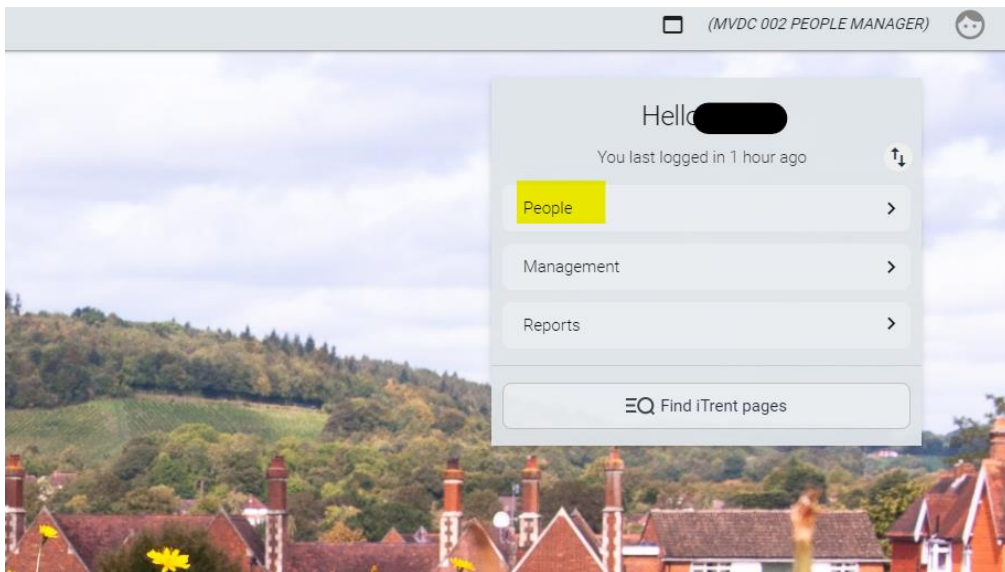


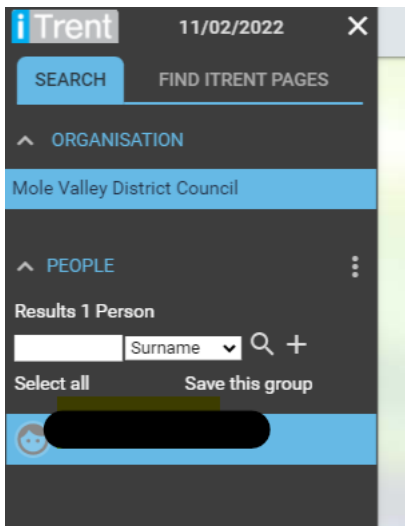
## People Manager – Deleting an approved holiday

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.

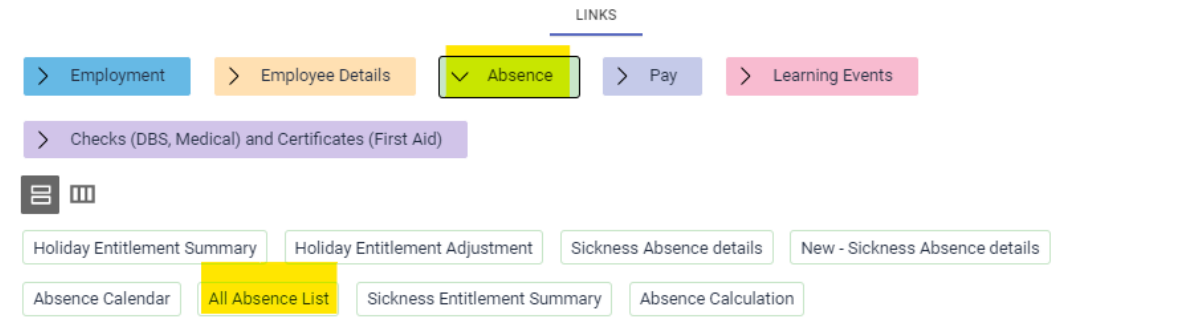
Select **People** from left hand menu



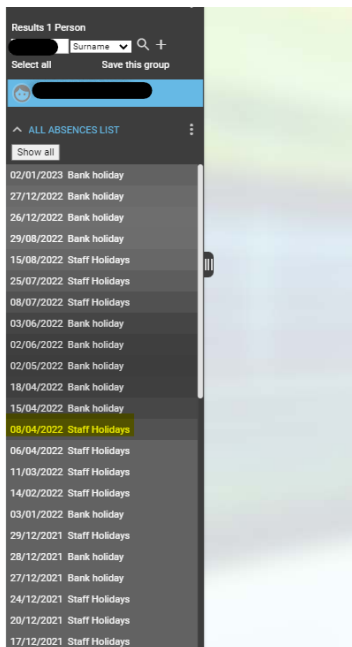
Search for the person that requires a pattern override



Select **Absence** and then **All Absence List**



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



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

