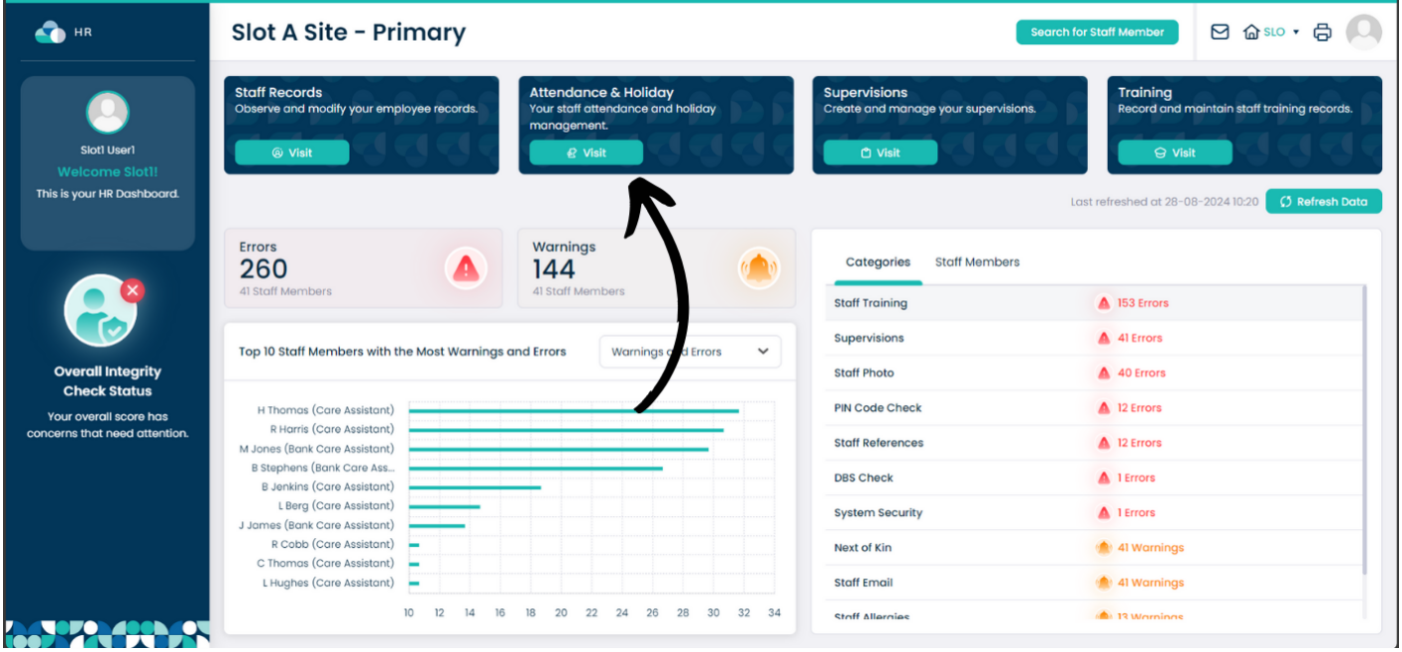
Managing Holiday Requests on Cloud

Attendance & Holiday · https://cclearninghub.co.uk/docs/managing-holiday-requests-on-cloud/

Managing Holiday Requests on Cloud

This guide will cover managing and editing the holiday requests within Care Control Cloud HR.

