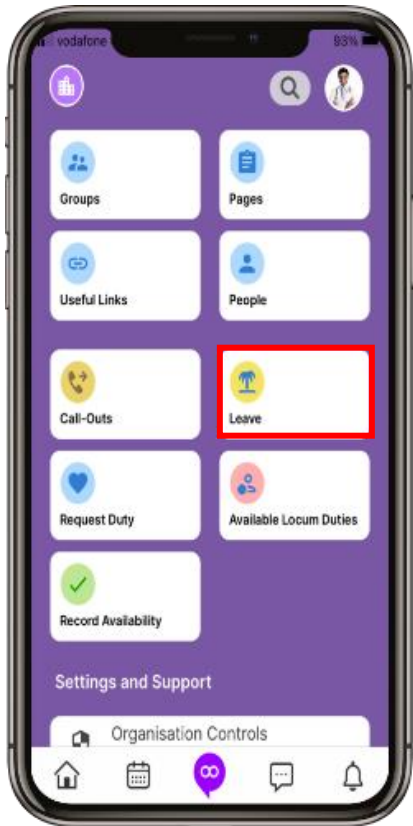
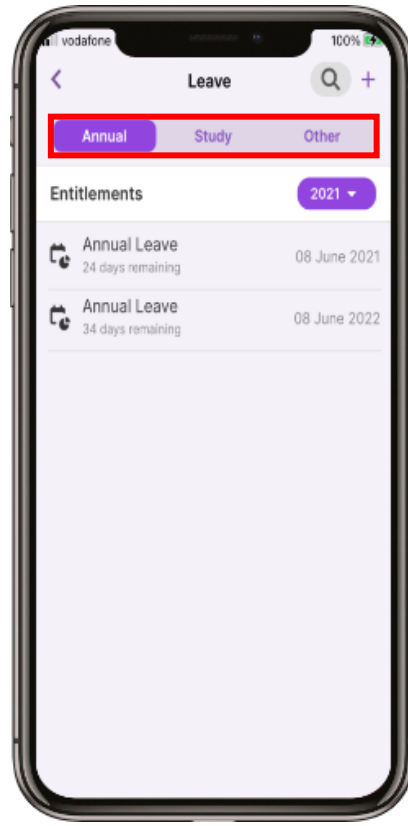


Loop – Request Leave

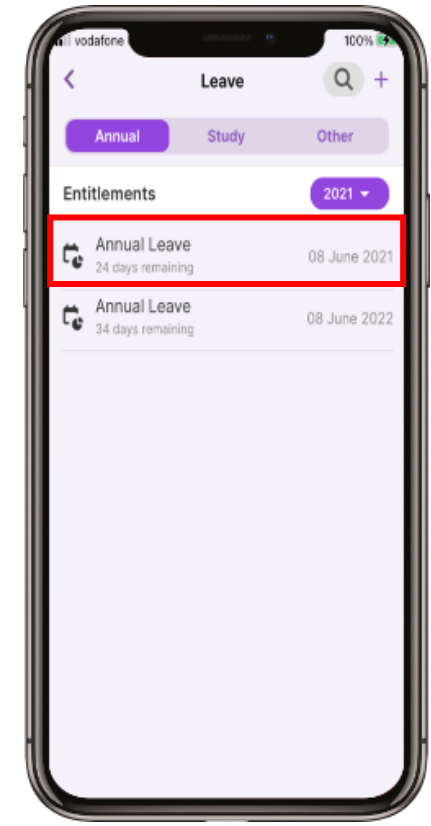
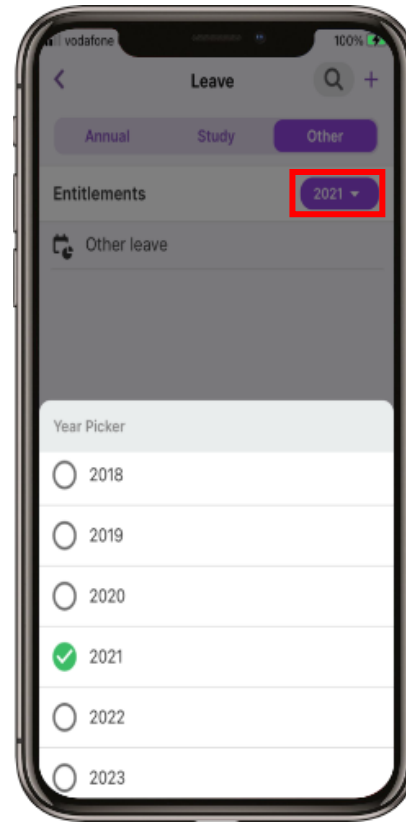
- 1 Select the **Loop Logo** at the bottom of the screen and then select **Leave**
- 2 You can view your **Annual, Study** and **Other** leave by selecting the links at the top of the screen



