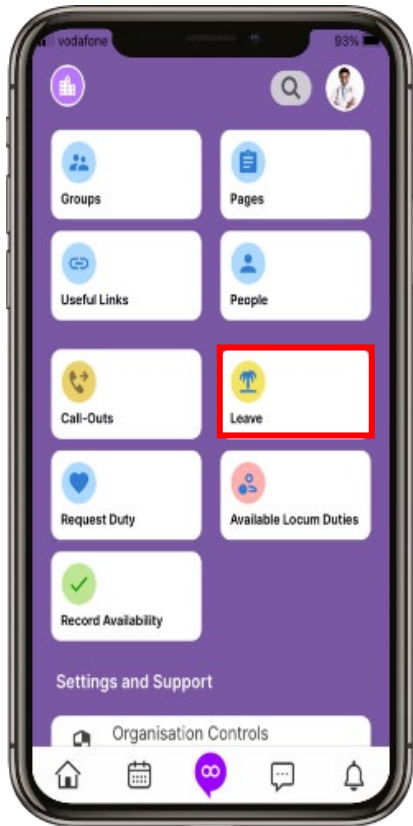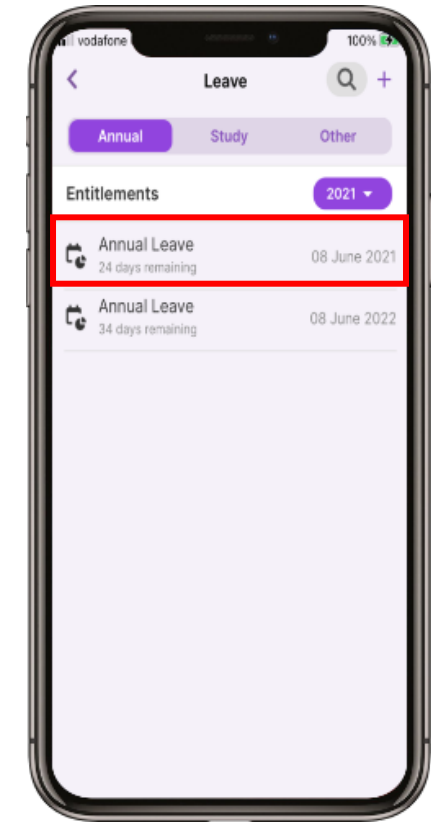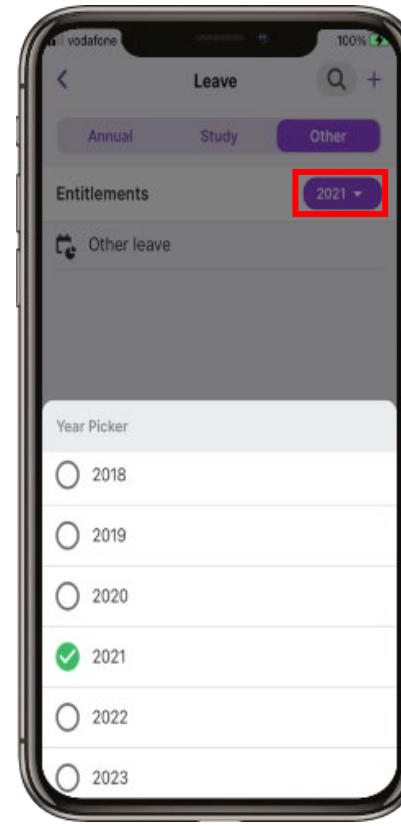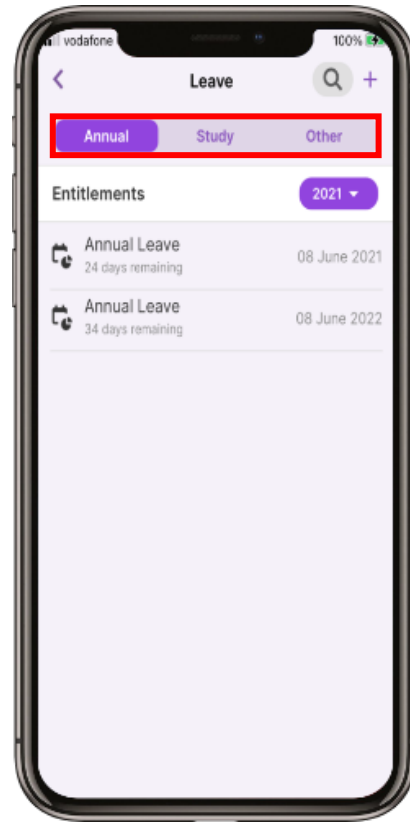# Loop – Request Leave

