

**Procedure for Estates and Facilities My View Administrators Recording
Annual Leave**

1. The employee requesting annual leave completes their annual leave card stating the date annual leave is to commence and the number of days they wish to apply for.
2. This should be submitted to their Line Manager for approval.
3. The authorised leave card should then be passed to the relevant Administrator to enter on to the My View database.
4. On receipt of the authorised leave card the Administrator should check that the details are correct. If there are any queries these should be referred to the employee requesting leave.
5. If the details are correct the information should be entered on to My View. You will need the employee staff number to access their leave record on My View.