- 3 Select the **Year** in the top right to change the year you would like to view/request leave.



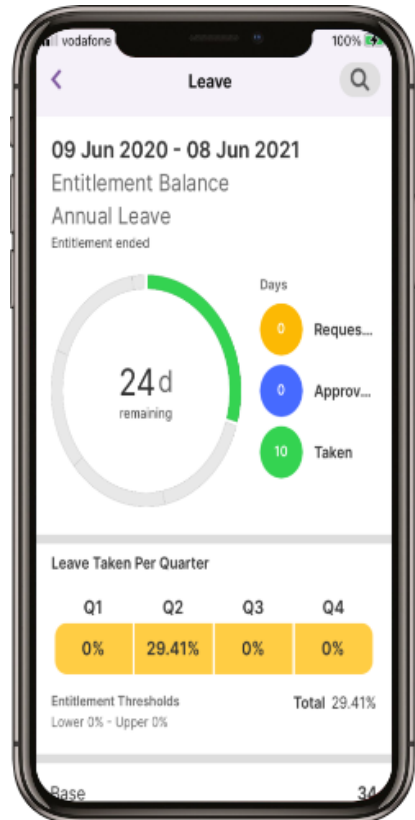
- 4 Select the **Leave Entitlement** to view the dashboard and balance



Loop – Request Leave

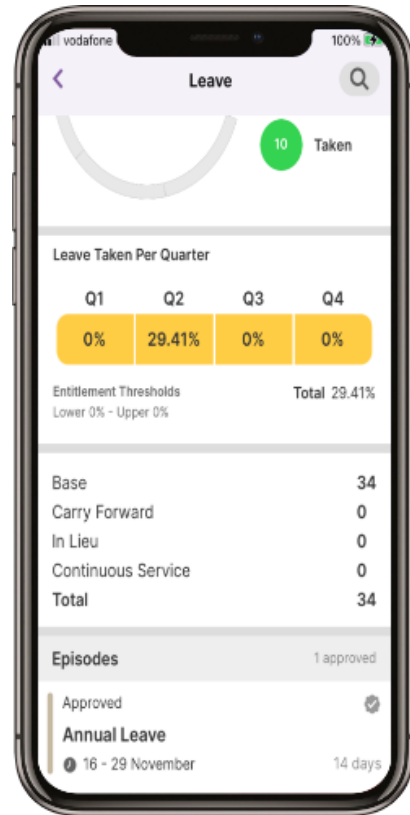
5

The dashboard shows a summary of Leave Entitlement



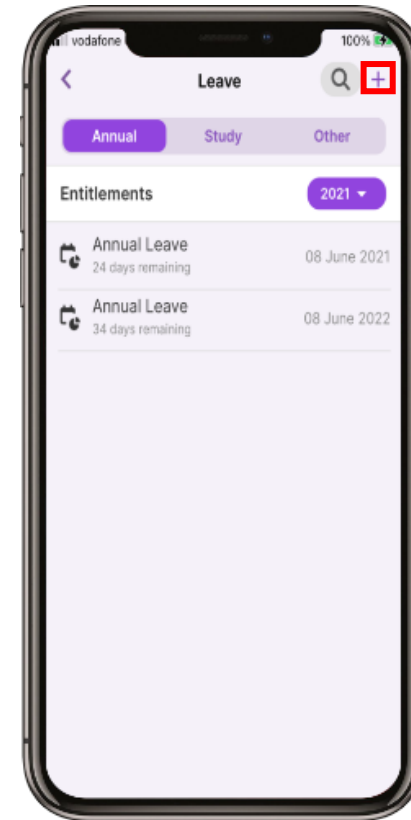