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
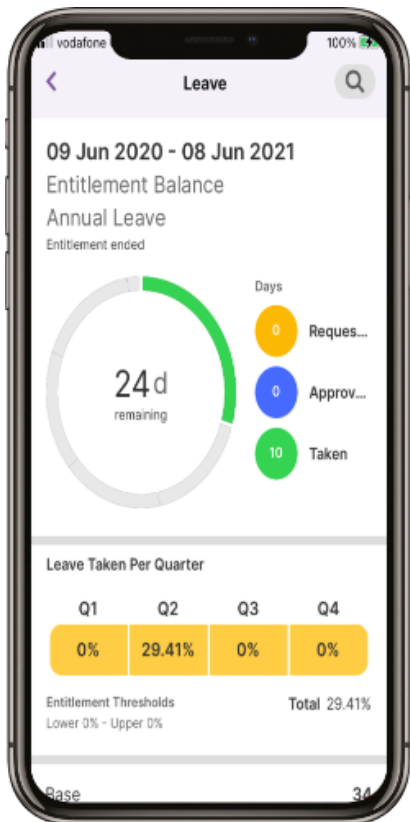
3

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

4

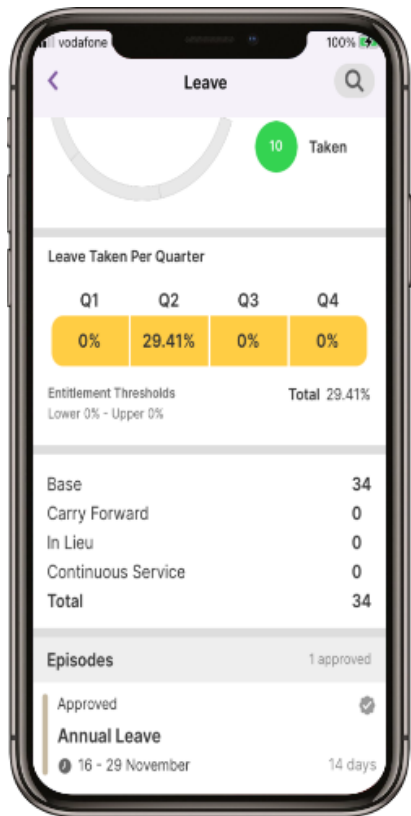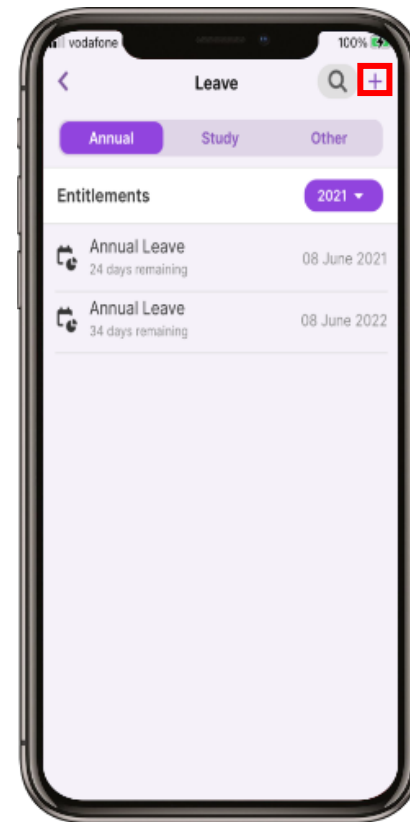Select the **Leave Entitlement** to view the dashboard and balance

