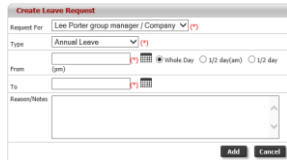**Requesting Leave**

Login to companycontrols.pro

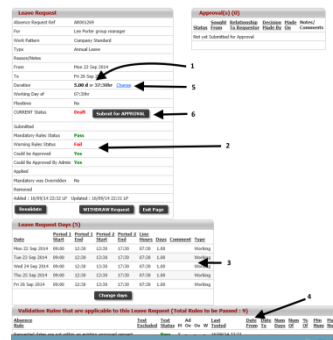Go to Actions > Leave > Create Leave Request

Complete the leave request form

1. Select who the leave is for (some users, such as line managers, can book leave for others as well as themselves)
2. Choose the type of leave
3. Select the start and finish date of the leave, other periods, such as 1 hour, can be booked on the next page
4. Add any reasons for the leave to assist the manager in making their decision

Click Add

A draft leave request will be shown. This will include:

1. The length of this request
2. A summary of the leave rules
3. How the length of this request was calculated
4. A list of all the leave rules that are applicable (most rules will just warn of a problem but not enough entitlement and double booking leave will stop the request from being sent for approval)
5. The length of this request can be changed, for instance from 1 day to 2 hours in the case of an appointment
6. When you are ready you can Submit for Approval or Withdraw Request

Only when you Submit for Approval is it available to your manager for review - they will receive an email notifying them of the awaiting leave request. If you do not submit the request for approval, the leave will not be seen by your manager.

Draft leave, leave awaiting approval and future leave will be shown on your Dashboard where you can open it by clicking on the Absence Ref and withdraw it, if required.