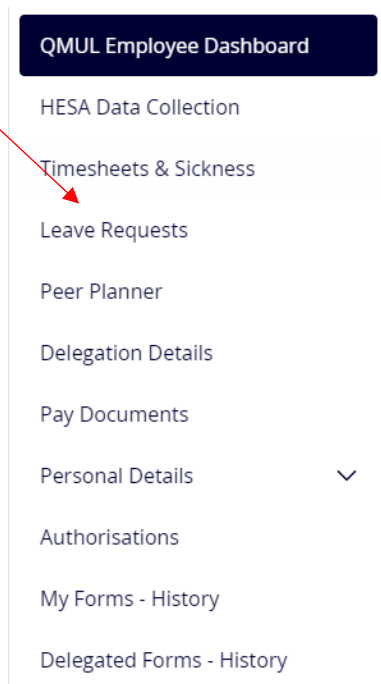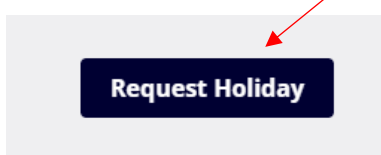# How to Book Annual Leave via MyHR
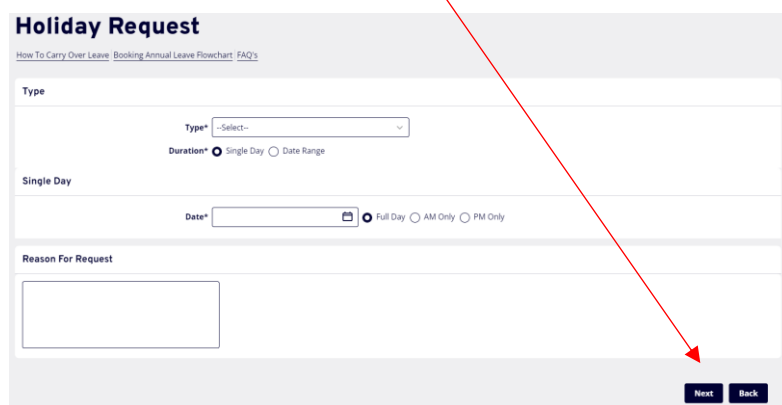
1. Select Leave Requests

2. Scroll to the bottom of your screen and select Request Holiday

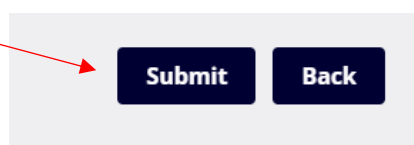3. Enter your request in the form and select Next

4. Select Submit

When logging into myhr your home screen will appear, you can also book annual leave using the widget on your home screen

1. Select Request
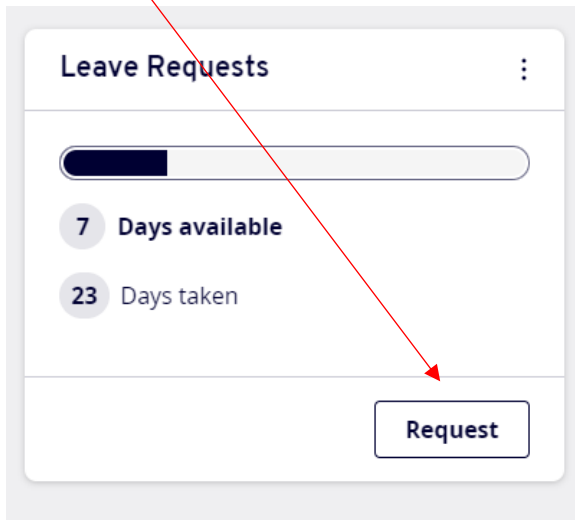
2. Enter the date/dates you want to request
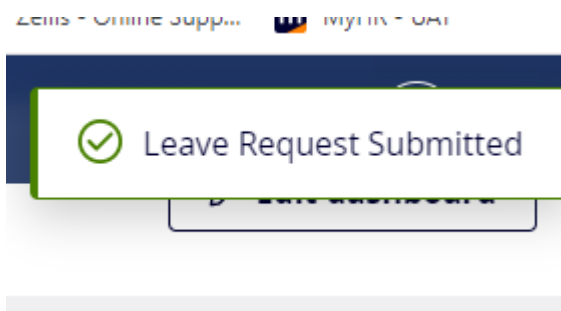

3. Select Submit

Holiday Type

Annual Leave ⌄

Reason For Holiday

Cancel Submit ✓

4. In the top right-hand corner once the request has been submitted you will get a notification to say Leave Request Submitted.

⊘ Leave Request Submitted

Please note

If your Leave Requests widget does not appear select edit dashboard select edit dashboard in the top right-hand corner, where you will be able to select Leave Requests.

⌀ **Edit dashboard**