HR Self Service
Holidays

Calendar and History
You can see a calendar of your holidays, see your entitlement details and your history by clicking ‘Holiday’ on the left sidebar and then ‘Calendar’.

Calendar
This lets you look forward and back at all your holidays including any in the future. Clicking one of the highlighted holidays on the calendar will take you into the details of that holiday.

Holiday History
Here you can see all the requests you have made and their status. Requests to cancel or change a holiday will also show here. To view the details of a request click the number in the form column.

Entitlement
Here you can see your entitlement for the current year and next year. Any hours remaining for the current year are automatically carried forward to next year.