6

Scroll down to view more information and Approved Leave



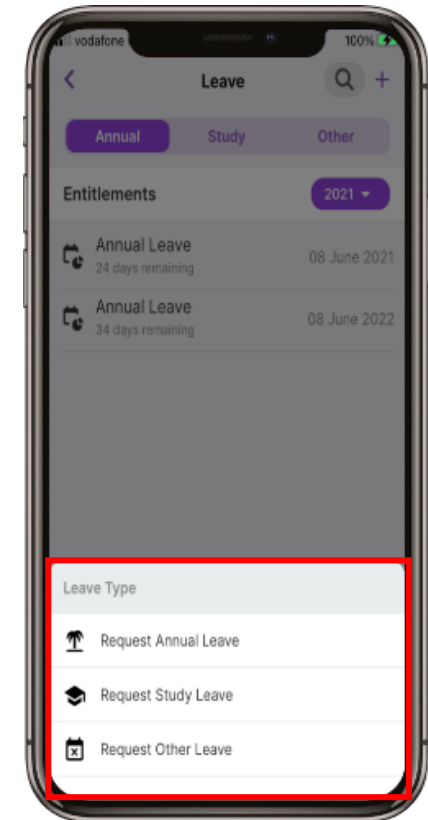
7

Select the + in the top right to add a Leave Request



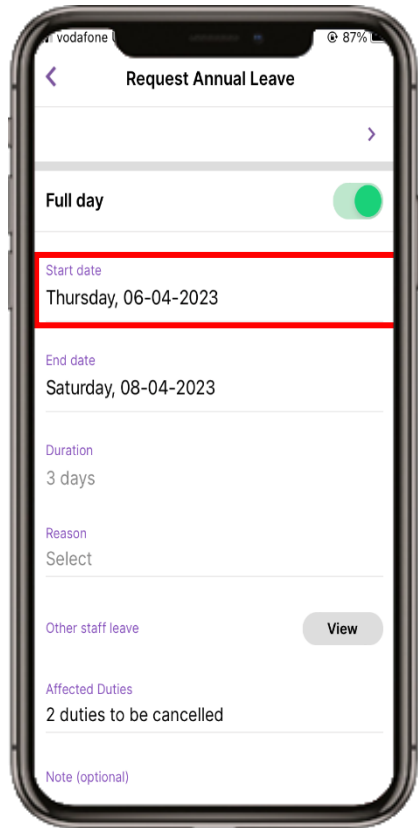
8

Select the **type of leave** you would like to request

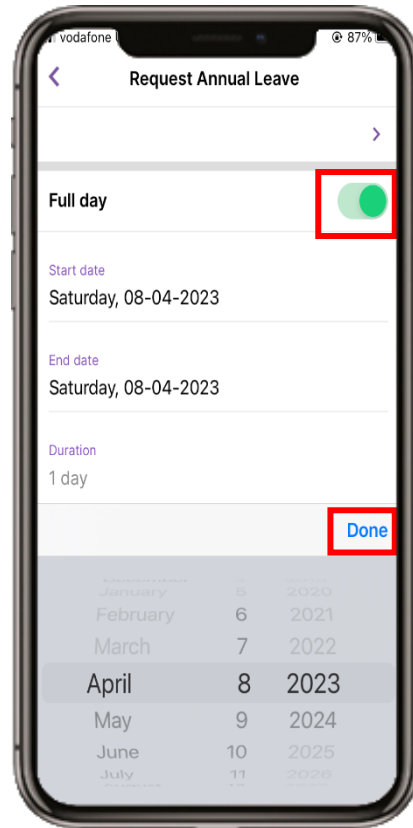


Loop – Request Leave

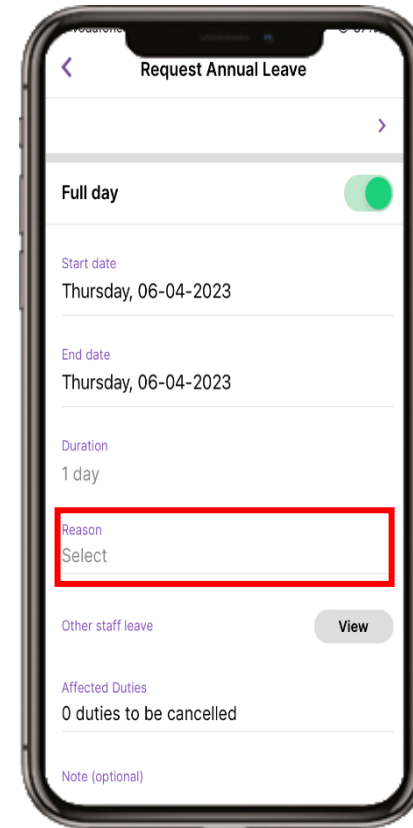
