How to View and Modify Personal Holiday Records

MyHub · https://cclearninghub.co.uk/docs/how-to-view-and-modify-personal-holiday-records/

How to View and Modify Personal Holiday Records

This guide explains how to view your holiday record, submit a new holiday request, check for booking conflicts, monitor request statuses, and cancel an existing holiday request.

Takes 5 minutes

For: Everyone

Updated: 9th July 2026

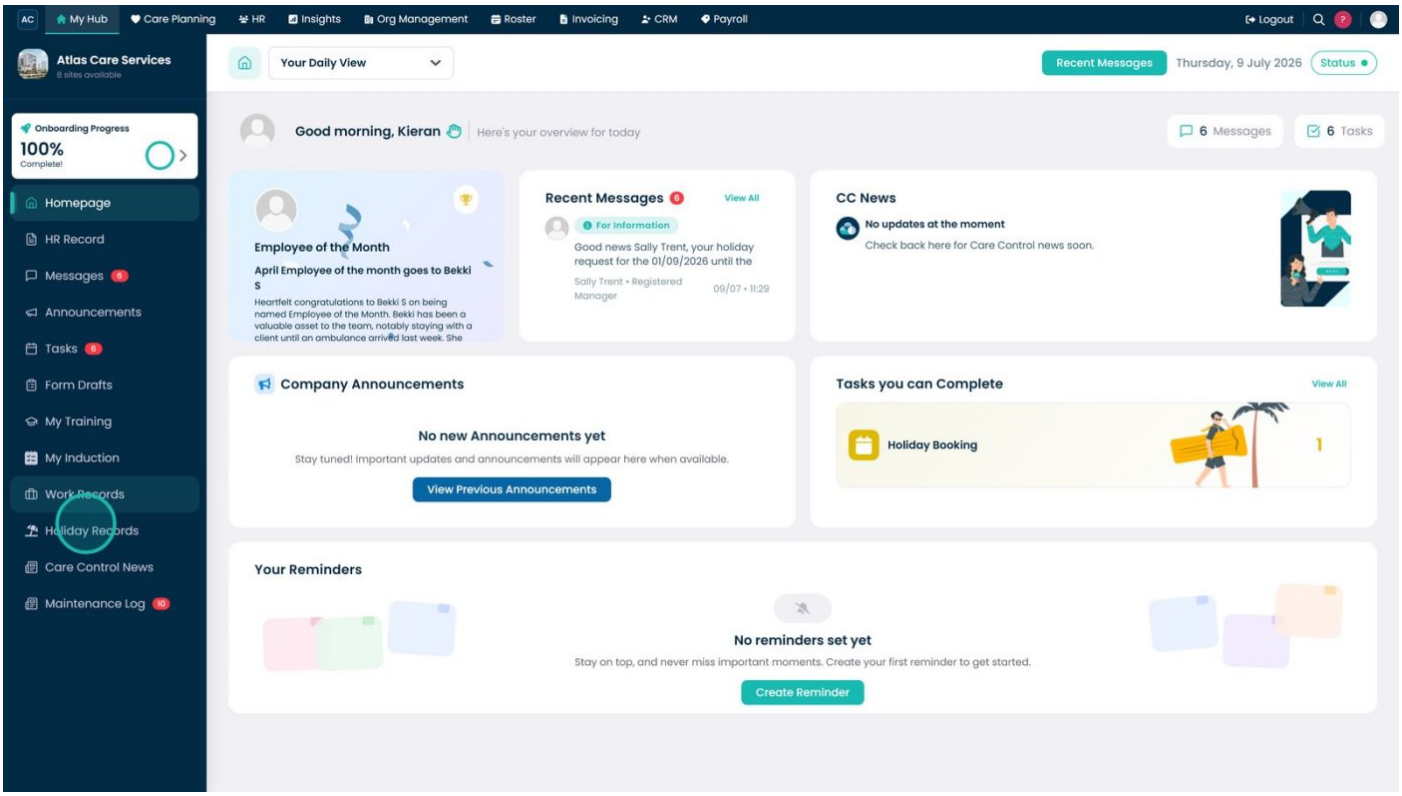
Introduction

The Holiday Records module allows you to view your holiday entitlement, submit new holiday requests, monitor the status of existing requests, and cancel bookings that are no longer required.

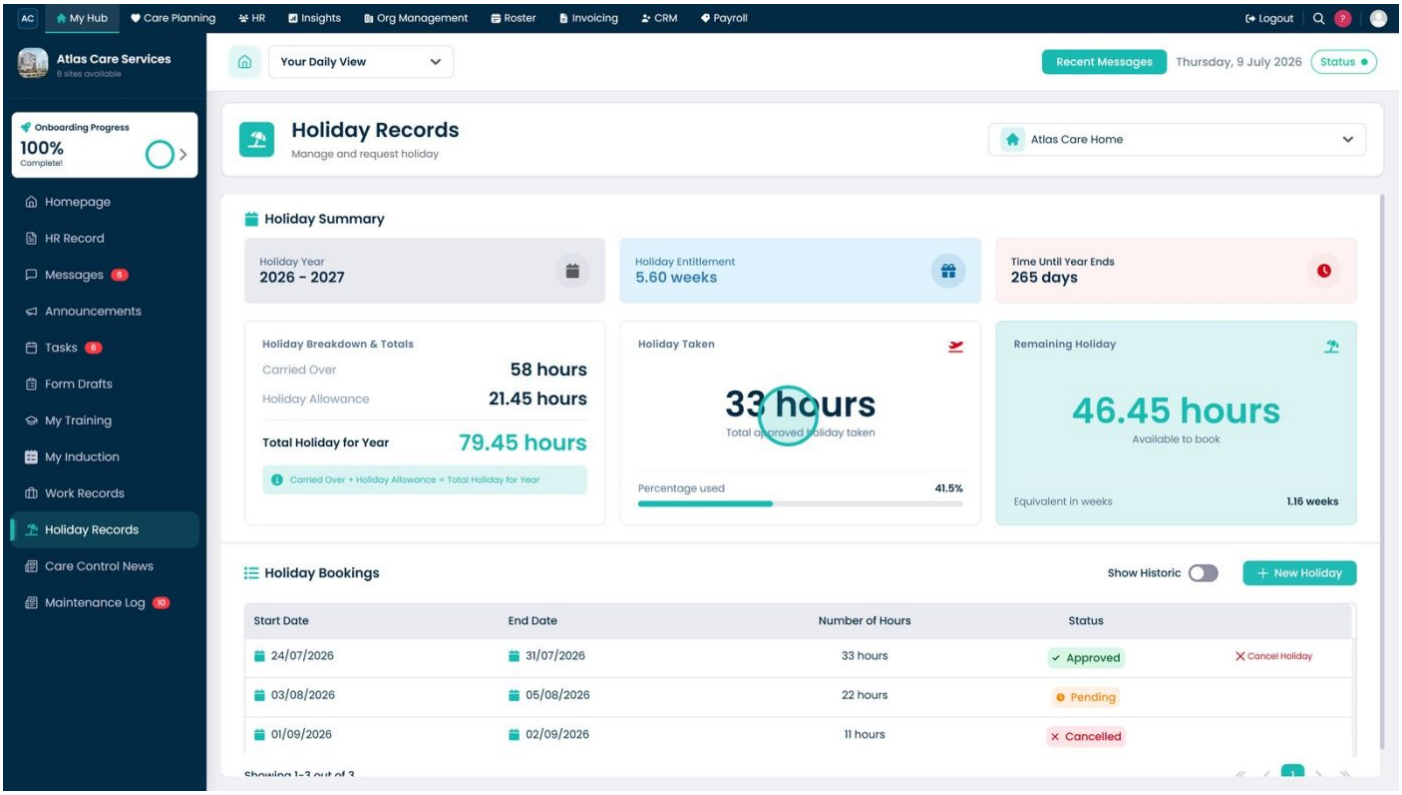
In this guide you'll learn how to:

- View your holiday records
- Submit a new holiday request
- Review booking conflicts
- Track the status of holiday requests
- Cancel an existing holiday booking

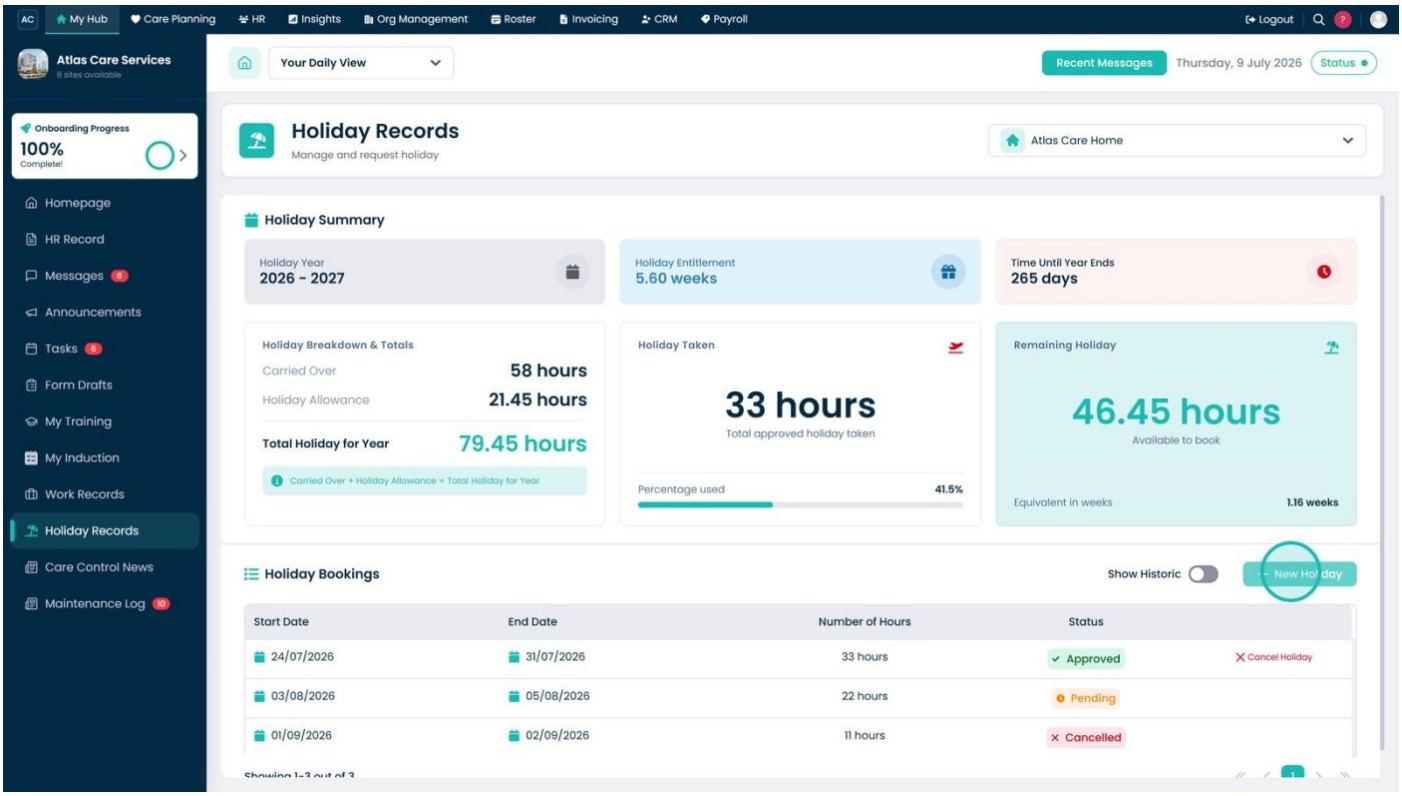
Open the Holiday Records section.



