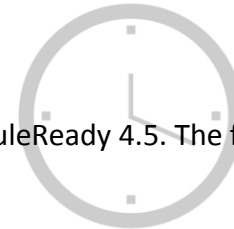


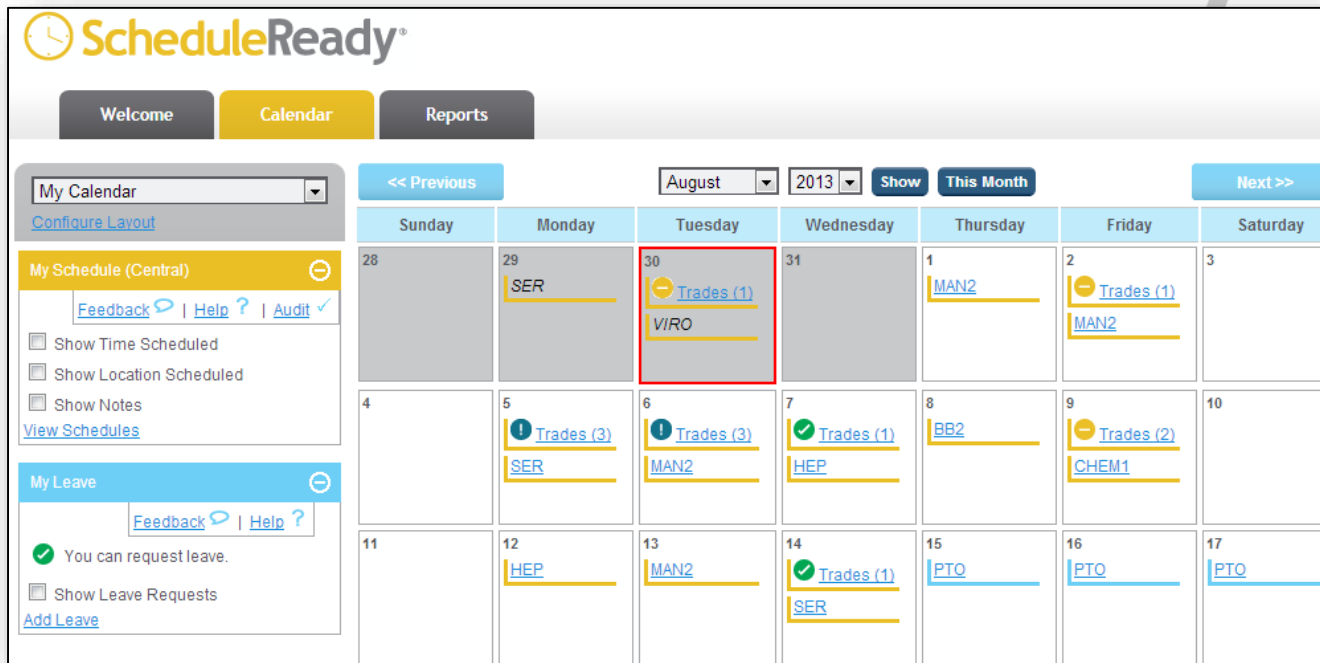
## Calendar Tab

### My Leave Minibar

This reference guide provides a comprehensive overview of the **My Leave** minibar within ScheduleReady 4.5. The following process steps and instructional information are provided within this document:



- 🕒 Overview of the **My Leave Minibar**
- 🕒 Submitting new leave requests
- 🕒 Editing/viewing leave requests
- 🕒 Viewing other leave requests within your department



