

## Add request

First and last name

Position/Department

Type of leave

- Annual leave
- Leave on demand
- Occasional leave
- Child <14 care leave
- Unpaid leave
- Maternity leave
- Paternity leave
- Parental leave
- Job search leave
- Day off in lieu of bank holiday
- Sick leave
- Home Office
- Time off in lieu for overtime
- Business Trip
- Excused absence

Annual leave

Holiday plan from 30/05/2022 to 30/05/2022

Days of leave

1

☒ Whole day

Total number of hours 8

Covering employee

Nothing selected

Comment

CREATE REQUEST

Help

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Create new Day off request

## Holiday entitlement:

[Annual leave](#)

Year	Entitlement [days]	To use	
		[days]	incl. LOD [days] ⓘ
***			
2020 ⓘ	20	0	0
2021	20	0	0
2022	20	19	4

Total: 19

[Check holiday limit usage \(details\)](#)