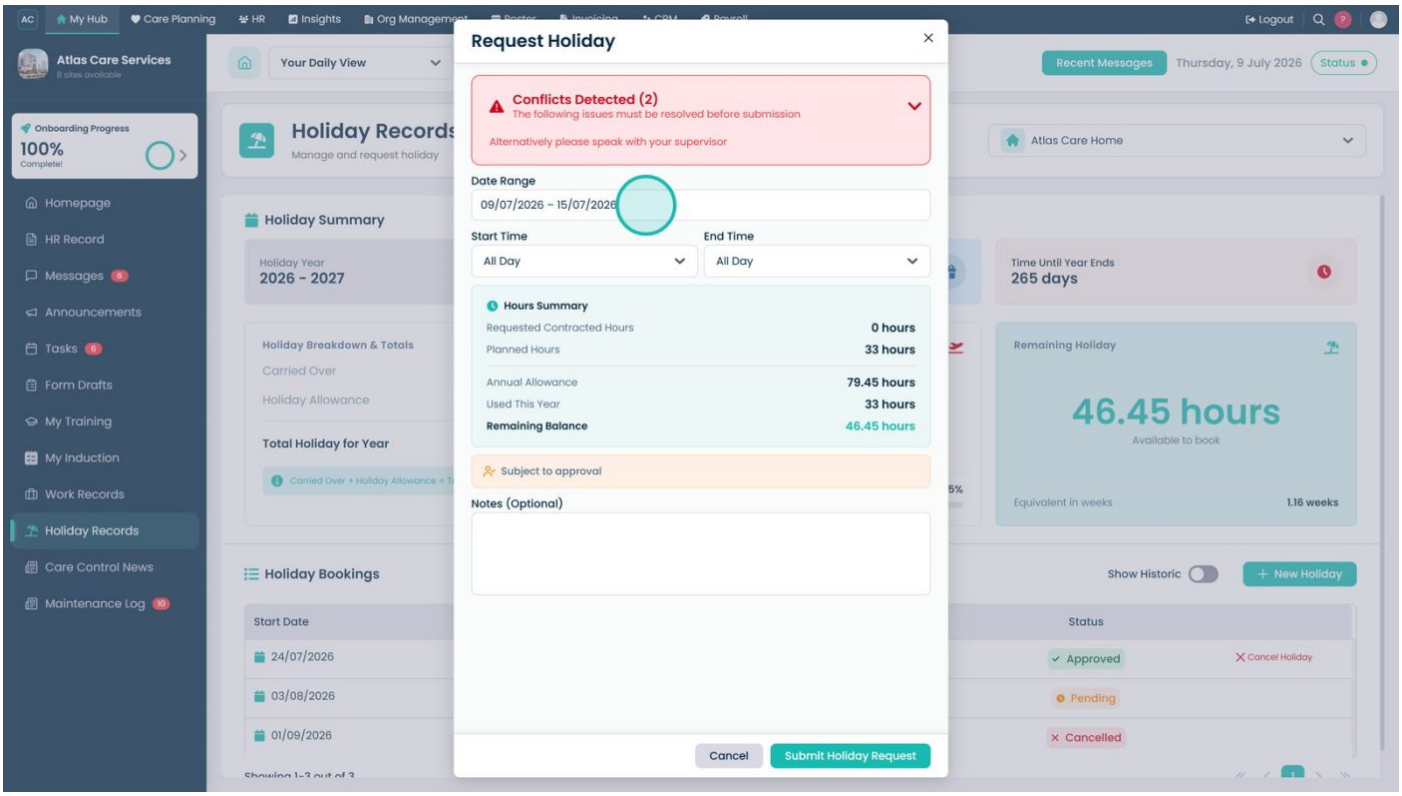
Review your holiday dashboard to view your holiday balance and requests.



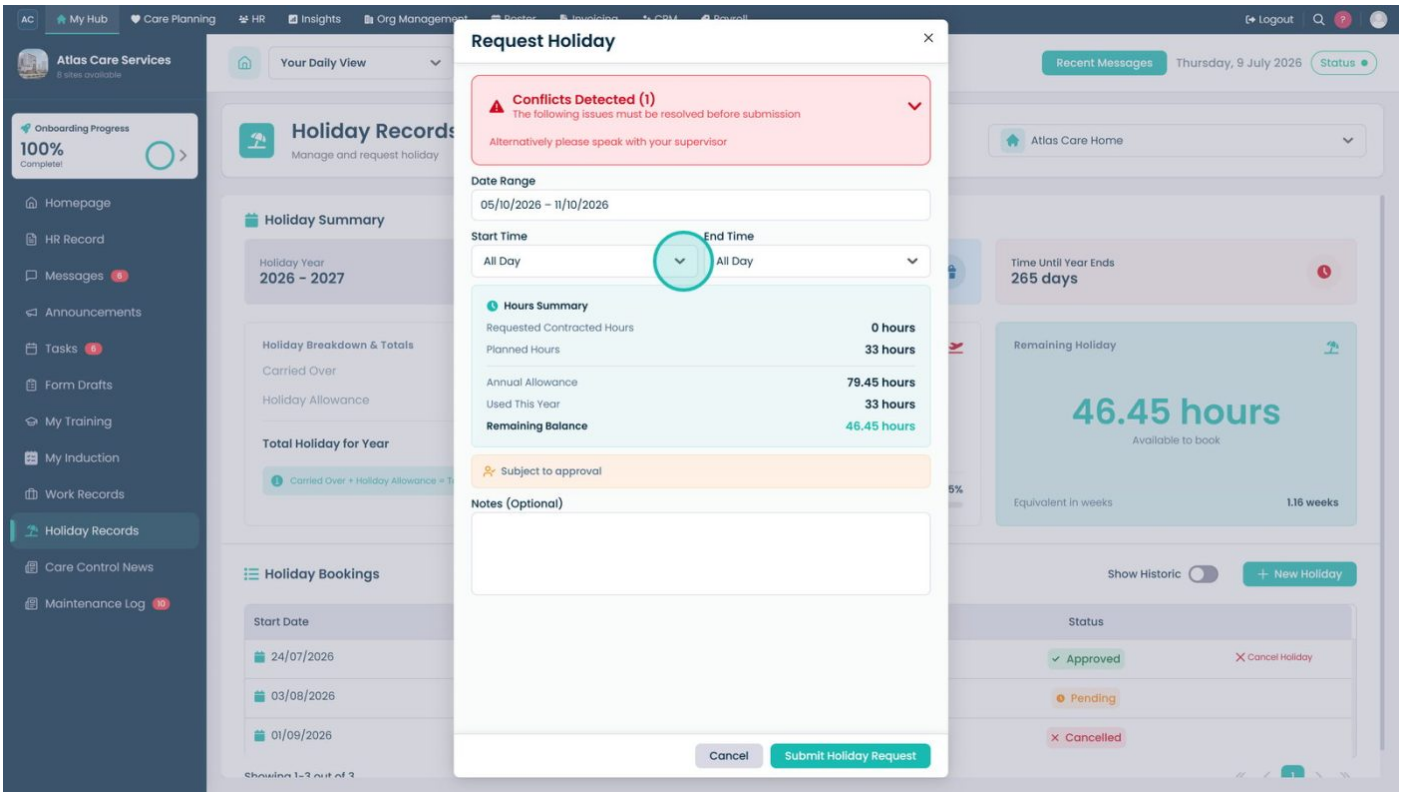
Select New Holiday to create a new holiday request.



