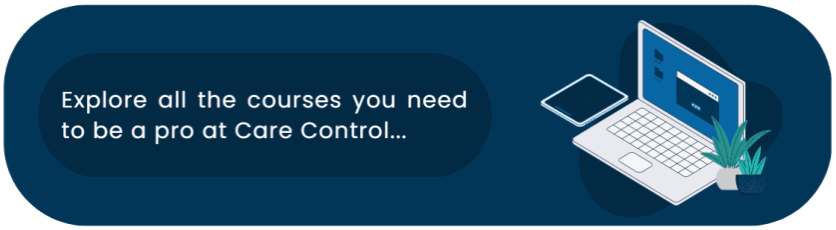
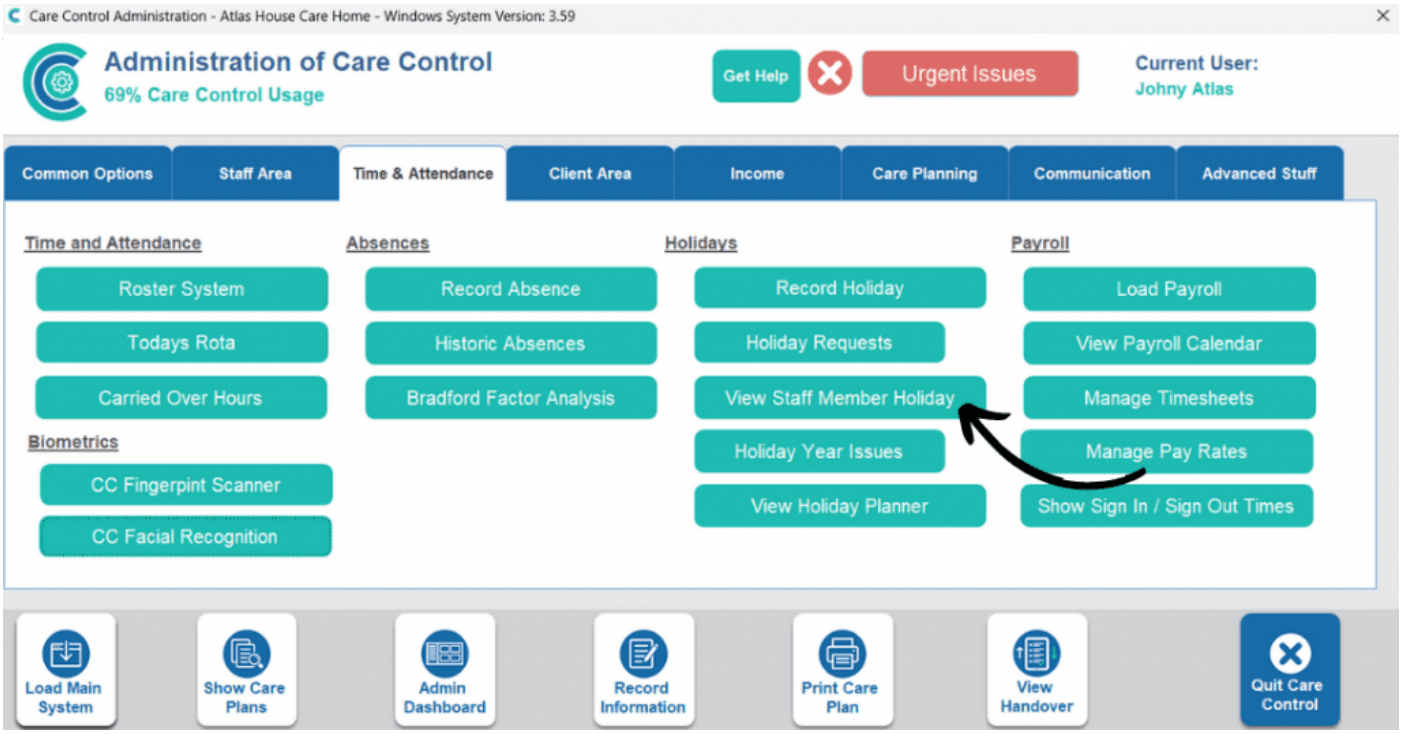
Cancelling Holiday for a Staff Member

Holidays Windows · https://cclearninghub.co.uk/docs/cancelling-holiday-for-a-staff-member/

