## People Manager – Deleting an approved holiday

If you have approved a holiday request and then the employee does not take the day off. You can delete this, so the employee gets the day added back to their entitlement.



Select People from left hand menu

Search for the person that requires a pattern override



## Select Absence and then All Absence List

					LINK	S				
>	Employment	>	Employee Details	🗸 Abser	ice	> Pay	>	Learning Events		
>	Checks (DBS,	Medical)	and Certificates (Firs	st Aid)						
Ho	oliday Entitlemen	nt Summar	y Holiday Entitle	ement Adjustment	Sickn	ess Absence	details	New - Sickness	Absence details	
Ab	sence Calendar		osence List Sick	ness Entitlement	Summary	Absence	Calculat	ion		

## Select the relevant absence from the list on the left hand side

Results 1 Person	
Surname ✔ Q +	
Select all Save this group	
ALL ABSENCES LIST	:
Show all	
02/01/2023 Bank holiday	
27/12/2022 Bank holiday	
26/12/2022 Bank holiday	
29/08/2022 Bank holiday	
15/08/2022 Staff Holidays	
25/07/2022 Staff Holidays	
08/07/2022 Staff Holidays	
03/06/2022 Bank holiday	
02/06/2022 Bank holiday	
02/05/2022 Bank holiday	
18/04/2022 Bank holiday	
15/04/2022 Bank holiday	
08/04/2022 Staff Holidays	
06/04/2022 Staff Holidays	
11/03/2022 Staff Holidays	
14/02/2022 Staff Holidays	
03/01/2022 Bank holiday	
29/12/2021 Staff Holidays	
28/12/2021 Bank holiday	
27/12/2021 Bank holiday	
24/12/2021 Staff Holidays	
20/12/2021 Staff Holidays	
17/12/2021 Staff Holidays	

You will then get the details of the absence. Select DELETE. This will remove the absence and credit the hours back to the holiday balance

Holiday absence details	✓ MENU	6 8 0
Holiday period		
	Holiday period® Eull day 🗸 🗸	
Holiday start		
	Holiday start date® 08/04/2022	
Holiday end		
Absence		
	Absence type * Staff Holidays	
	Authorisation Authorised	
	Position (Current)	
+ Holiday balances		
+ Peer group calendar		