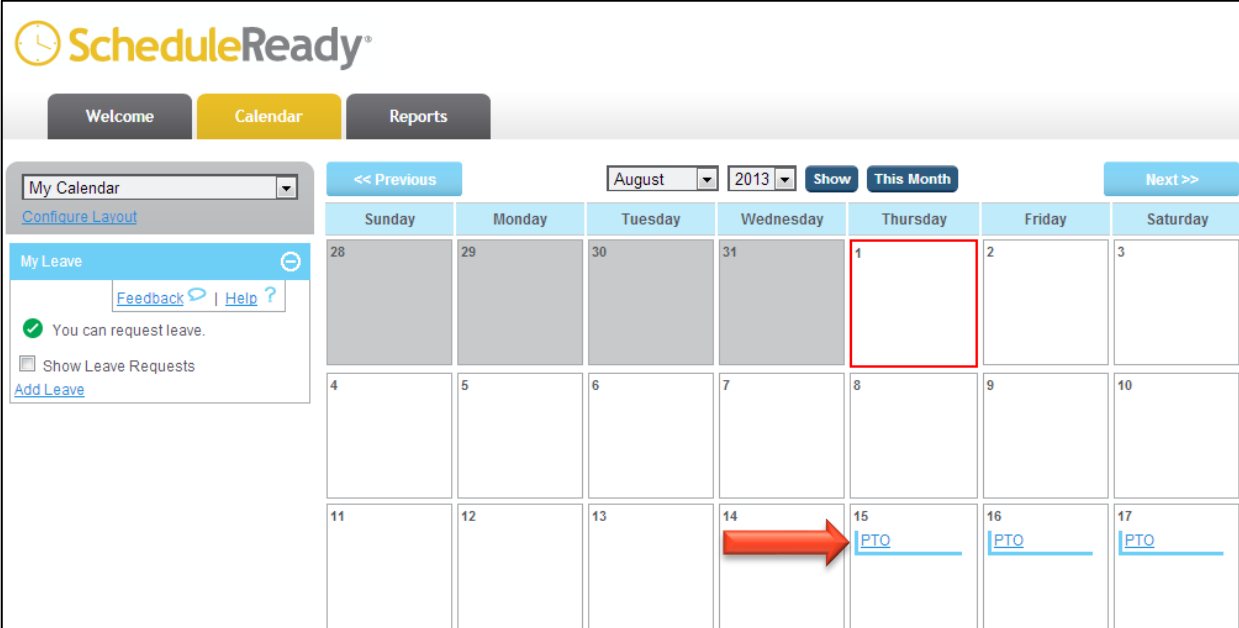
The screenshot displays the ScheduleReady interface. At the top, there are navigation tabs: 'Welcome', 'Calendar' (selected), and 'Reports'. Below the tabs, there's a 'My Calendar' section with a dropdown menu and a 'Configure Layout' link. The main area is a calendar grid for August 2013. The grid shows days from Sunday to Saturday. On the left side, there are two minibars: 'My Schedule (Central)' and 'My Leave'. The 'My Leave' minibar shows a green checkmark and the text 'You can request leave.' with an 'Add Leave' link. The calendar grid contains various events: 'SER' on Monday 29th, 'Trades (1) VIRO' on Tuesday 30th (highlighted with a red box), 'MAN2' on Thursday 1st, 'Trades (1)' on Friday 2nd, 'Trades (2)' on Friday 9th, 'CHEM1' on Friday 9th, 'Trades (3)' on Saturday 5th and 6th, 'HEP' on Saturday 7th, 'BB2' on Sunday 8th, 'Trades (1)' on Sunday 14th, 'SER' on Sunday 14th, 'PTO' on Sunday 15th, 'PTO' on Sunday 16th, and 'PTO' on Sunday 17th.

## Overview of the My Leave Minibar

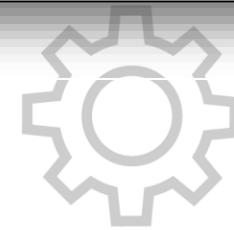
The **My Leave** minibar within the **Calendar Tab** is the menu where employees can view their leave requests, submit new leave requests, and view leave requests for other employees within their department.

### Overview of the My Leave Minibar


- Existing leave you have submitted will display on the calendar.