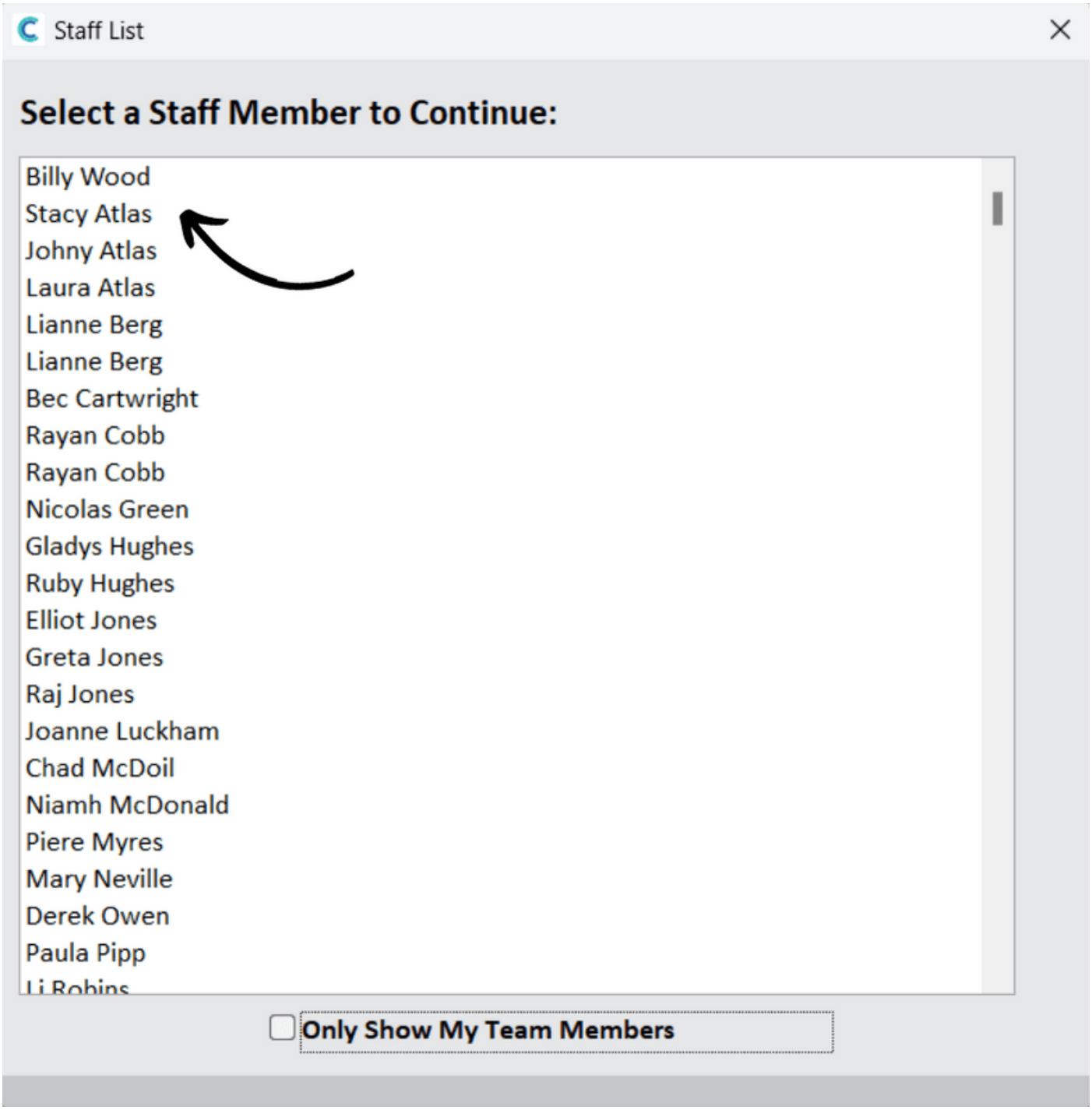


Cancelling Holiday for a Staff Member



1

In the **Administration of Care Control Windows**, select **View Staff Member Holiday**, which





making bookings.