Loop – Request Leave
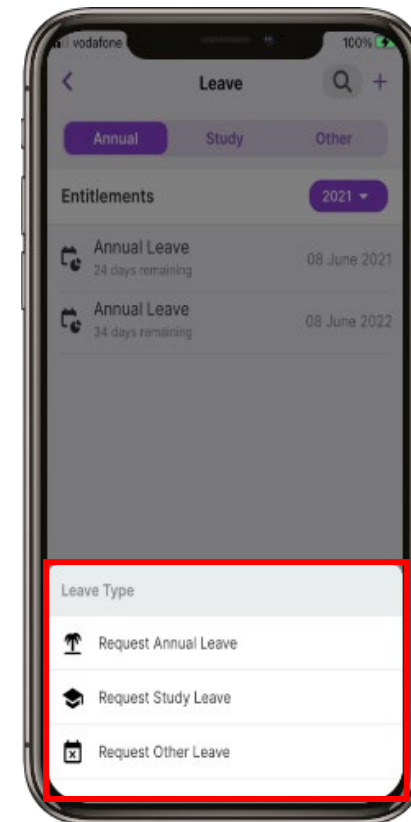
5

The dashboard shows a summary of Leave Entitlement

6

Scroll down to view more information and Approved Leave

7

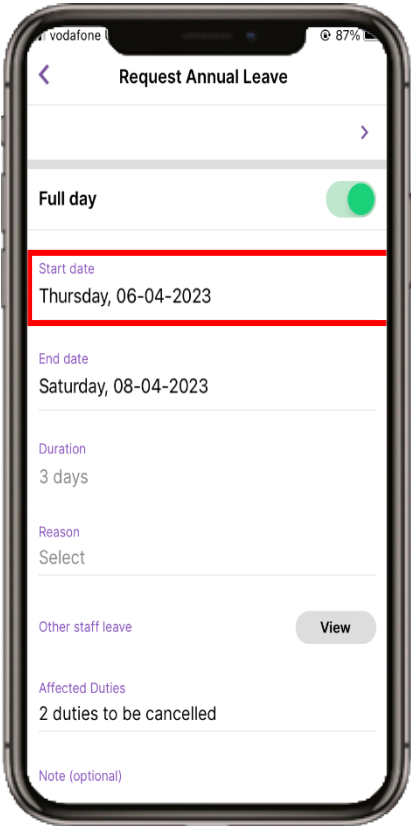Select the **+** in the top right to add a **Leave Request**

8

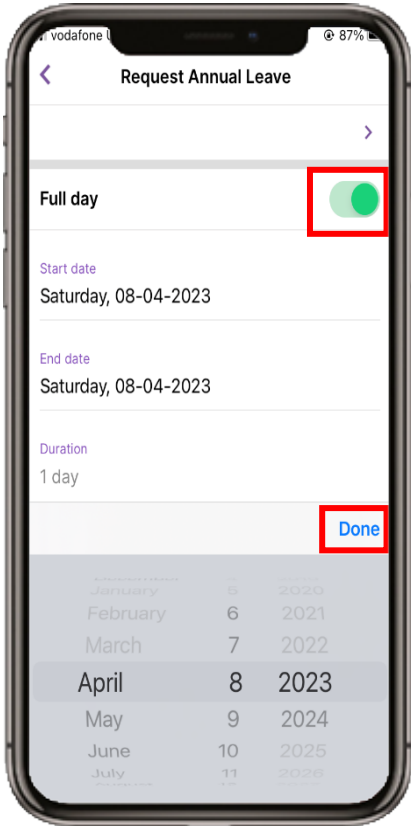Select the **type of leave** you would like to request
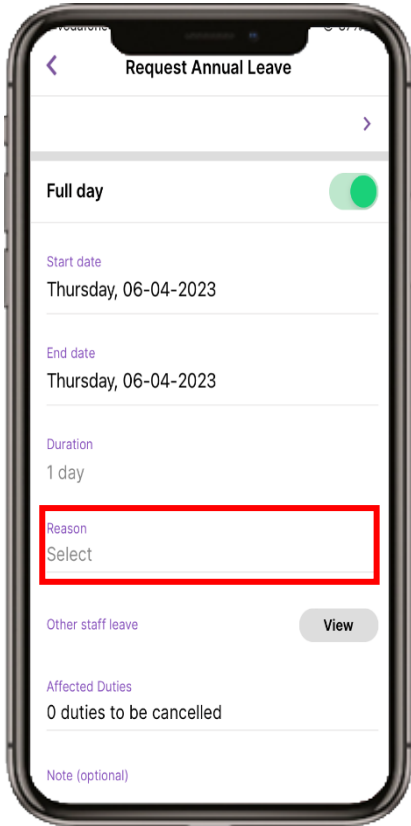
Loop – Request Leave