9
Select the **Start date** to change the date.



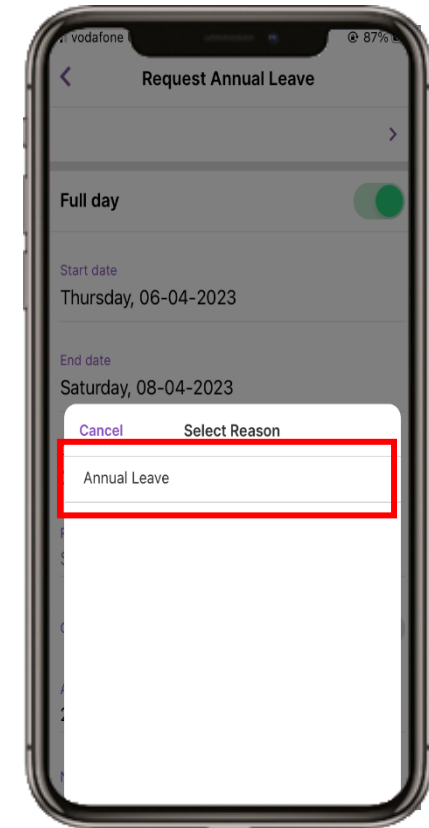
10
Select the **date** and select **Done**. Repeat for the **End date**. Swipe the **Full day** to **Off** if a full day's leave is not required



11
Select **Reason**



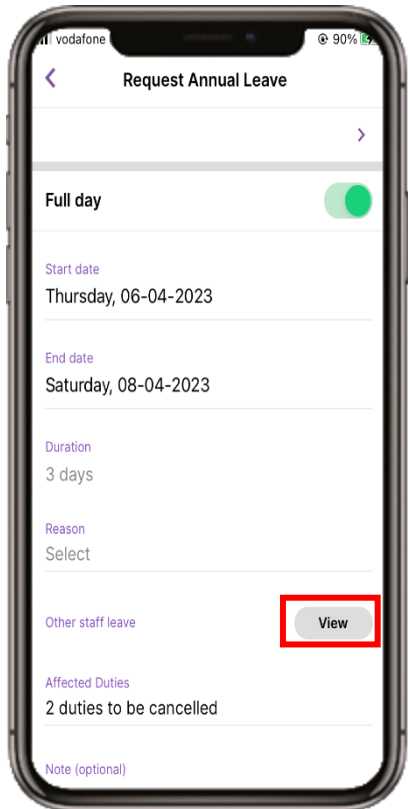
12
Select from the available list.



