

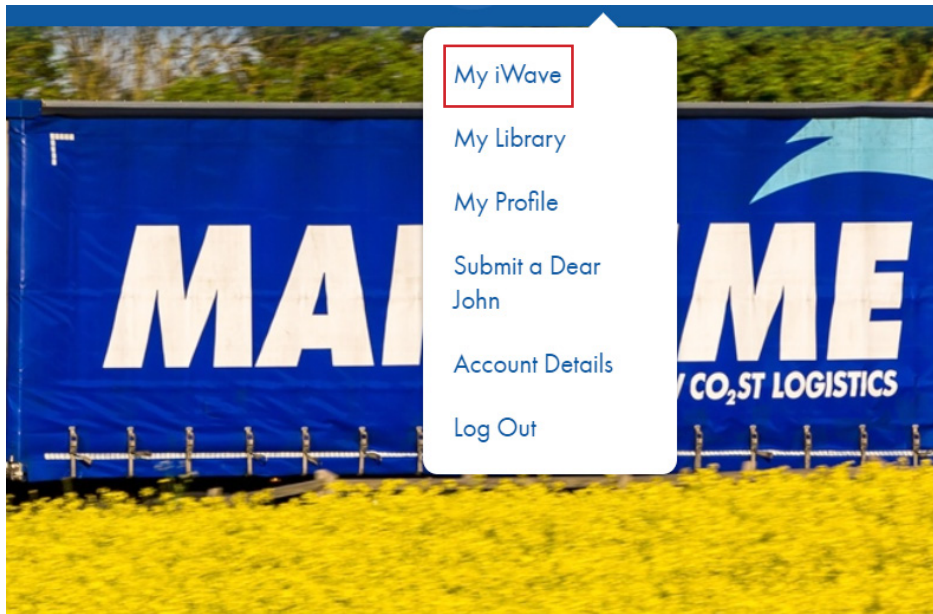
BOOKING HOLIDAY



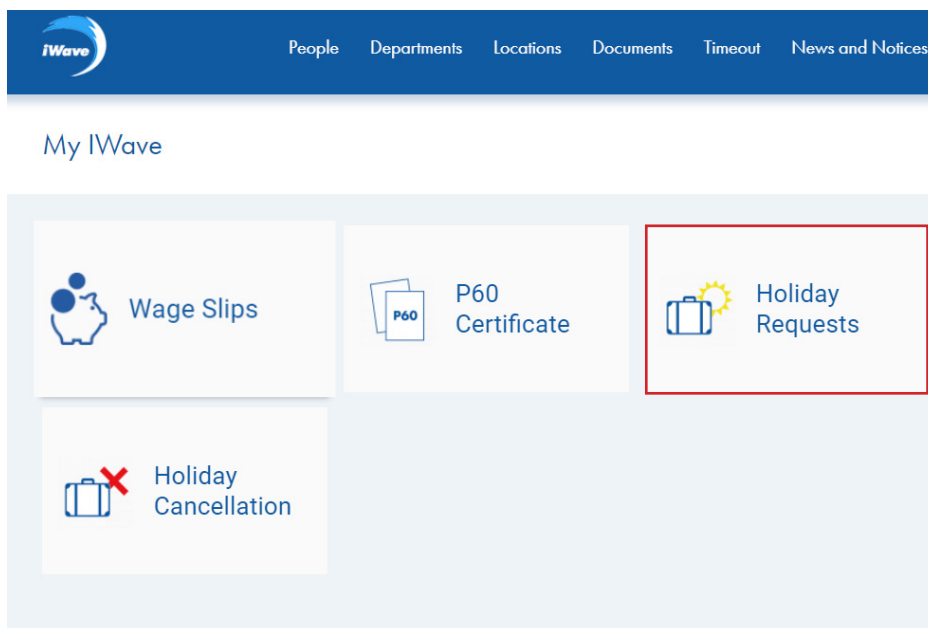
HOW DO I BOOK HOLIDAY?

We've tried to make this as simple as possible. Follow the steps below:

1. Login to iWave and click on **MY IWAVE** in the top right-hand corner
2. Select **MY IWAVE** from the drop-down list



3. Click on **HOLIDAY REQUESTS**



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4. Fill out your **EMAIL ADDRESS** (this will be the email address that you've given to the company to use), **DATE OF BIRTH** (this should be typed in the format of **DD/MM/YYYY** with a dash between the day, month, and year of your date of birth) and **PASSWORD**, then press **LOGIN**

A screenshot of a login form on a blue background. The form is titled "Login" and contains three input fields: "Email Address:", "Date Of Birth (DD/MM/YYYY):", and "Password:". Below the "Date Of Birth" field, there is a "Reset Password" button. To the right of the "Password" field, there is a "Log In" button.