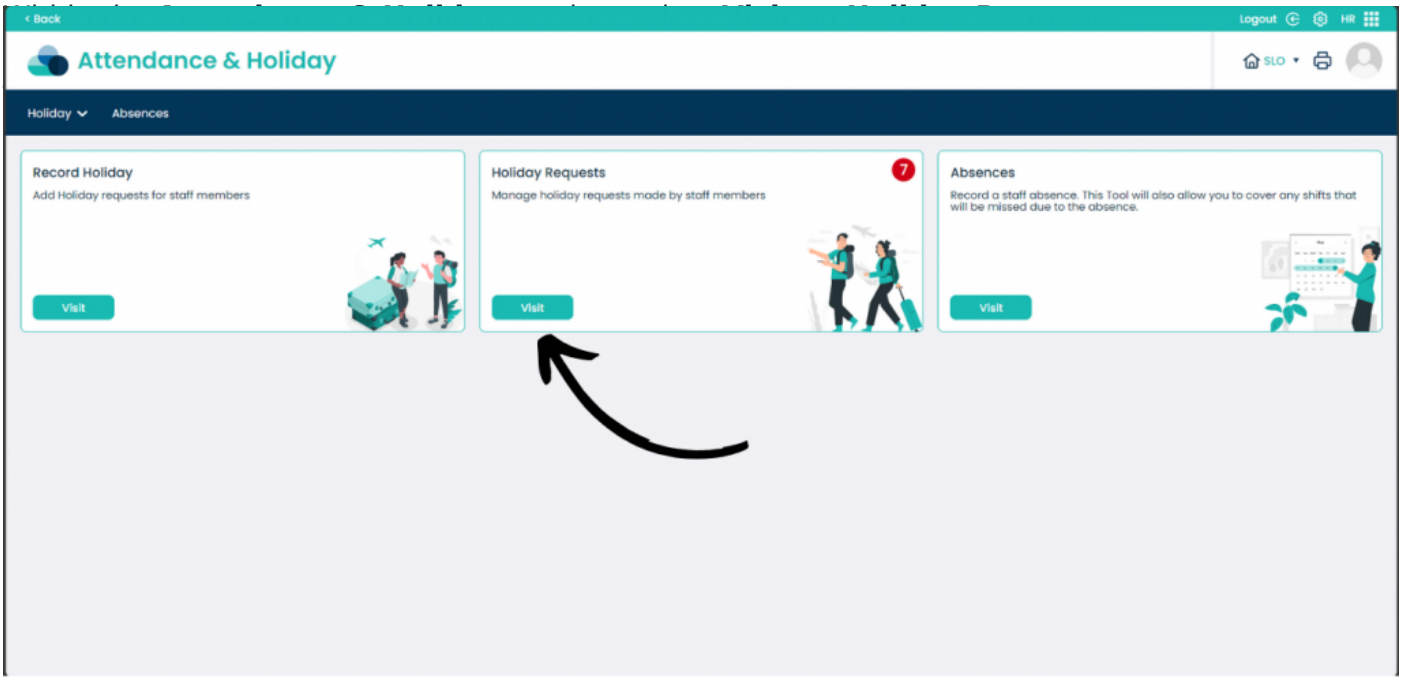


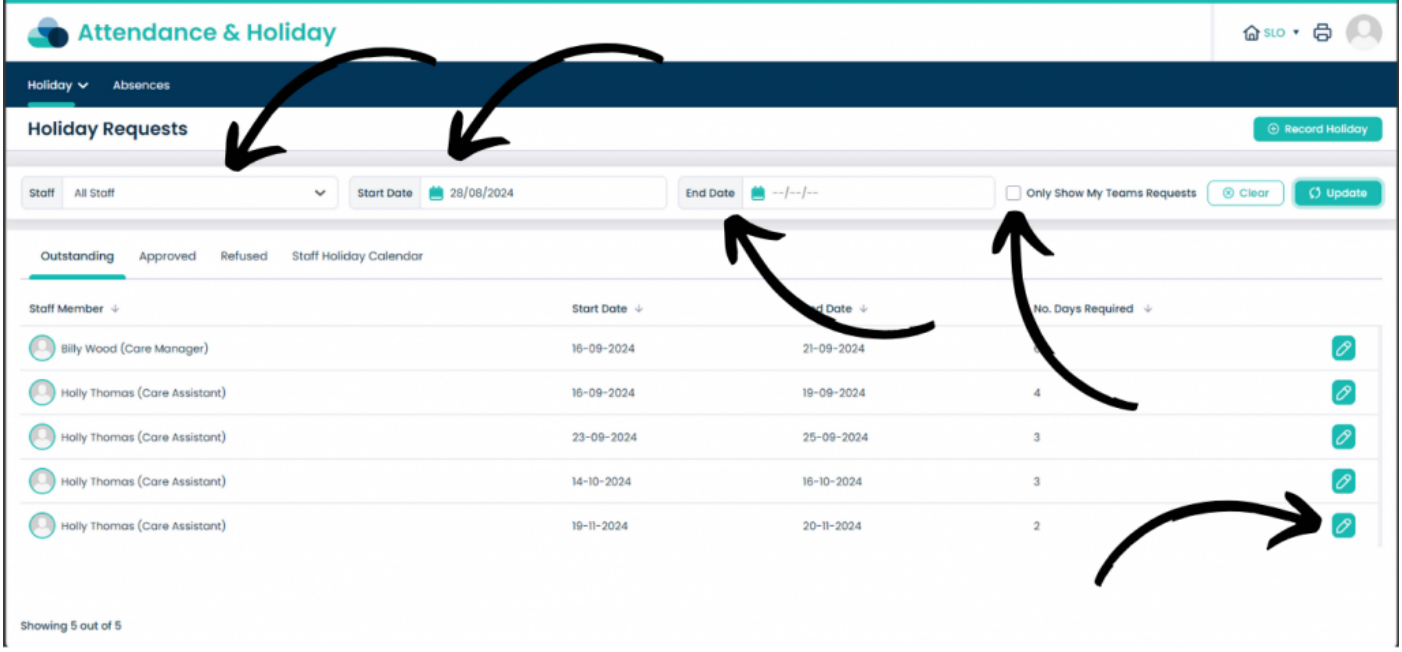


1

From the **HR** page, select **Visit** on the **Attendance & Holiday** section.

