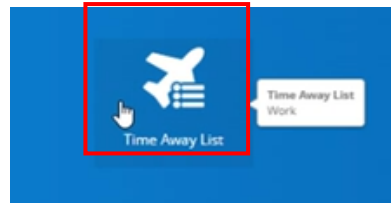


CHECKING THAT THE HOLIDAY HOURS ARE CORRECT WHEN TAKEN LEAVE ACROSS NON-WORKING DAYS

Go to the TAFW List from your home page



You will be shown a list of the holidays requested, along with their status (pending, approved, rejected) and the total number of calendar days.

Thursday, 22 September 2022 Holiday	Requested Thursday, 4 August 2022	Approved by	7 days	✓ Approved	▼
Friday, 2 September 2022 Holiday	Requested Thursday, 4 August 2022	Approved by	1 day	✓ Approved	▼
Monday, 15 August 2022 Holiday	Requested Thursday, 4 August 2022	Approved by	4 days	✓ Approved	▼
Thursday, 30 June 2022 Holiday	Requested Thursday, 4 August 2022	Approved by	1 day	✓ Approved	▼
Friday, 20 May 2022 Holiday	Requested Thursday, 4 August 2022	Approved by	1 day	✓ Approved	▼
Monday, 11 April 2022 Holiday	Requested Thursday, 4 August 2022	Approved by	4 days	✓ Approved	▼

In this example the top entry states it is for 7 days, however when I expand this box, the time request is for 40 hours – which is the equivalent of 5 working days for this colleague. Therefore it is not counting the non-working days within your leave request.

Thursday, 22 September 2022
Holiday

Requested
Thursday, 4 August 2022

Approved by

7 days

✓ Approved

▲

Time Off Details

Time Requested: 40.0000 Hours

Reason
Start

End
28/09/2022

Type of Request
All Day Half Day

Type	Remaining	Unit
Holiday - Days	7.00Days	Daily Hours
Holiday Carry Over - Days	0.00Days	Daily Hours