Extra hours
If you need to request extra hours (such as TOIL) you can do so by clicking ‘Holiday’ on the left side bar and then ‘Request extra hours’

You will then be taken to the request form.

In ‘Entitlement change’ type the number of hours you want to request. You also MUST provide a reason for the request. Your manager will have to approve this so you should provide as much detail here as they will need.

When ready, click ‘SUBMIT’
Your request will now go to your manager. When they approve or reject the request you will receive an email advising you of this. If approved, the extra hours will automatically be added to your balance for the year and can be used for future holiday requests.