



How to extend the end date of Carry Forward Leave

If an employee wishes to extend the date of the leave carried forward due to for e.g. being on maternity leave there are two scenarios:

Scenario 1: Once the employee has submitted their carried forward of leave request on HR & Payroll Self Service the manager will see the request like below. Click Change Date.

Scenario 2: If the employee already had carry forward leave approved and has agreed with the manager to extend the date then the employee must resubmit their request for CF A/L with the same amount originally requested and approved from April 1st . Click Change Date.

3. Selects a date past 30.09.2023 and Click Ok.

4. Click Approve and the Carry Forward leave balance with the new extended date will be applied to the employees leave record.