**Leave Management System (LMS)**

Our Leave Management System allows:

- Annual leave to be requested and cancelled
- Annual leave to be approved by managers
- The automatic calculation of remaining holiday allowance

**Information for Users**

**Requesting holiday:**

Log in using the username and password which has been emailed, you will be directed straight to the Dashboard:

On the Dashboard annual leave can be submitted using the Submit Leave Request form:

Under My Leave Allowance, the holiday allocation for the year is displayed and the remaining holiday for the year. Any requests that are pending with the manager are also displayed.
When requesting the holiday, select the relevant start and end dates and this will automatically calculate the total number of working days. Click Check Details which will allow a note to be added to the request (alternatively this can be left blank):

Check the dates selected and click Confirm.

The approver will then be sent an email to confirm they have a pending holiday request to approve. Once this has been approved or rejected by the final approver (in some cases this may be the second level approver); an email will be sent to confirm this.

Once the email has been received, log in, go to My Leave and the holiday request will be displayed (and whether or not it has been approved or declined):
It is has been approved, this will also be updated on the Leave Allowance on the Dash Board:

Cancelling Holiday

There are various stages at which you can cancel any leave (Future and past):

- Before it has been approved by first approver
- Once it has been approved by first approver and before it reaches the second approver
- Once it has been approved by the second approver
To cancel any leave, go to My leave on the top toolbar. All previously requested leave will then be displayed:

To cancel, please click the Cancel button.

For approvers the following actions will need to be taken for the below three options.

**Before it has been approved by first approver**

No action is required by the approver.

**Once it has been approved by first approver and is with the second approver**

As this holiday request has not been confirmed, no further action by the approver is required.

**Once it has been approved by the second approver**

The only action required will be that of the final approver who will receive an email to approve the cancellation.

The holiday will then be removed from My Leave:
This cancelled holiday will then be added to the annual leave entitlement on the Leave Allowance on the Dash Board:

Please note past leave is also able to be cancelled if it was not taken.

**Information for Approvers**

**Approving and Cancelling Leave**

Once an employee requests a period of leave, the first level approver will receive an email alerting them to this with a link to the request. The link will then prompt the login details to be entered and will then bring up the request:
The approver can then choose to accept or decline the request:

If this has been approved, the second level approver will then receive the same email prompting them to login and either approve or decline the request.

**Dashboard**

All pending leave requests for employees will appear on the Dashboard of the approver- this would be an alternative method of approval if emails are missed.

**Recording Sick Leave**

To record sick leave, click on the Sick Leave option and click Sick Leave:
Then use the form on the right and begin typing the employee's email address:

All details will then need to be entered before clicking Submit.

Converting sick leave

There is an option for a final approver to convert sick leave to holiday. This can be found by clicking Sick Leave and then Convert Sick Leave:

Find the appropriate sick leave to convert, click Convert. This allocation will then be removed from the employee’s holiday entitlement.

Delegate Authority to an Alternative Approver
As an approver, it is possible to delegate any of your responsibilities to an alternate user whilst you are on holiday (this will be your first level approver).

Click on my details/settings on the top corner.

The following page will then appear:

Click Delegate, on your return remove tick.

Help

If you require any help with using the Leave Management System, please contact Srinivas.murthy@projectpeople.com