2





3

On this page you can see the **Outstanding** holiday requests first. From here you can **Filter** the **Staff group, dates and your team's requests.**

You can also see **Approved** holidays, **Refused** holidays and the **Staff Holiday Calendar** (coming soon).

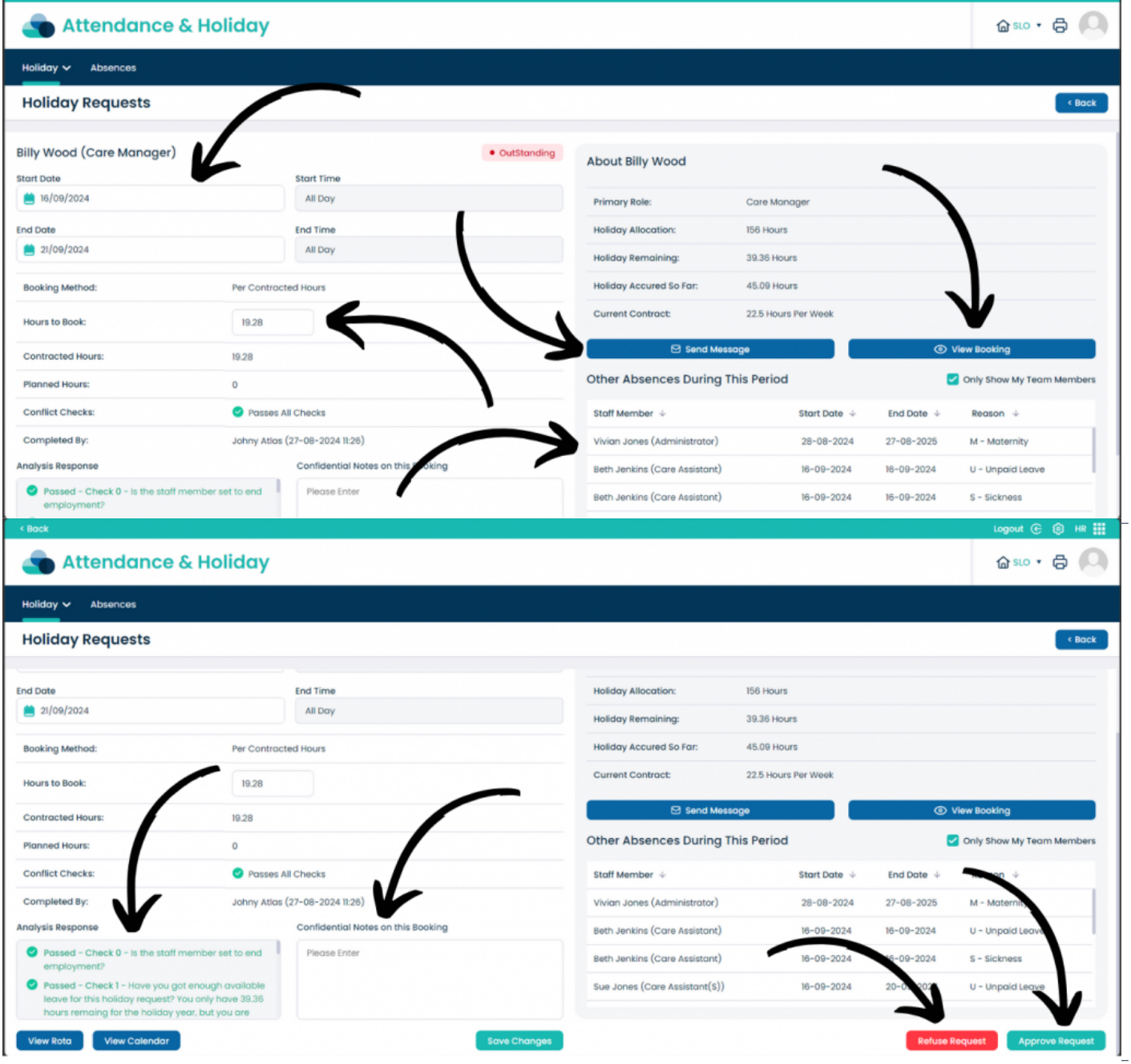
To modify the request select the **pencil icon** next to the users name.

4

From this page you can see all of the information regarding the request. You can modify the **start and end date** As well as the amount of **hours to book**.

On the **About** section you can see all of the information regarding holiday information. From there you can also **Send a Message** to the employee. **View Booking** will be available soon.

From this page you can also see all of the **Other Absences** that are within the same time frame as the request.



5

When scrolling down you can see further information. The **Analysis Report** helps to understand how much the holiday will effect other staff members. The **Conflict Checks** will also confirm this.

You can also add **Confidential Notes** that only you and other administrators can view.

Once you are happy with the holiday you can select **Approve Request** or if the **Analysis Report** checks have failed, select **Refuse Report.** You have the option to **Send a Message** when either of these options have been selected.