Manage Your Holiday Bookings

View Holiday Calendar

Your Holiday Allocation

Year	Start Date	End Date	Total Allocation	Remaining Time	Booking Time Remaining
2019	01/04/2019	31/03/2020	0	0	-1149
2020	01/04/2020	31/03/2021	0	0	-784
2021	01/04/2021	31/03/2022	0	0	-419

Stage 1 - Enter your holiday dates

Holiday Start Date: 24/05/2023 Holiday End Date: 30/05/2023

Start Time: All Day End Time: All Day

Next Step

Reset Form

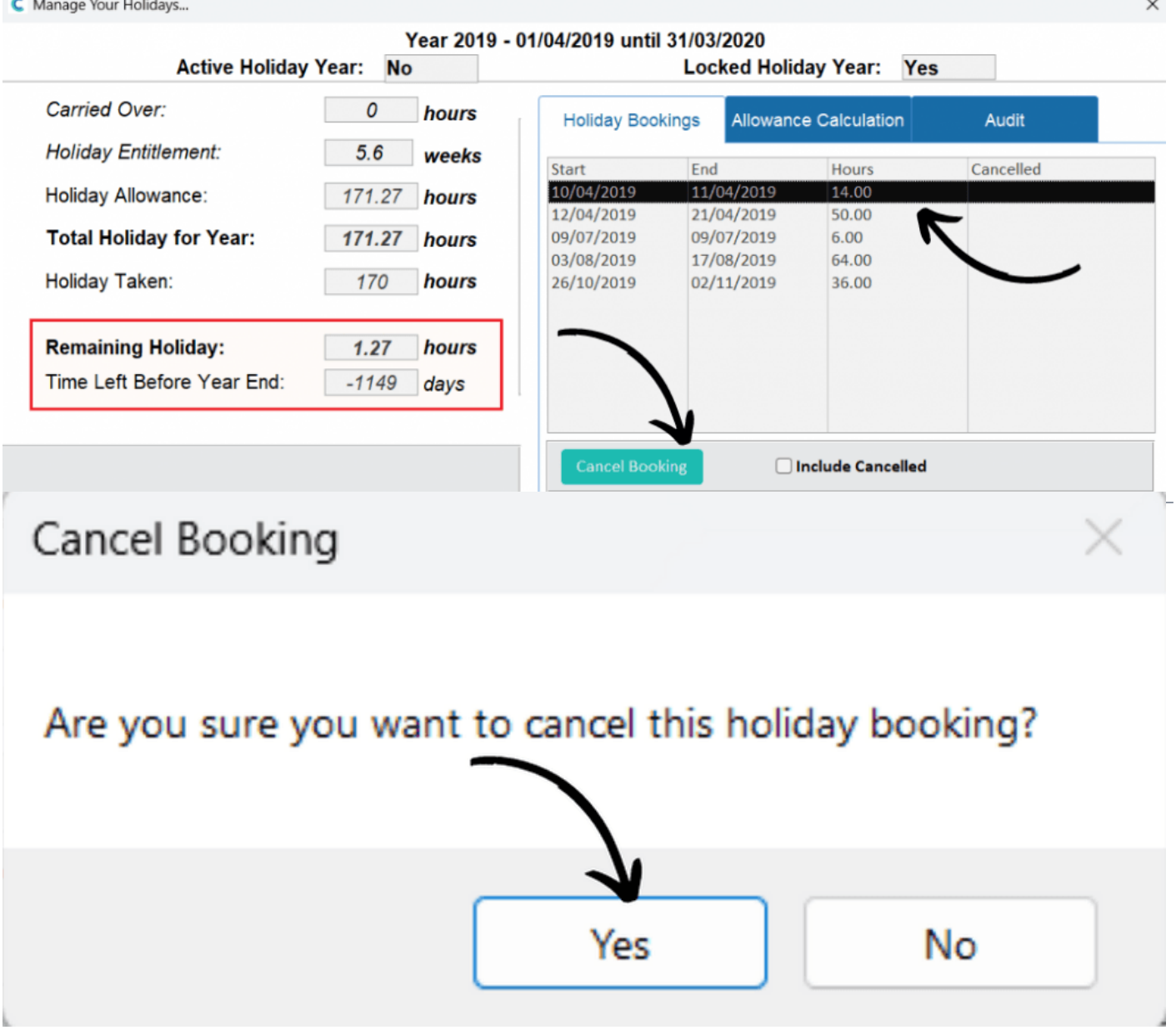
As Admin, force the booking to be made.

3

Select **Manage Your Holiday Bookings**.

4

Booked holiday will appear on the right-hand side of the window. Simply click on the one you wish to cancel and press **Cancel Booking**.



5

You will be prompted to confirm the cancellation, press **Yes**.