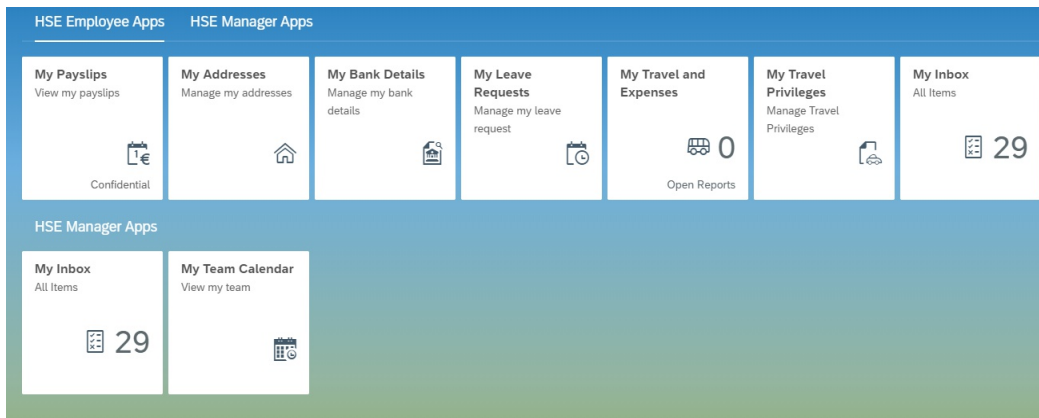





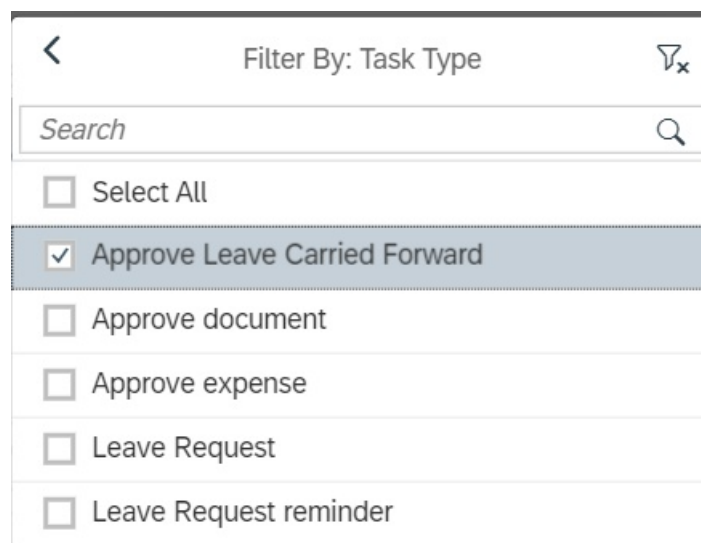
## My Inbox – Approving Carry Forward Leave

*In exceptional circumstances annual leave may be carried forward into the first six months of the next annual leave year. This must be submitted by the employee for manager approval.*

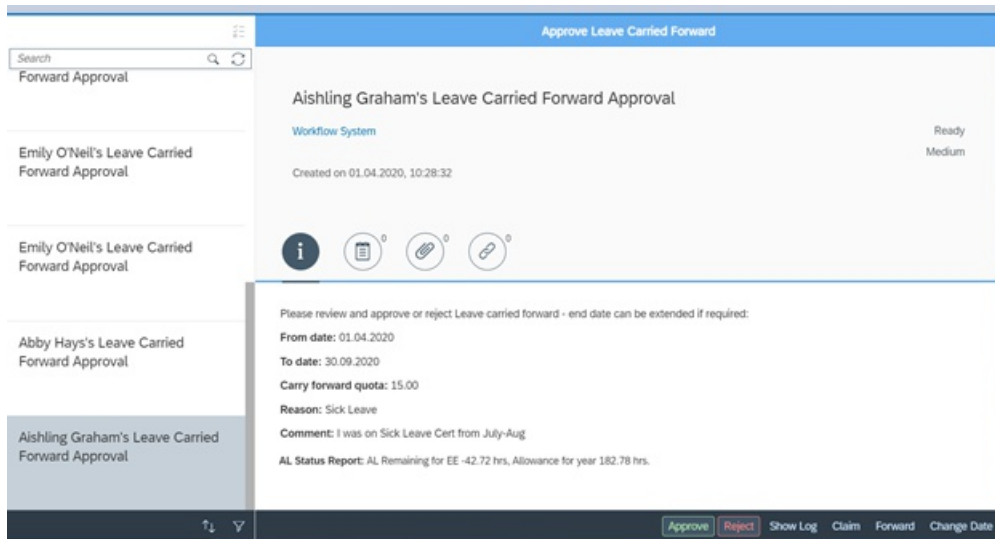
1. Logon as MXXXXXXXX
2. Click the “My Inbox” tile



Note: -Click on the filter icon – on the left hand side of the Inbox at the bottom.  Select Approve Leave Carried Forward and click on OK to view the Leave Carried Forward requests.