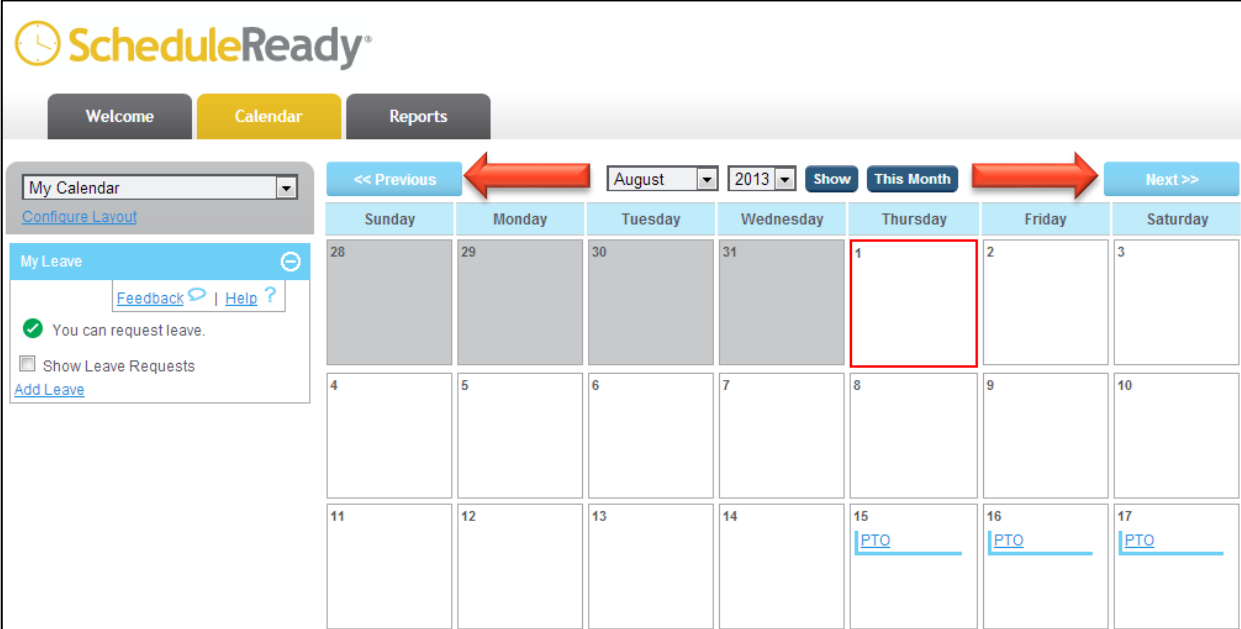
The screenshot displays the ScheduleReady interface. At the top, there are navigation tabs: "Welcome", "Calendar" (highlighted), and "Reports". Below the tabs, the "My Calendar" section is visible, including a "Configure Layout" link and a "My Leave" minibar. The minibar contains a "Feedback" link, a "Help" link, a green checkmark indicating "You can request leave.", a checkbox for "Show Leave Requests", and an "Add Leave" link. The main calendar grid shows the month of August 2013. The date 1st is highlighted with a red border. The date 15th is marked with "PTO" and a red arrow points to it. The dates 16th and 17th are also marked with "PTO".



- By default, the current calendar month will be displayed on the **Calendar** tab.

Select the  button to view the prior calendar month,

Select the  button to view the next calendar month,



**ScheduleReady**

Welcome | **Calendar** | Reports

<< Previous | August | 2013 | Show | This Month | Next >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15 PTO	16 PTO	17 PTO

My Calendar  
[Configure Layout](#)

My Leave  
[Feedback](#) | [Help](#)

✔ You can request leave.  
 Show Leave Requests  
[Add Leave](#)