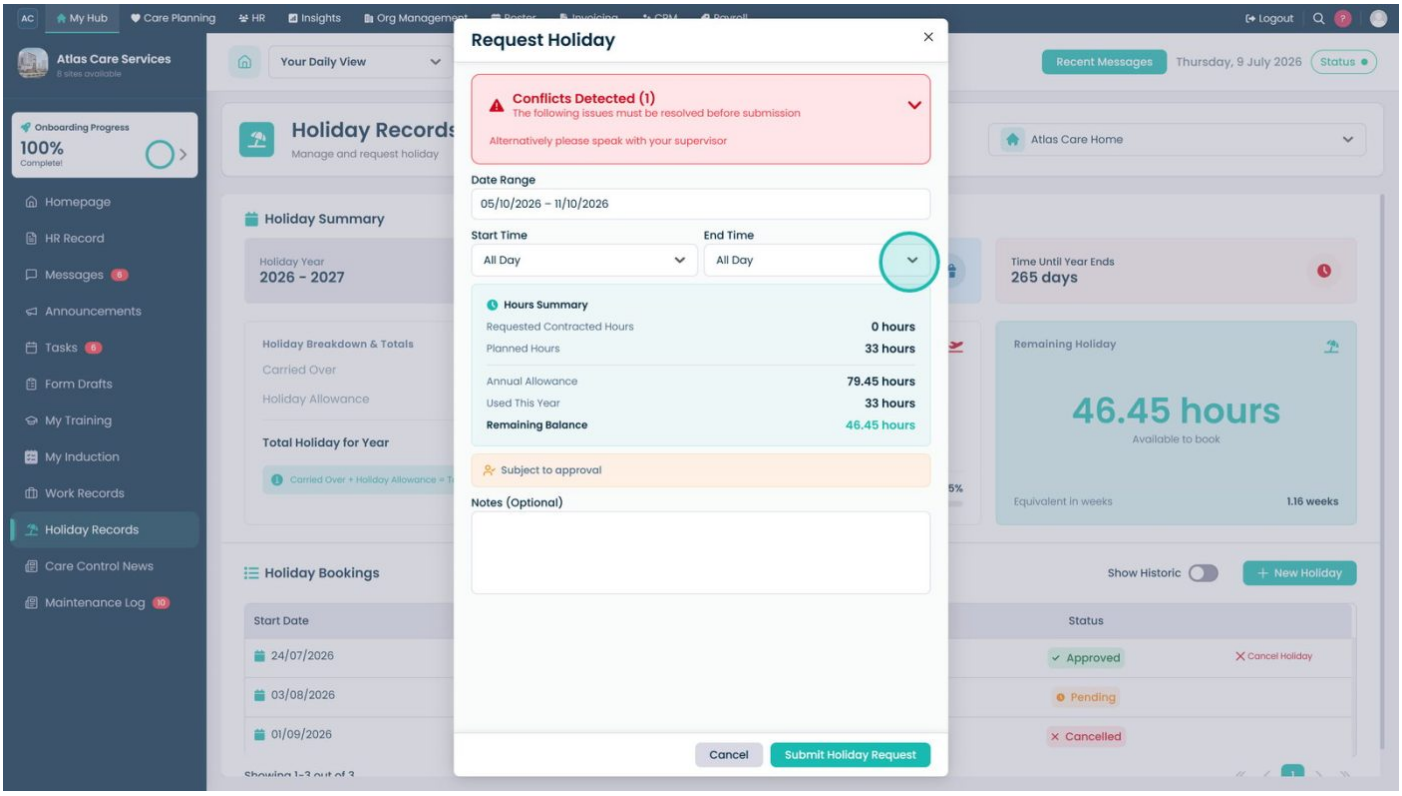
Select the Date Range to choose the start and end dates of your holiday.



