

HOS Leave approval

School Login

Select Leave tab shown below.

Under

School Tab

BasicDetailsFinanceInfrastructure/FacilitiesSupp StaffP/T StaffDocsLeave

Leave Approvals

Use the dropdowns below to view leave records for staff including approved and unapproved leaves.

Approval Status at Last Approval Step

Leave Approval Status	Number of leaves at this status
Approved	75
Not Approved	0
Unauthorised	4
Waiting	1

App  
App  
App  
Sort

BasicDetailsFinanceInfrastructure/FacilitiesSupp StaffP/T StaffDocsLeaveLibraryFood and CanteenDuke of Edinburgh/Sporting Facilities

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Approval Type: School Head  
Approval Step: All Steps  
Approval Status: Waiting  
Sort by: ☒ Most recent ☐ TPF  

Get List

Select the fields Highlighted in yellow

Click Get List

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Get List

Click Select

TPF	Name	Status	Leave Type	Authorisation By	Leave Starting	LeaveID	Approvals
		Waiting	Sick leave without sick sheet	PRINCIPAL/HEAD TEACHER/ SUPERVISOR	14/08/2024	1489457	Select

Click Edit

Authorisation Step	Status	Comment	Saved By	Saved When	
PRINCIPAL/HEAD TEACHER/ SUPERVISOR	Waiting			17/08/2024 11:58:00 PM	Edit

Select Approve and then Click Update

Authorisation Step	Status	Comment	Saved By	Saved When	
PRINCIPAL/HEAD TEACHER/ SUPERVISOR	Approved		1419	17/08/2024 11:58:00 PM	Update Cancel