



HOW TO GUIDE

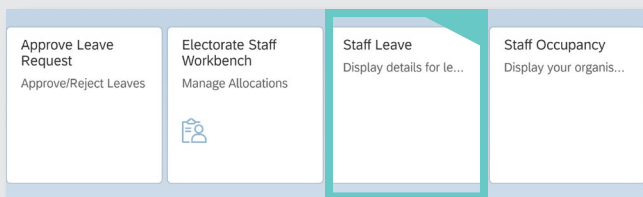
APPROVE LEAVE

This guide will explain how to view and approve leave including:

1. View and track staff leave
2. Approve leave requests
3. View the Team Calendar

How to view leave information for staff

To access these features users will require delegated authorisation to manage staff leave. Use the **Staff Leave** tile to track leave balances, view upcoming/historical leave and leave requests.



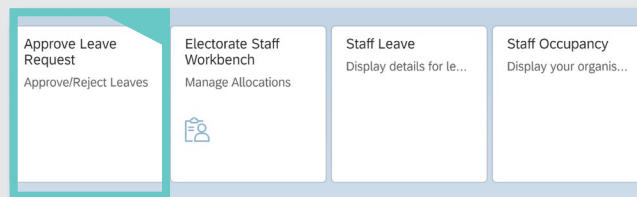
The **Remaining Entitlement** shows what is left after subtracting any future planned leave from the current leave entitlement.

Leave Entitlement as at 04.05.2021					
Leave Type	Last Anniversary	Entitlement at Key Date	Future Leave	Remaining Entitlement	Unit
Annual Leave	01.01.2021	1.69864	0.00000	1.69864	Days
Personal Leave	31.03.2021	15.00000	0.00000	15.00000	Days

How to approve or reject leave requests

To review, approve or reject leave requests use the **Approve Leave Request** tile.

This will display leave requests in the left-hand column. Select and review the request, then click **Approve** or **Reject** in the bottom right hand corner of the screen.



The **Team Calendar** will show all approved and unapproved leave for staff over the calendar month.

For further information or support:

MaPS

Non-travel related work expenses and HR services and advice.



IPEA

Travel related advice, travel claim or reporting enquiries relating to parliamentarians and their employees.