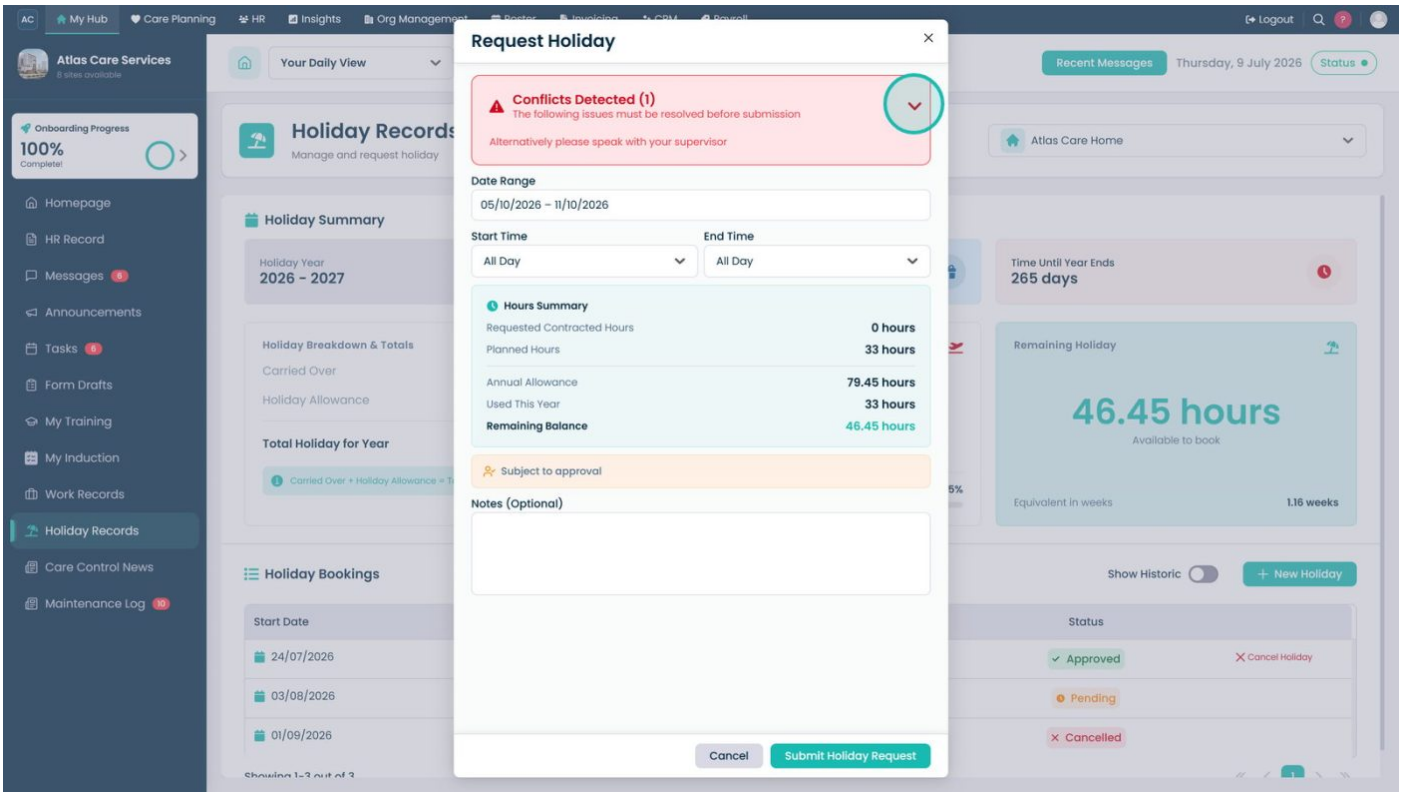
Adjust the Start Time if requesting part of a day.



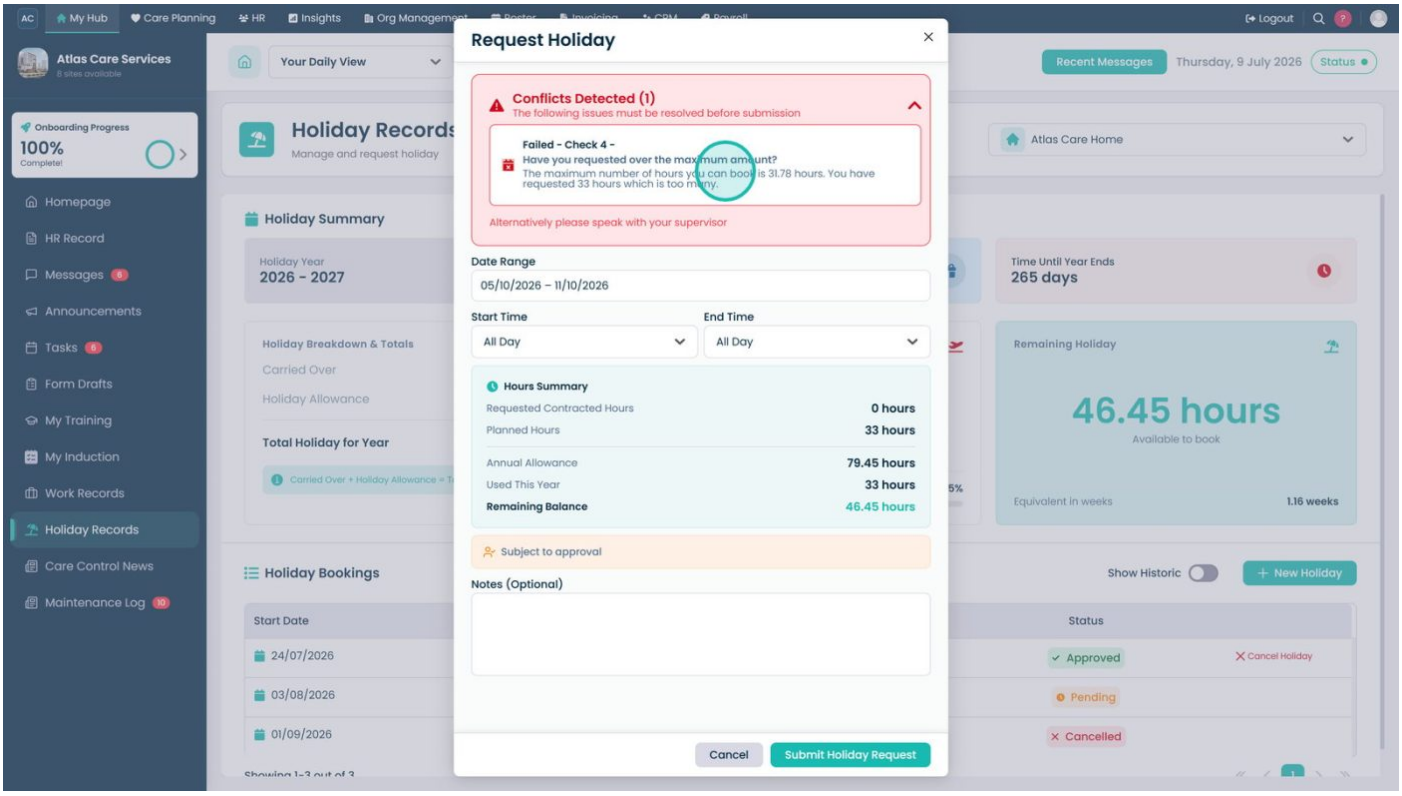
Adjust the End Time if requesting part of a day.