5. Here you will be able to see any holiday you have booked. You can also update and delete holiday on this page. To book new holiday, click **NEW**

A screenshot of the "Employee Holiday Request" page. The page title is "Employee Holiday Request". Below the title, there is a instruction: "Choose an entry to update or delete, or select 'New' to create an entry." Below this instruction is a table with two columns: "From Date" and "To Date". The table is currently empty. At the bottom of the table, there are three buttons: "New", "Update", and "Delete". The "New" button is highlighted with a red border.

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6. Before you book any holiday, check how many days you have used, how many days are awaiting authorisation, and how many days you have remaining
7. Select **HOLIDAY YEAR** to choose which year you'd like to book your holiday

Employee Holiday Request

Holiday Year: 2018

From Date: ... To Date: ... Days: 0.00

Request Type: Holiday

Comments:

Holiday Entitlement For Selected Year	19.00
Holiday Already Booked For Selected Year	8.00
Holiday Awaiting Authorisation For Selected Year	0.00
Holiday Remaining For Selected Year	11.00

8. Choose whether you'd like a **WHOLE DAY**, half day **AM** or a half day **PM** off

Employee Holiday Request

Holiday Year: 2018

From Date: ... To Date: ... Days: 0.00

Request Type: Holiday

Comments:

Whole Day
 AM PM

Holiday Entitlement For Selected Year	19.00
Holiday Already Booked For Selected Year	8.00
Holiday Awaiting Authorisation For Selected Year	0.00
Holiday Remaining For Selected Year	11.00

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9. Click **FROM DATE** to select when your holiday starts, and **TO DATE** to select when your holiday ends. When you click either of these, a calendar will appear for you to choose your days. You can also see how many days you are entitled to, how many days you have already booked, and how many days you have remaining. When you select your day, it will turn pink. Press **SELECT** once you have chosen your day

- Days highlighted in dark blue: bank holidays
- Days highlighted in light blue: holiday you have already booked
- Days highlighted in light grey: weekends
- Days highlighted in dark grey: non-applicable days
- Days highlighted in red: absenteeism

From Date

Viewing Period: 2018

Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
January																															
February																															
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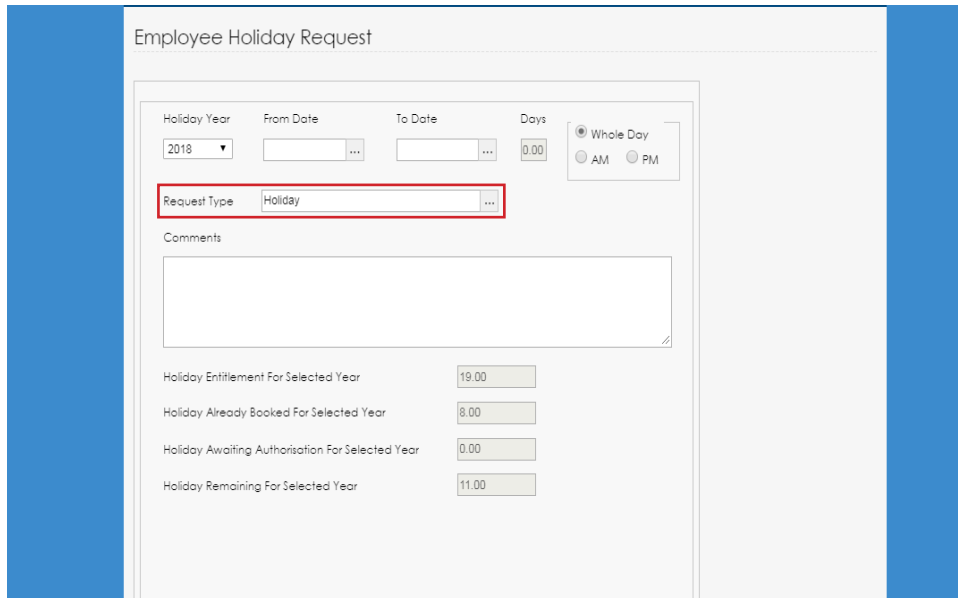
Holiday Entitlement For Selected Year: 19.00

