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WALES

Addysg a Gwella Iechyd  
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'



The screenshot shows the Intrepid user interface. On the left, there is a navigation menu with the following items: Home, My Account, My Record, Messages (0), Previous page, Log Off, LEAVE MANAGER (highlighted in green), Leave Application, Leave Manager, Leave Entitlement, and HELP. The main content area is titled 'HOME' and 'YOUR PROFILE'. The profile information is as follows:

Surname:	<b>Applicant</b>
Forenames:	<b>Leave</b>
Email address:	<b>leave.applicant@wales.nhs.uk</b>
PIN:	<b>24978777</b>

The NHS Wales GIG Cymru logo is visible in the top right corner of the profile section. The Hicom logo is at the bottom left of the page.



## LEAVE MANAGER - PREVIOUS APPLICATIONS

### LEAVE APPLICATIONS - SEARCH CRITERIA

BACK

Start date from:  Leave type:

Start date to:  Expense claim:



### LEAVE HISTORY

	<u>Start date</u>	<u>End date</u>	<u>Leave type</u>	<u>Days Authorised</u>	<u>Online</u>	<u>Estimate</u>	<u>Actual</u>
	02/09/2020	03/09/2020	Study	2.0	✓	50.00	0.00
	30/07/2020	30/07/2020	Study	1.0	✓	180.00	0.00
	25/06/2020	26/06/2020	Study	2.0	Yes ✓	200.00	0.00

On the Leave Manager Page, select the application to be cancelled from the Leave History List



## LEAVE EXPENSES





Do you intend to claim any expenses for this period of leave? (Please note that leave and funding is approved based on the information provided within this application. If you intend to claim expenses you MUST include all costs in the Leave section below) Yes

Type	Est.	Claim	Actual	Date Paid	Auth.
Fees - Courses/Conferences only	£200.00				No

## APPROVAL CALENDAR


 Switch to team view

May		June 2020					July
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	23	24	25	26	27	28	
29	30	1	2	3	4	5	


 National Exam day  
 Public Holidays  
 Approved leave for this doctor  
 Leave approved for other trainees under same Rota Manager

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

 Cancel Leave

Reason for cancelling:

 Back

(b)

(a)