

Manager Perspective

The manager has the ability to request leave from the Leave Portal. The leave history, summary, calendar and leave balance are available for the manager to view.

See Leave: Employee Perspective as reference

Leave Portal

The Leave Portal for the Employee and Manager has only 3 differences.

- 1. A manager can apply on behalf of an employee for leave.
- 2. The manager actions the employee requests.
- 3. The manager can see his employee's leave calendar.

MY LEAVE BALANCES

Click on any of the balances to view the balance detail

Adoption Leave

0.00 days

Annual Leave

2.50 days

Commissioning Par...

0.00 days

Family Responsibili...

0.00 days

Maternity Leave

0.00 days

Paternity Leave

0.00 days

Sick Leave

30.00 days

Study Leave

2.98 days

Unpaid Leave

0.00 days

MY LEAVE ACTIONS

+BOOK LEAVE

MY HISTORY

WHAT WILL MY BALANCE BE ON...

OTHER ACTIONS

EMPLOYEE CALENDAR

WHO'S ON LEAVE

BOOK LEAVE ON BEHALF OF...

MY LEAVE CALENDAR

Su Mo Tu We Th Fr Sa

123

45678910

11121314151617

18192021222324

25262728293031

Su Mo Tu We Th Fr Sa

1234567

891011121314

15161718192021

22232425262728

2930

Day Off

Public Holiday

Leave Approved

Approval Pending

LEAVE AWAITING YOUR APPROVAL

PERSON	LEAVE TYPE	LEAVE DATE	DURATION	REQUESTED DATE	ACTION
Etienne du Toit (etienne.dutoit@signify.co.za)	Sick Leave	26 September 2024 - 27 September 2024	2 Days	06 August 2024	<div><div>✓</div><div>✗</div><div>?</div></div>
Etienne du Toit (etienne.dutoit@signify.co.za)	Annual Leave	23 September 2024 - 23 September 2024	0.5 Day	06 August 2024	<div><div>✓</div><div>✗</div><div>?</div></div>
Etienne du Toit (etienne.dutoit@signify.co.za)	Sick Leave	28 August 2024 - 28 August 2024	1 Day	26 August 2024	<div><div>✓</div><div>✗</div><div>?</div></div>

1. Book leave on behalf of...

Enables the manager to apply / request leave on behalf of an employee.

Should an employee not be able to apply leave themselves, the manager has the capability to do this on the employee's behalf.

On the Leave Portal, select Book Leave on Behalf Of...

The manager needs to select the employee he wants to apply leave on behalf of.

[Leave Portal](#) » Request Leave On Behalf Of...

I want to request leave on behalf of

Employee Name *

[Back To Portal](#)

Once the employee has been selected in the list, the manager can complete the sections. These sections are the same as if you apply leave for yourself as an employee.

[Leave Portal](#) » Request Leave On Behalf Of Pierre Du Plessis

Your current available leave balances

Leave Type	Available Balance ⓘ
Annual Leave	25.00
Sick Leave	30.00
Family Responsibility Leave	5.00
Study Leave	6.00
Unpaid Leave	0.00

[View Balance Statement/s](#)

Indicate the type of leave you would like to request





Leave Type *

ⓘ

You are about to book Annual Leave.

Booking Type *

The employee's leave will automatically be approved if the leave type configuration allows the automatic approval of a leave record if loaded by the manager. The leave record status will show as HR Approved.

















LEAVE AWAITING YOUR APPROVAL						
PERSON	LEAVE TYPE	LEAVE DATE	DURATION	REQUESTED DATE	ACTION	
 Pierre Du Plessis (pduplessis)	Annual Leave	30 October 2024 - 30 October 2024	1 Day	26 August 2024		 

2. Employee Requests

The manager has the ability to action his employees' leave request.

All employees reporting to the Manager and applied for leave will be displayed in the list.

Go to [Inbox | Leave Requests](#):

EXPORTS		DOCUMENTS		TRAINING REQUESTS		LEAVE REQUESTS		HR PROCESSES		IMPORTS	
PERSON		LEAVE TYPE		LEAVE DATE		DURATION		REQUESTED DATE		ACTION	
	Pierre Du Plessis (pduplessis)	Annual Leave		30 October 2024 - 30 October 2024		1 Day		26 August 2024			 
	Etienne du Toit (etienne.dutoit@signify.co.za)	Sick Leave		26 September 2024 - 27 September 2024		2 Days		06 August 2024			 
	Etienne du Toit (etienne.dutoit@signify.co.za)	Annual Leave		23 September 2024 - 23 September 2024		0.5 Day		06 August 2024			 
	Etienne du Toit (etienne.dutoit@signify.co.za)	Sick Leave		28 August 2024 - 28 August 2024		1 Day		26 August 2024			 

From here the manager can approve, decline or request more information. The manager can leave a comment as well.