Holiday Already Booked For Selected Year: 8.00

Holiday Remaining For Selected Year: 11.00

Select Close

10. Choose what type of request your holiday is



Employee Holiday Request

Holiday Year: 2018 From Date: To Date: Days: 0.00

Request Type: **Holiday**

Comments:

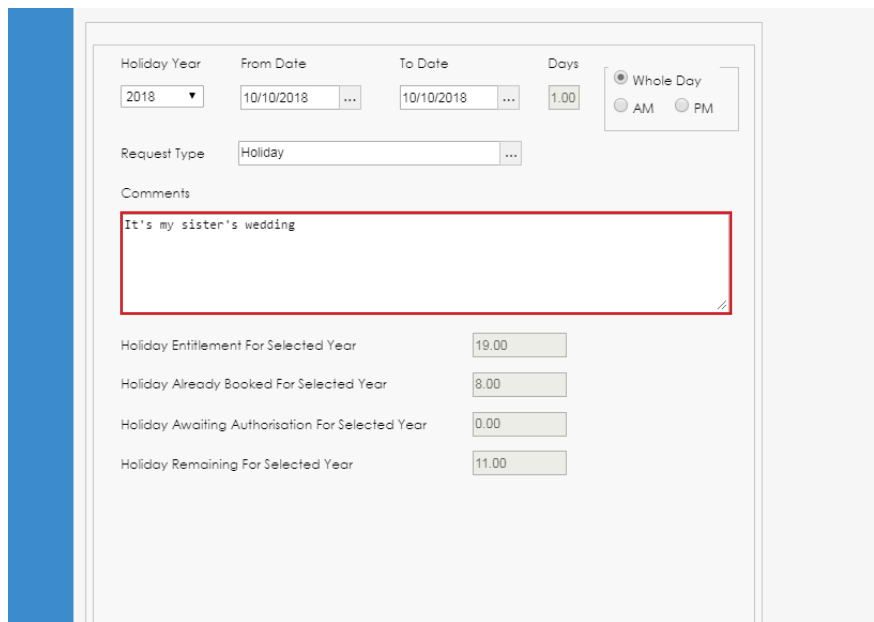
Holiday Entitlement For Selected Year: 19.00

Holiday Already Booked For Selected Year: 8.00

Holiday Awaiting Authorisation For Selected Year: 0.00

Holiday Remaining For Selected Year: 11.00

11. It is optional to leave a comment in the comments box, but it will give whoever authorises your holiday an idea as to why you want to take it



Employee Holiday Request

Holiday Year: 2018 From Date: 10/10/2018 To Date: 10/10/2018 Days: 1.00

Request Type: Holiday

Comments: **It's my sister's wedding**

Holiday Entitlement For Selected Year: 19.00

Holiday Already Booked For Selected Year: 8.00

Holiday Awaiting Authorisation For Selected Year: 0.00

Holiday Remaining For Selected Year: 11.00

BOOKING HOLIDAY



12. Once you have checked that you have booked your holiday correctly, click **OK**

A screenshot of a web-based holiday booking form. The form is titled "Holiday Year", "From Date", "To Date", and "Days". The "Holiday Year" is set to "2018". The "From Date" and "To Date" are both set to "10/10/2018". The "Days" field is set to "1.00". There are radio buttons for "Whole Day", "AM", and "PM", with "Whole Day" selected. The "Request Type" is set to "Holiday". The "Comments" field contains the text "It's my sister's wedding". Below the comments field, there are four rows of data: "Holiday Entitlement For Selected Year" (19.00), "Holiday Already Booked For Selected Year" (8.00), "Holiday Awaiting Authorisation For Selected Year" (0.00), and "Holiday Remaining For Selected Year" (11.00). At the bottom right of the form, there are "OK" and "Cancel" buttons. The "OK" button is highlighted with a red border.

13. After you have clicked **OK**, you will receive an email from your supervisor to confirm that your holiday request has been submitted, and that it will be actioned accordingly

14. If your supervisor approves your holiday, you will receive an email with a unique reference number; this email will also tell you how much annual leave you have booked so far and how much you have remaining

15. If your holiday request is denied, you will receive an email notifying you

WHO TO CALL FOR HELP

If you need help with the above steps, please ask your DA or contact HR and Payroll on 01394 617297