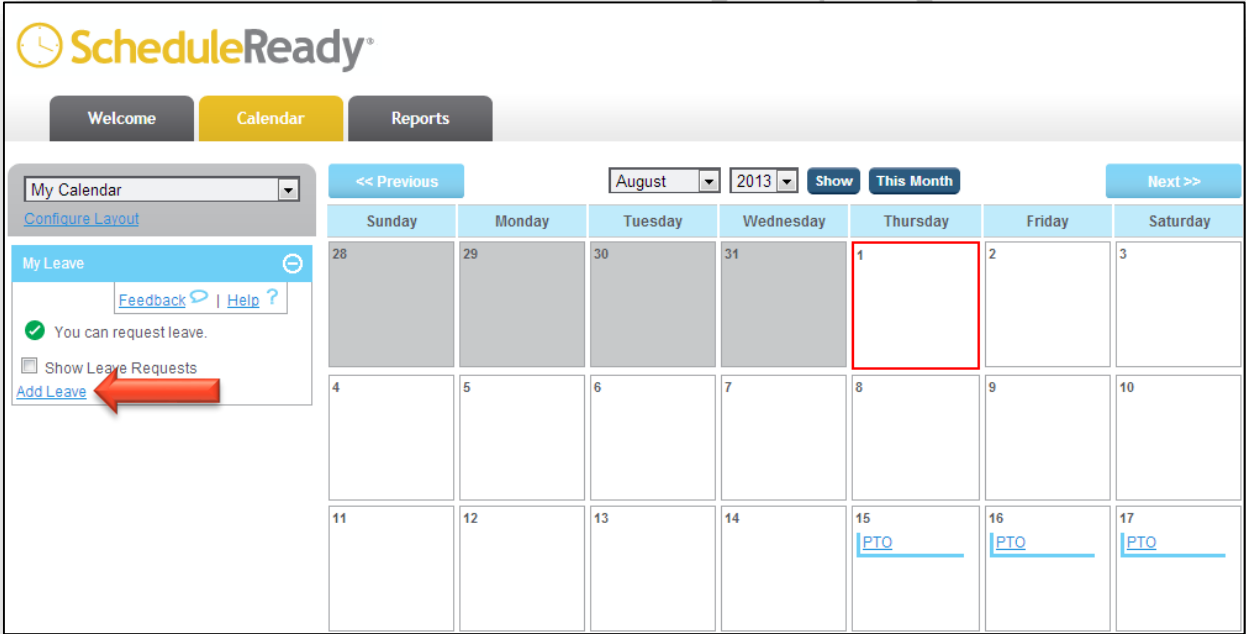


## Submitting New Leave Requests

In the upper right-hand corner of the **Add Leave** window is the **Earliest Request Allowed** date value. You may not submit leave that begins before this date.

### Submit a Leave Request

1. Click [Add Leave](#).



The screenshot displays the ScheduleReady web application interface. At the top, there are navigation tabs for 'Welcome', 'Calendar', and 'Reports'. Below these, a calendar for August 2013 is shown. The calendar grid has columns for days of the week and rows for dates. The date '1' (Thursday) is highlighted with a red border. On the left side, there is a 'My Leave' sidebar with a 'Feedback | Help ?' link, a green checkmark indicating 'You can request leave.', a checkbox for 'Show Leave Requests', and a blue 'Add Leave' button. A red arrow points to the 'Add Leave' button. The calendar also shows 'PTO' (Paid Time Off) for dates 15, 16, and 17.



2. On the **Leave Type** menu, click the type of leave you wish to request.
3. In the **Leave Begins** and **Leave Ends** boxes, type the beginning and ending dates of the leave request.
4. To request specific times off within a given day, type the times in the corresponding **time** boxes.
5. In the **Reason for Leave/New Note** box, type any information you would like the schedule manager to be aware of.
6. Click **Save Changes**.

### ADD LEAVE ✕

Employee  
James Gardner ➔ Earliest Request Allowed: 08/22/2013

Leave Type\*  
PTO ➔

Reason for Leave/New Note ➔

Leave Begins\*  
08/01/2013 0 : 00 ➔

Leave Ends\*  
08/06/2013 23 : 59 ➔

Request Date\*  
08/01/2013 15 : 30

Save Changes ➔ Leave may take several minutes after clicking Save



## Editing/Reviewing Existing Leave Requests

When you edit a leave request that has a **Confirmed** status, the leave request reverts to **Request** status and will need to be approved again.

### Edit a Leave Request

1. Within the calendar, select the [leave type](#) link.

The screenshot displays the ScheduleReady web application interface. At the top, there are navigation tabs for 'Welcome', 'Calendar', and 'Reports'. Below the tabs, there is a calendar for August 2013. The calendar grid shows dates from 28th to 17th. The 1st of August is highlighted with a red border. The 15th, 16th, and 17th of August are marked with 'PTO' and a blue underline. A red arrow points from the 14th to the 15th. On the left, there is a 'My Leave' sidebar with a 'Feedback' link and a 'Help' link. The top right has navigation buttons for '<< Previous', 'August', '2013', 'Show', 'This Month', and 'Next >>'.



2. On the **Leave Type** menu, click on the type of leave you wish to change your request to.
3. If you wish to delete your request, on the **Status** menu, click **Delete**.
4. In the **Leave Begins** and **Leave Ends** boxes, type any changes to the beginning and ending dates of the leave request.
5. To request specific times off within a given day, type the times in the corresponding **time** boxes.
6. In the **Reason for Leave/New Note** box, type any information you would like the schedule manager to be aware of.
7. To view all comments that have been entered for this leave request, click [View Entire Conversation](#).
8. To display all changes that have been made to this leave request, click [View Status History](#).
9. Click **Save Changes**.

### ADD LEAVE ✕

**Employee**  
James Gardner Earliest Request Allowed: 08/22/2013

**Leave Type\*** PTO **Status\*** [Refresh Status](#) **Leave Begins\*** 08/15/2013 17:00

**Reason for Leave/New Note** **Leave Ends\*** 08/19/2013 17:23

**Request Date\*** 06/20/2013 15:56

**Last Note**  
Sounds great! Have fun!  
[View Entire Conversation](#)

**Save Changes** \*Please note: This Leave may take several minutes after clicking Save

[View Status History](#)