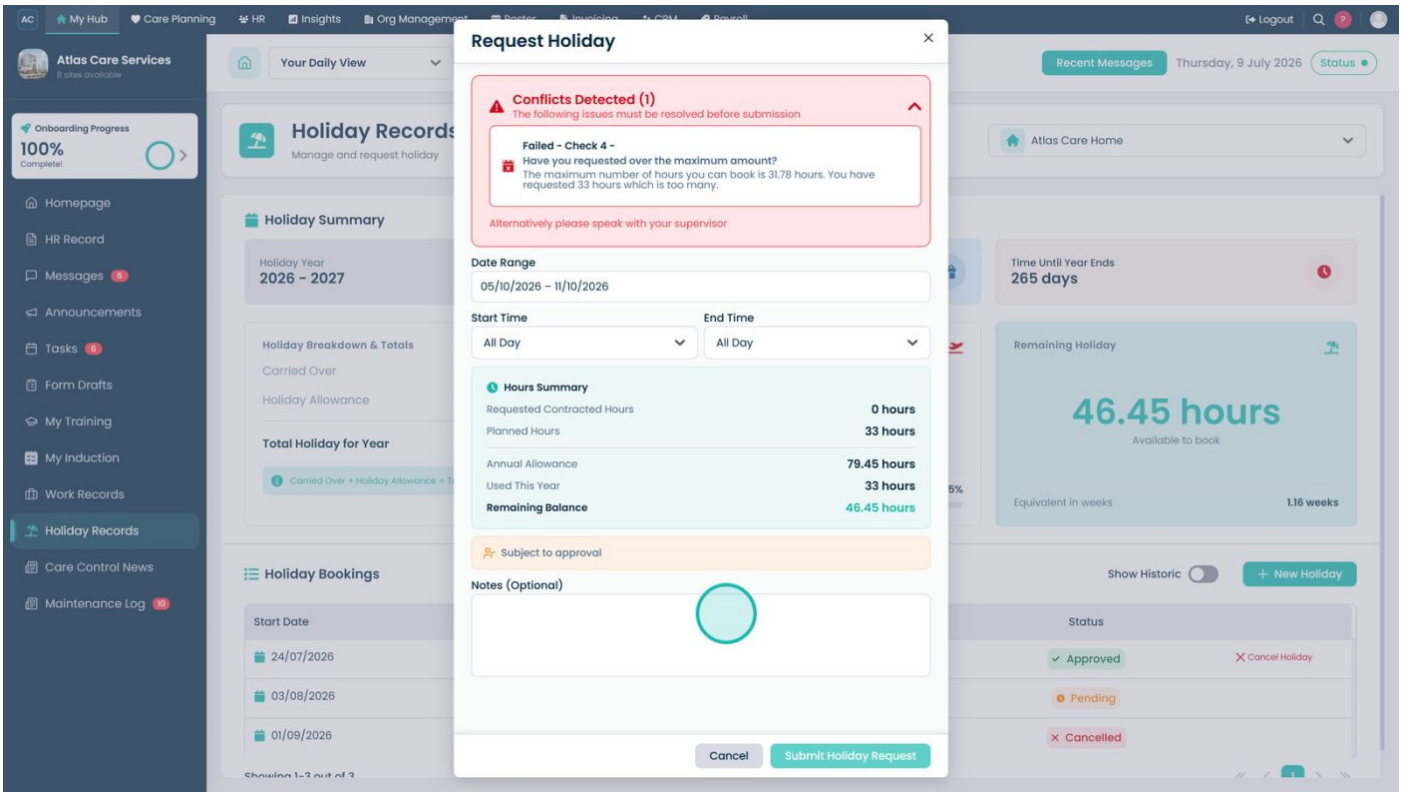
Open Conflicts Detected to review any issues with your request.



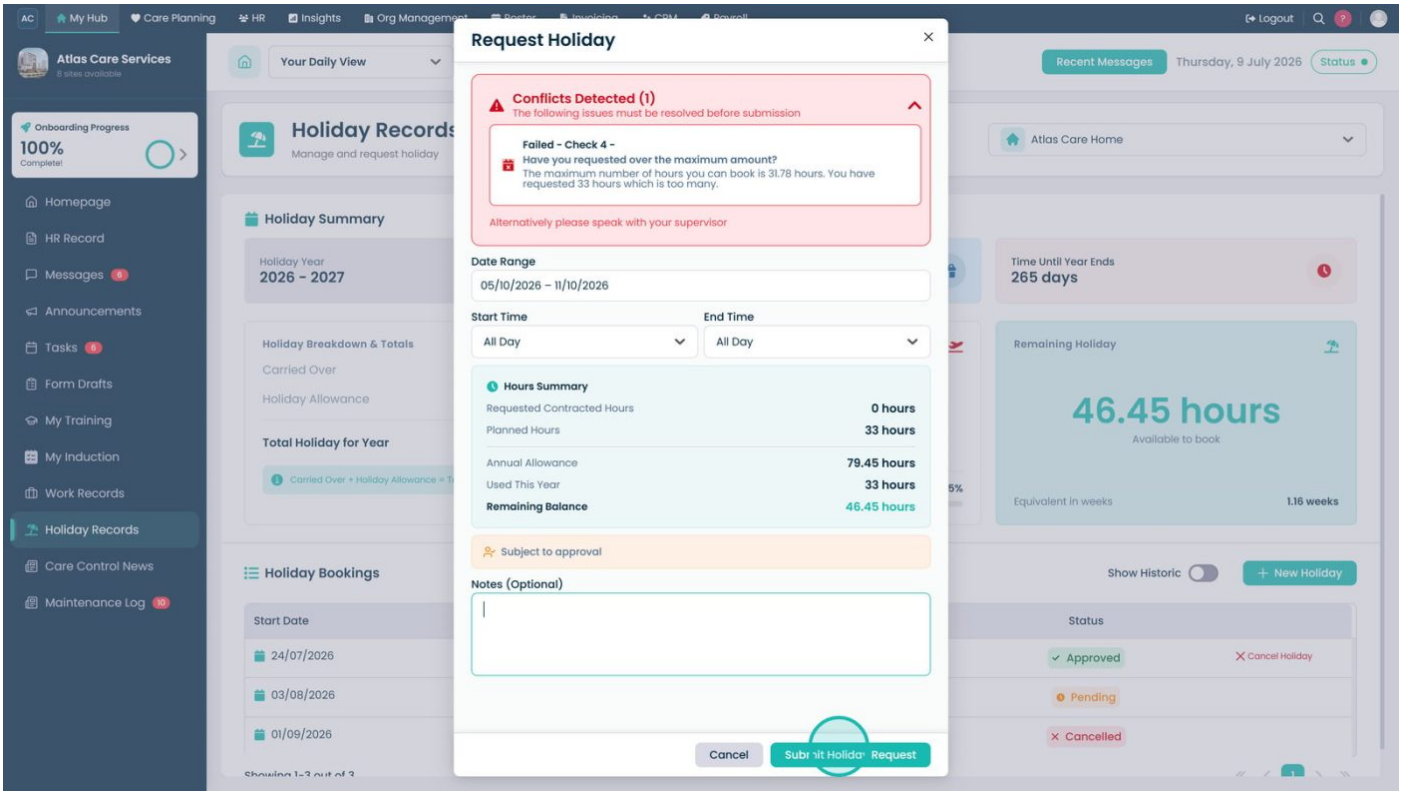
Review the conflict information before submitting your request.



