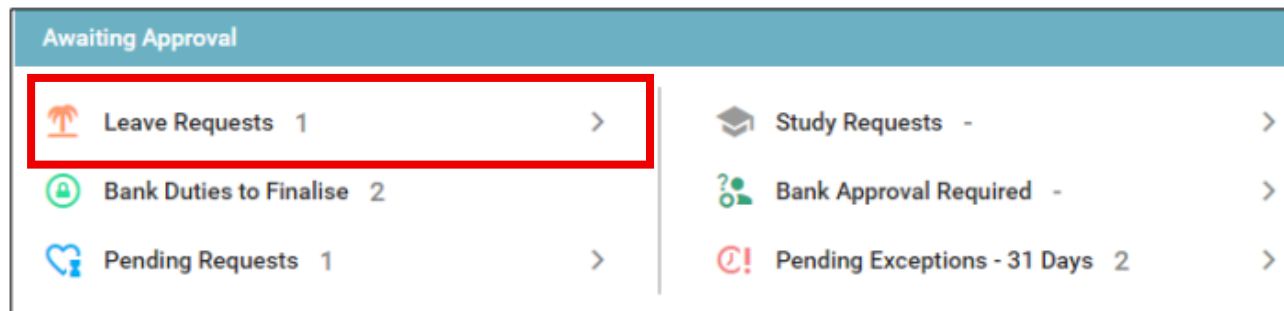


HealthRoster – Annual Leave Approvals

1. **Awaiting Approval** indicates any outstanding actions that require an approval process to be completed

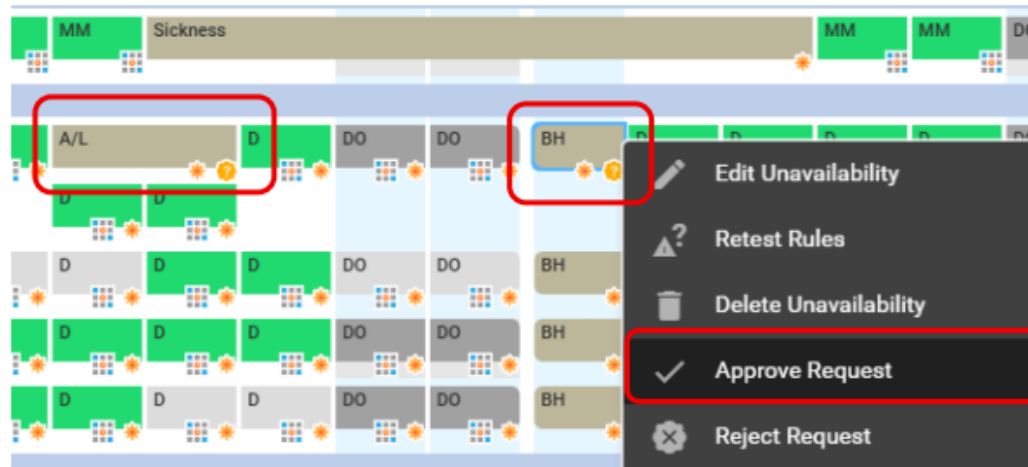
Note: clicking/tapping on the icon ‘Leave Requests’ will take you to the appropriate approval page to action the outstanding items for your team.



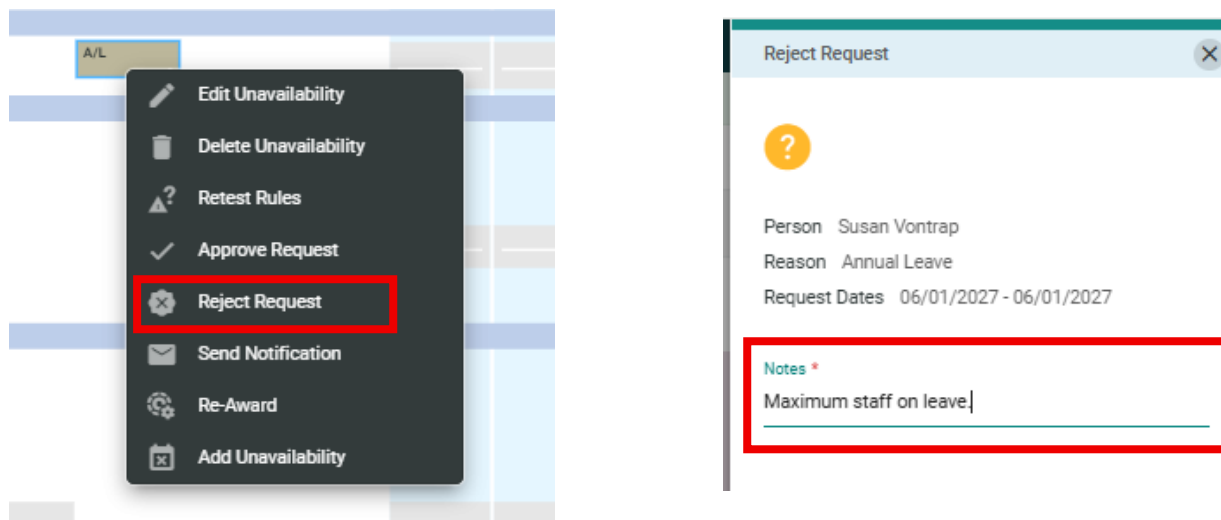
2. Unavailability Management and Approval

Part of the pre-roster approval actions is to ensure unapproved unavailabilities are approved before roster approval. These unapproved unavailabilities are easy to spot on the roster; they are shown with a question mark inside a yellow squiggly circle. Failure to leave this unapproved will result in rosters not being approved, as the

system will prompt an error message when attempting to approve the roster. This also prevents the workforce planning team from running payroll, which can cause pay implications.



Note: To reject an annual leave request, select **Reject Request**. You will be prompted to enter a brief explanation. The employee will receive a notification confirming whether their request has been approved or rejected.



Once the above steps have been completed, select OK.