Loop – Request Leave

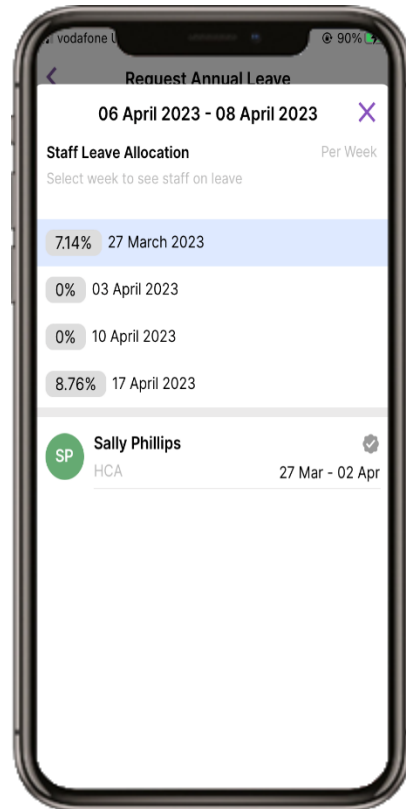
13

To view **other staff leave**, select the **View** button.



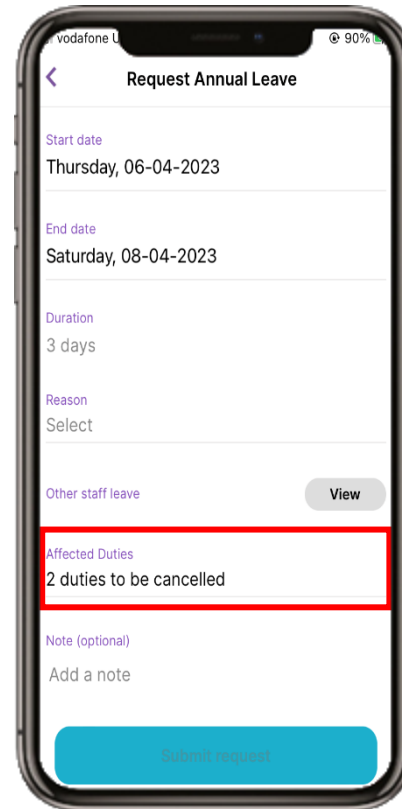
14

Select the X to close



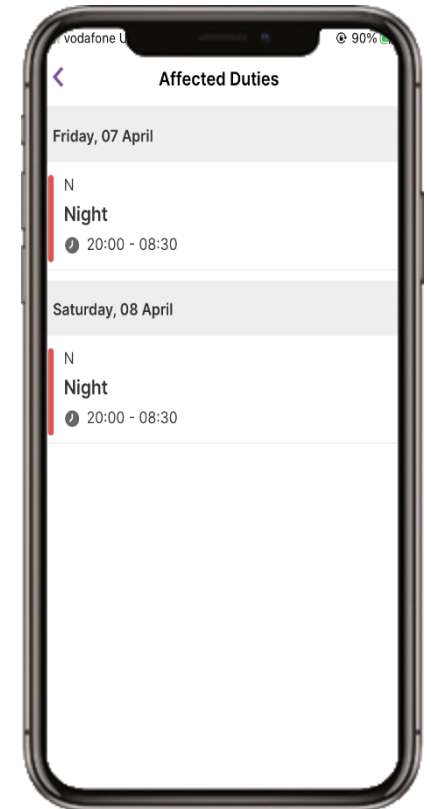
15

To view the **Affected Duties**, select **Affected Duties** at the bottom of the screen



16

Select the arrow head in the top left to go back.



Loop – Request Leave

17

There is an optional **Note** field to add any notes.

When you have completed the form, select **Submit request**

Request Annual Leave

Thursday, 06-04-2023

End date

Thursday, 06-04-2023

Duration

1 day

Reason

Annual Leave >

Other staff leave [View](#)

Affected Duties

1 duties to be cancelled >

Note (optional)

Add a note

[Submit request](#)