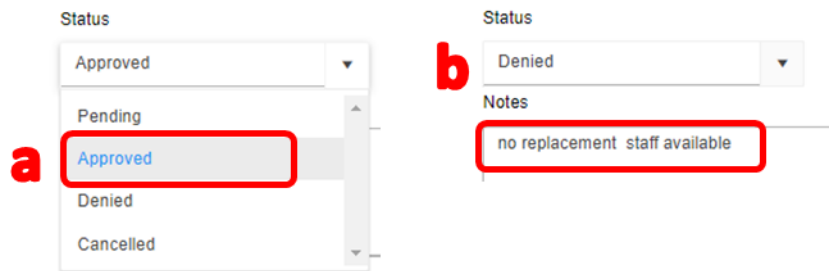
Notes: 8 Annual Child Cancer Camp

Documents: 9 ADD FILE

Last Modified Time	Title	Description

7. Change the Status:

- a. Approved will add it to the calendar.
- b. If Denied or Cancelled are selected, then you will need to complete the Notes section.



The image shows two parts of a web interface. On the left, a dropdown menu labeled 'Status' is open, showing options: 'Approved', 'Pending', 'Approved' (highlighted with a red box and labeled 'a'), 'Denied', and 'Cancelled'. On the right, a 'Status' dropdown is set to 'Denied' (labeled 'b'), and a 'Notes' field below it contains the text 'no replacement staff available' (also highlighted with a red box).

Task will need to be signed off in the Mobile App in Report Issues [Suggestions & Leave/Leave Requests](#).

NOTES:

- Leave Types and colours can be changed in [Administration/Company Set up/Leave Type](#).