Leave Balance	
Actual Balance	16.67
Available Balance	24.00 ⓘ
Leave Details	
Leave Type	Annual Leave
Leave Type Reason	
Status	Awaiting Manager Approval Main Manager: Erika Fourie (erika.fourie@signify.co.za)
From	Wednesday, 10/30/2024
To	Wednesday, 10/30/2024
Returning on	10/31/2024
Days	1.00

Action

I want to:

☐ Approve this request

☐ Decline this request

☒ Request more information

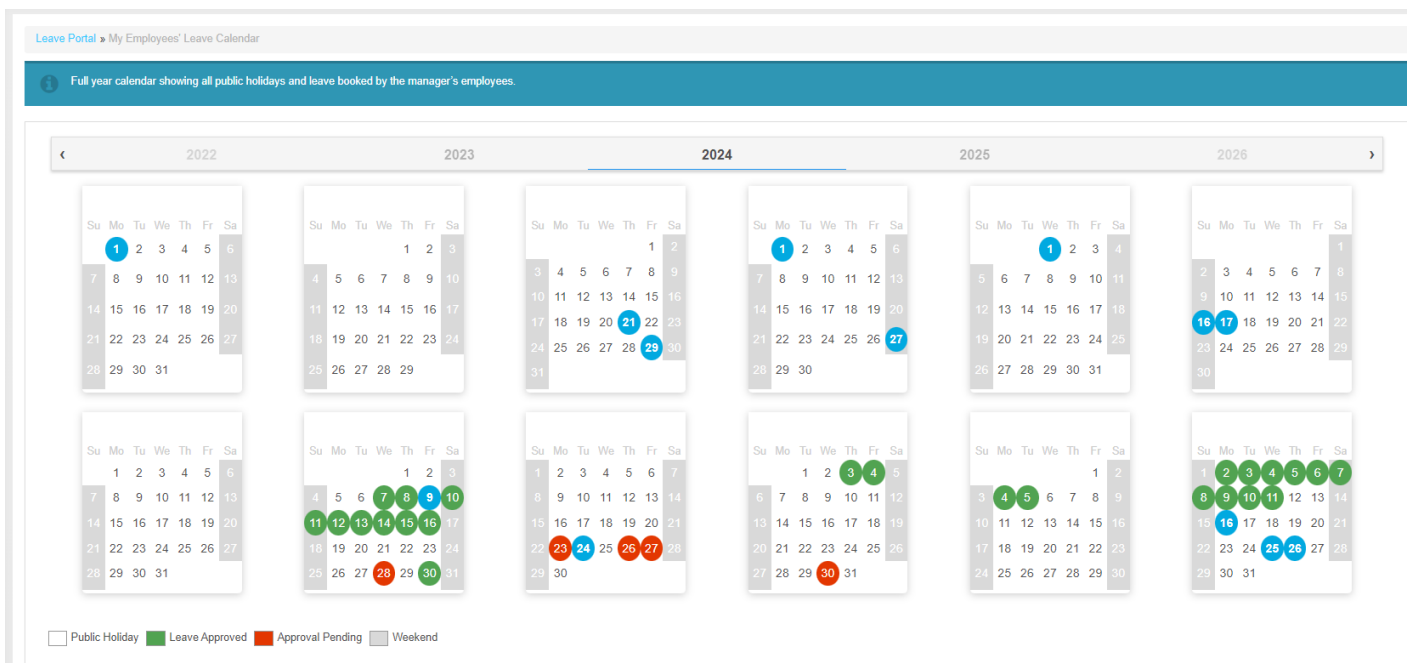
Comments

This is a request for more information.

Save

3. Employee Calendar

Full year calendar showing all public holidays and leave booked by the manager's employees.



Enables the manager to have a view of his employees' leave taken days.

Revision #3

Created 28 March 2021 12:50:20 by Lizette Lotter

Updated 30 August 2024 08:47:23 by Erika Fourie