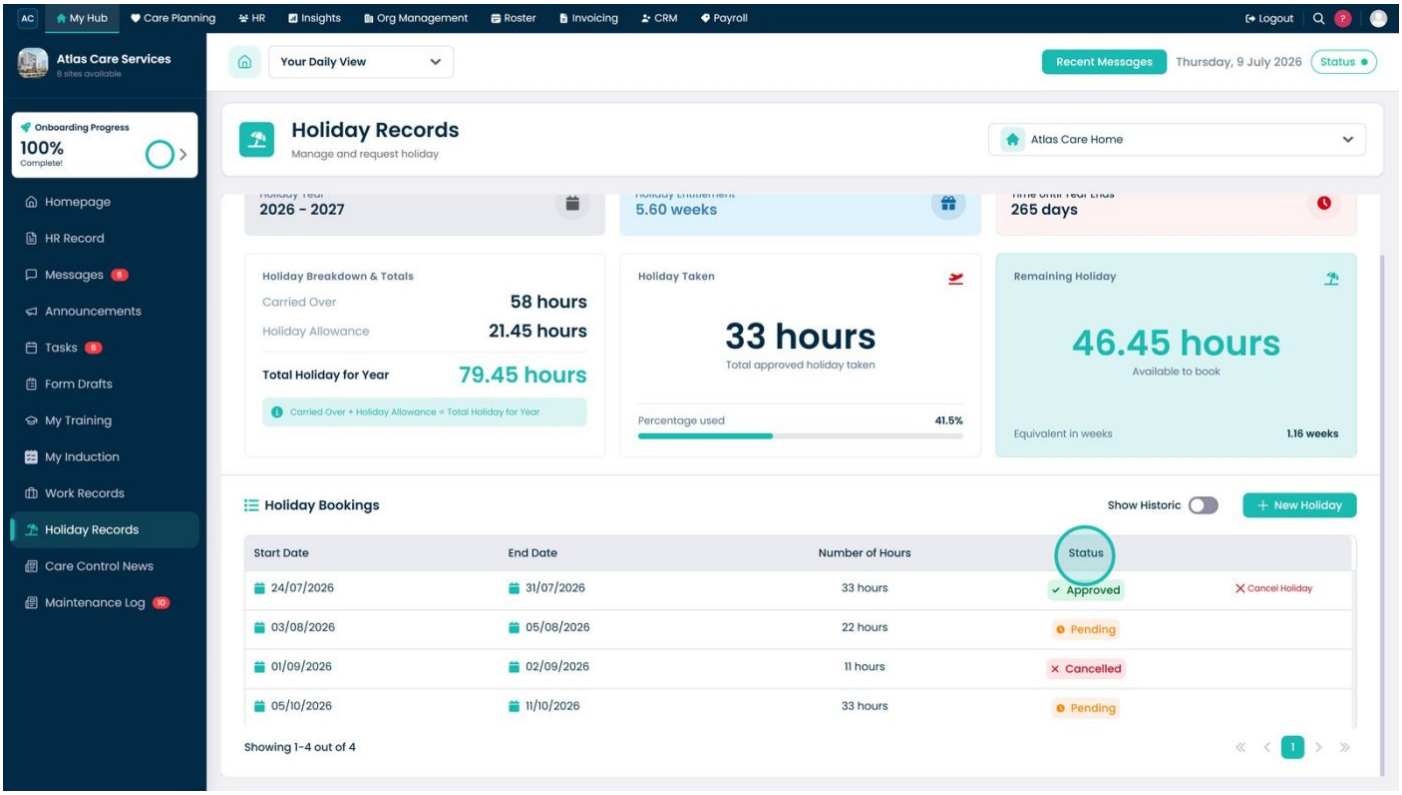
Add any notes to support your holiday request.