3. Select the task for approval. For Example, Aisling Graham's Leave Carried Forward Approval



- **From Date:** Displays the start date of the new leave year 01.04.20XX
- **To Date:** Displays the end date that the leave must be taken 30.09.20XX ( however this may be extended by manager)
- **Carry Forward quota:** Number of Hrs employee has requested to carry forward
- **Reason:** Reason for carrying forward leave
- **Comment:** Additional info supplied by the Employee
- **AL Status Report:** This displays the annual leave balance in hours from the Annual leave status report and the annual entitlement.(taken from the AL Status Reporting Tile)

4. Review the information on the Carried Forward submission – the end date of the quota can be amended if required up to the end of the leave year 31.03.20XX by selecting **Change Date** (this mustbe done prior to approval)

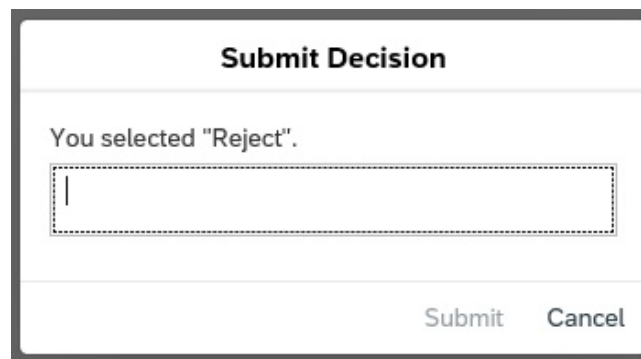


5. To Approve the Carried Forward Leave select the **Approve** button at end of screen – the following pop up box presents.



The screenshot shows a pop-up window titled "Submit Decision". Below the title, it says "You selected 'Approve'.". There is a text input field with a vertical cursor on the left. At the bottom right, there are two buttons: "Submit" and "Cancel".

6. To Reject the Carried Forward Leave select the **Reject** button at end of the screen – the following pop up box presents



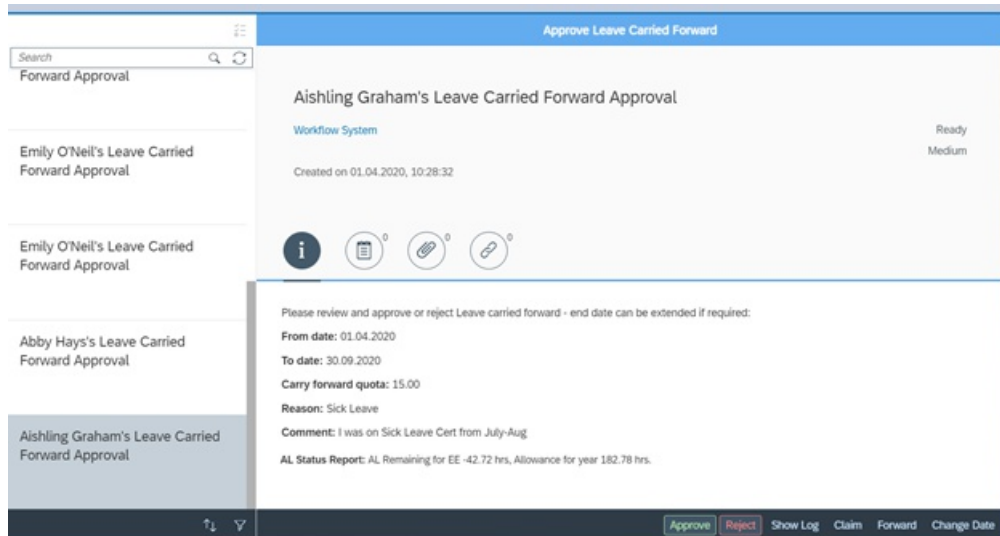
The screenshot shows a pop-up window titled "Submit Decision". Below the title, it says "You selected 'Reject'.". There is a text input field with a vertical cursor on the left. At the bottom right, there are two buttons: "Submit" and "Cancel".

***Reason for decision must be populated to inform the employee of the reason for rejection of the Carried Forward Leave***

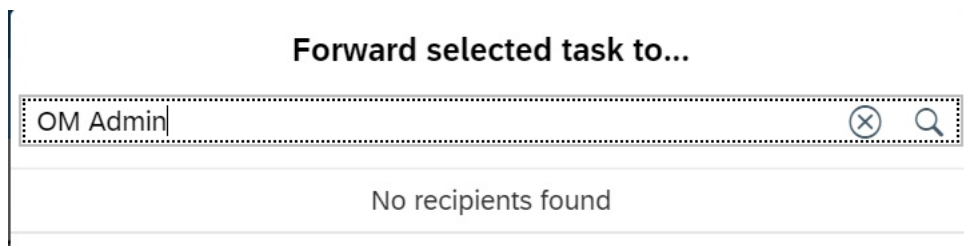
7. Continue this process until all Carried Forward Leave has been Approved/ Rejected.



## Items listed from Employee who do not report to you

1. If a Manager finds Leave Carried Forward that relates to an employee that does not report to them there is an option to forward the item to the OM Admin person in their specific area. The OM Administrator will move the requests for approval to relevant manager and will amend the relationship to the correct manager to ensure that this is rectified going forward.



Click on Forward and input OM Admin in the search and select accordingly.



2. To exit My Inbox choose the Back arrow  or Home Button .