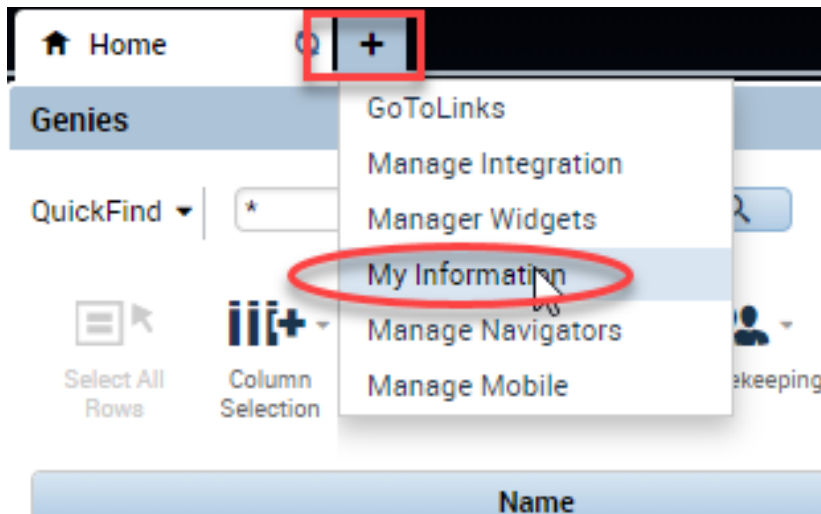
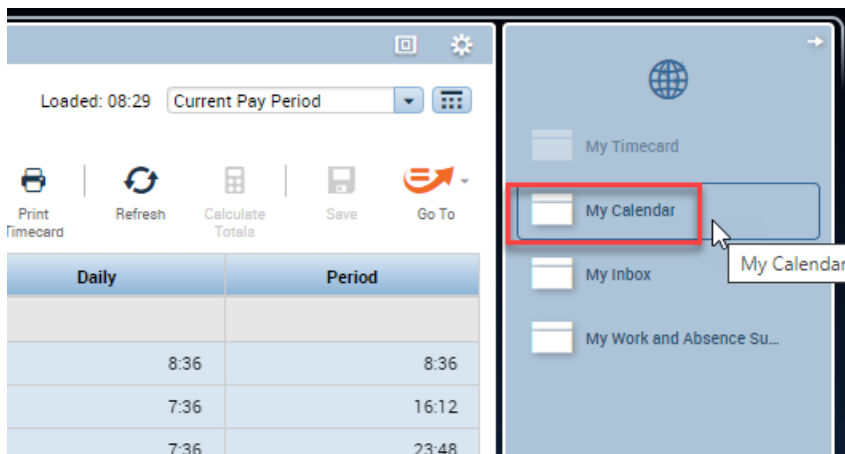


Cancel Requested / Approved leave through My Calendar

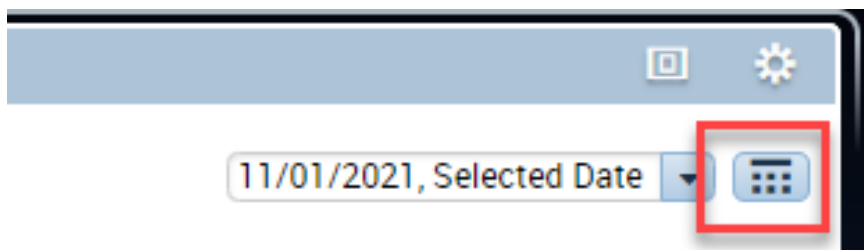
1. If you have a Manager's licence you will need to go into My Information to find your own Calendar



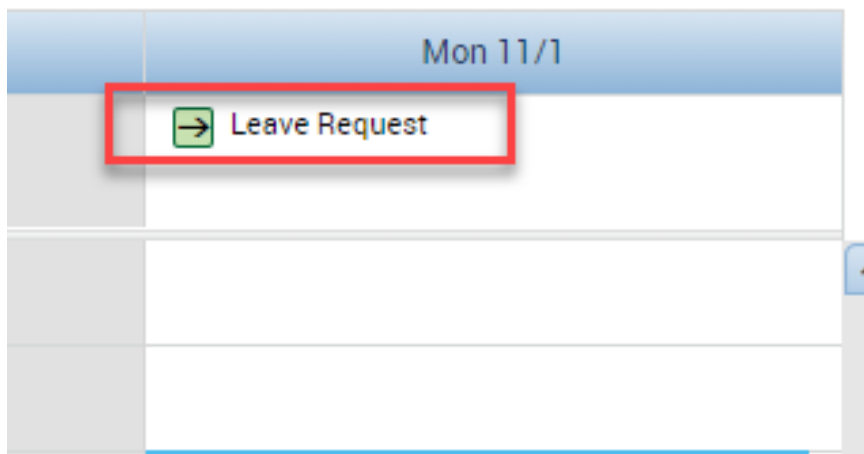
2. Open My Calendar



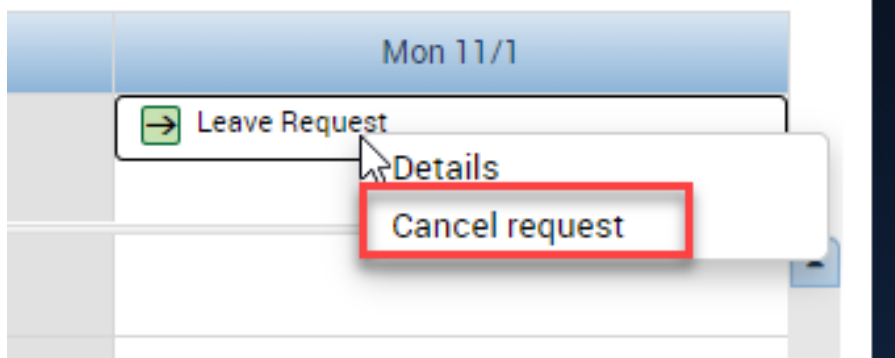
3. Find leave dates



4. Right click on the leave request



5. Right Click on cancel request



6. Click on Cancel Request

A screenshot of the 'Cancel Time-Off Request' form. The form contains the following sections:

- Submitted:** 02/12/2020 - 13:02:56
- Modified by:** KSEATON
- Employee:** Seaton, Kim **Type:** Leave Request
- Requested** (expanded):

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
11/01/2021	11/01/2021	LVE-Annual	Full Day		

Accruals on: 11/01/2021

Accrual	Balance
Annual Leave	102:29 Hour
Long Service Leave	626:28 Hour
Sick Leave	1193:04 Hour

Status History

- Submitted:** 02/12/2020 - 13:02:56
- KSEATON

Note (optional)

Type a note (optional)

Buttons: **Cancel** and **Cancel Request** (highlighted with a red box).

7. Your Manager will receive notification to approve the cancellation and once approved the schedule will be restored for normal hours.