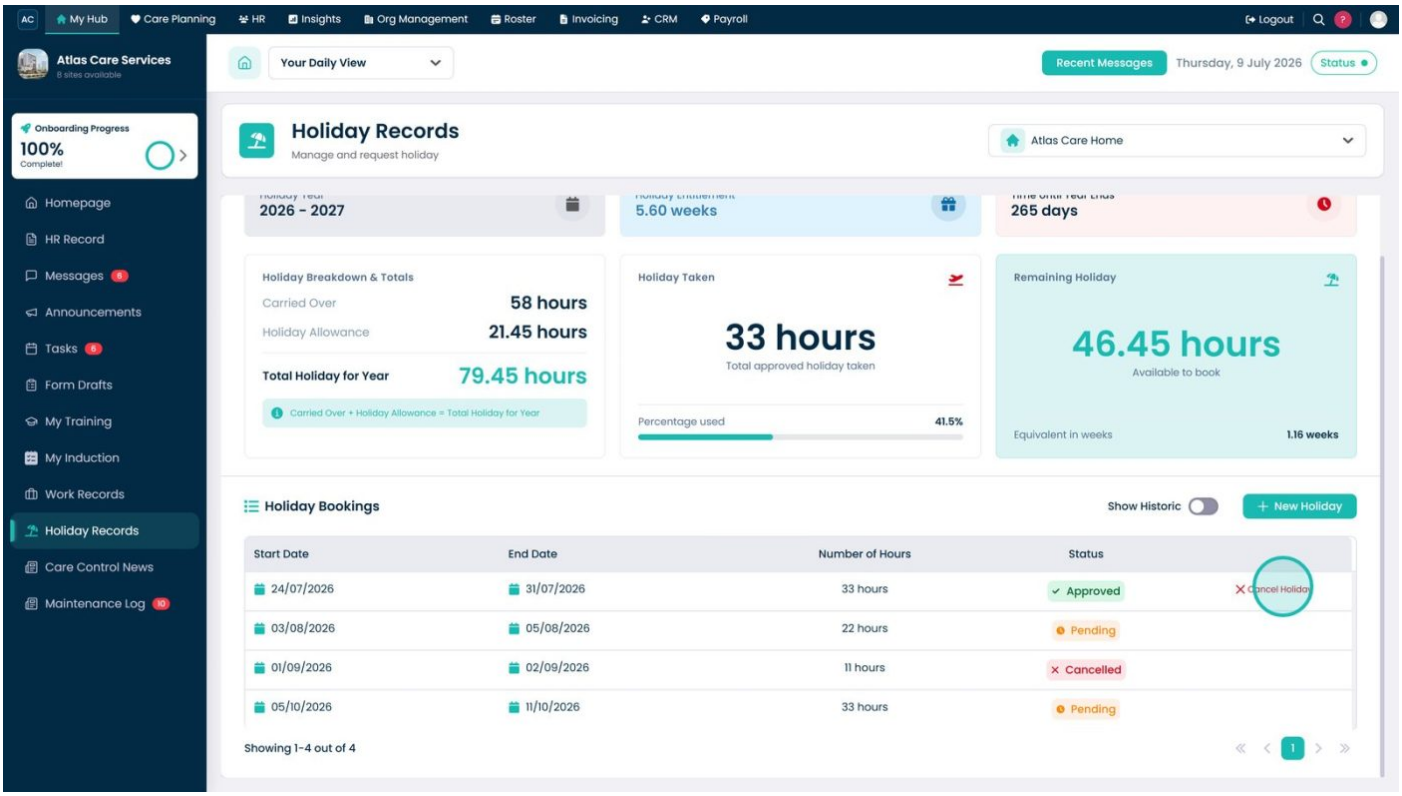
Select Submit Holiday Request to send your request for approval.



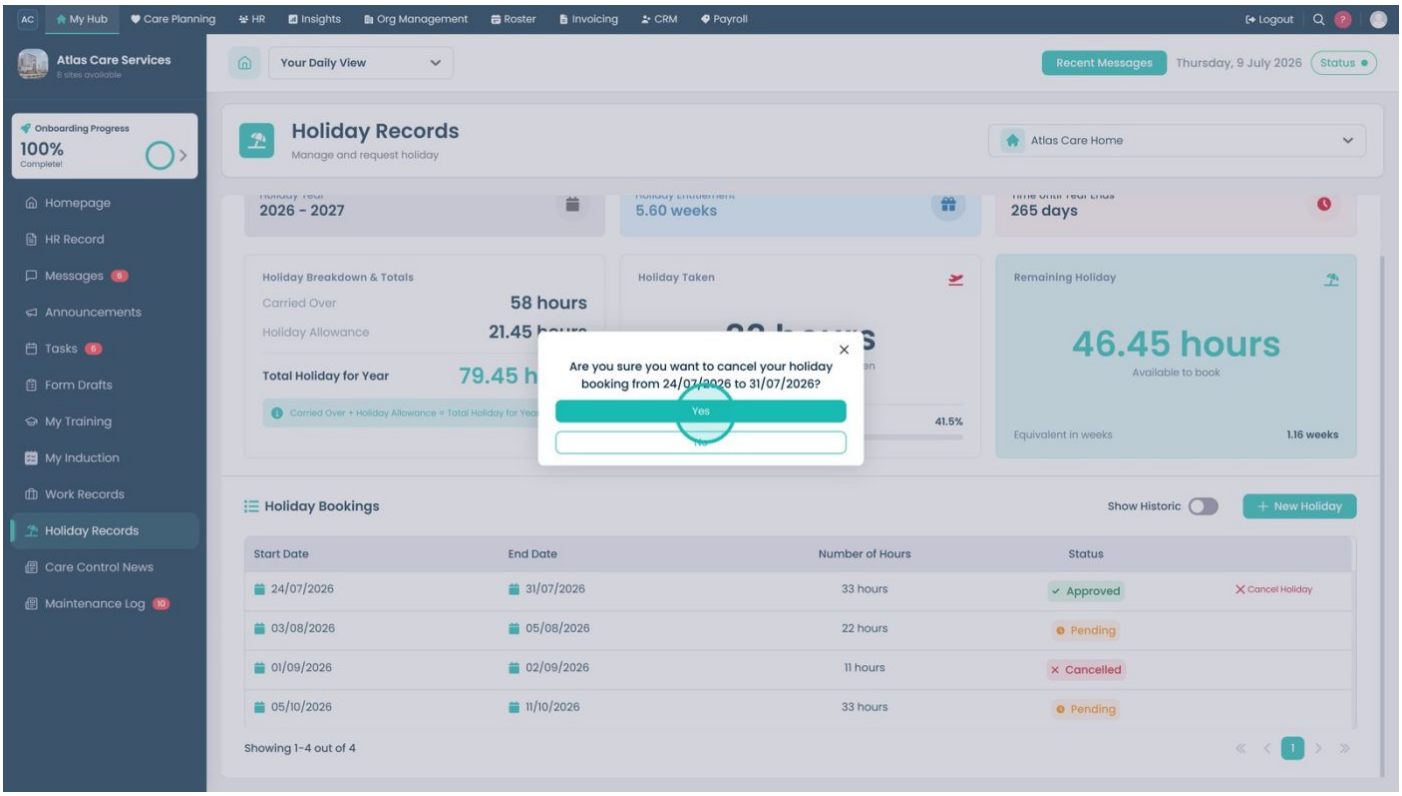
Review the status indicators to see whether requests are Approved, Pending, Denied, or Cancelled.



Select Cancel Holiday to cancel an existing holiday booking.



Select Yes to confirm the holiday cancellation.



Top tip

Check for any booking conflicts before submitting your holiday request to avoid delays or rejected requests.

Recommended

View all Guides

Check out our full list of guides here

Read the Latest News

Take a look at our Blog pages to see all things Care Control

Was this guide helpful?

Need more help?

Can't find what you're looking for? Our support team is here to help.

Contact Support

Or call us on

01822 738100

On this page