

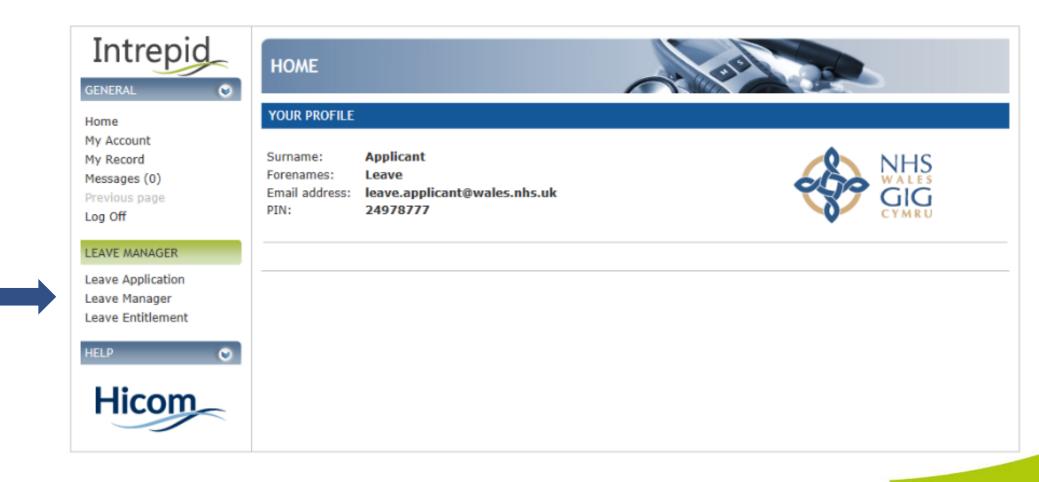
Addysg a Gwella lechyd Cymru (AaGIC) Health Education and Improvement Wales (HEIW)

Intrepid Leave Manager

How to Cancel a Leave Application



To cancel an application, from the Home Page, click on 'Leave Manager'





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	LEAVE MANAGE	On the Leave Manager Page, select the						
Home My Account My Record Messages (0) Previous Page Log Off	LEAVE APPLICATIONS	- SEARCH CRITE	васк 🥝	application to be				
	Start date from: Image: Leave type: Start date to: Image: Expense claim:						Search	cancelled from the Leave History List
LEAVE MANAGER	LEAVE HISTORY							
Leave Application	Start date	End date 03/09/2020	<u>Leave type</u> Study	Days / 2.0	Authorised Onl			
Leave Manager	30/07/2020	30/07/2020	Study	1.0	~	180.00	0.00	
Leave Entitlement	> 25/06/2020	26/06/2020	Study	2.0	Yes 🖌	200.00	0.00	
HELP O								



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LEAVE EXPENSES

Type Fees - Courses/Conferences only	<u>Est.</u> £200.00	<u>Claim</u>	<u>Actual</u>		<u>Date Paid</u>			<u>Au</u> No
APPROVAL CALENDAR								
🔄 Switch to team view		May		Ju	ne 2020			Ju
		Mon	Tue	Wed	Thu	Fri	Sat	Sun
		25	26	27	28	29	30	31
		1	2	3	4	5	6	7
		8	9	10	11	12	13	14
		15	16	17	18	19	20	21
		22 29	23 30	24 1	25 2	26 3	27	28 5
		Pul	National Exam day Public Holidays Approved leave for this doctor Leave approved for other trainees under si					ne Roti
Cancel Leave Reason	for cancelling:							

Within the Leave Application, scroll down to the bottom of the page and enter a Reason for Cancelling (a) and click 'Cancel Leave' (b)

Please Note: If the application has not been approved (by any approver) the application will be cancelled immediately. If the application has been approved (by one or more approvers) the approvers will need to acknowledge the cancellation request

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