9

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

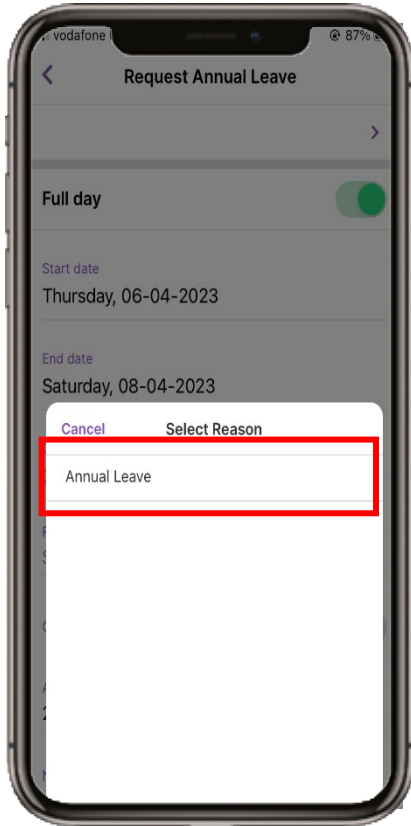**10**

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
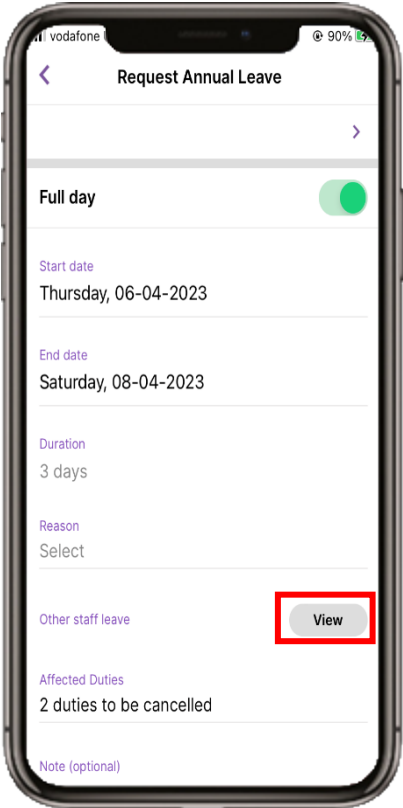
11

Select **Reason**

12

Select from the available list.
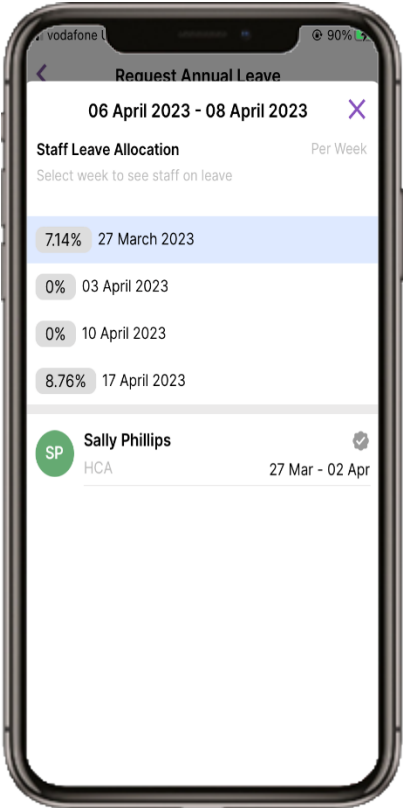
Loop – Request Leave

13
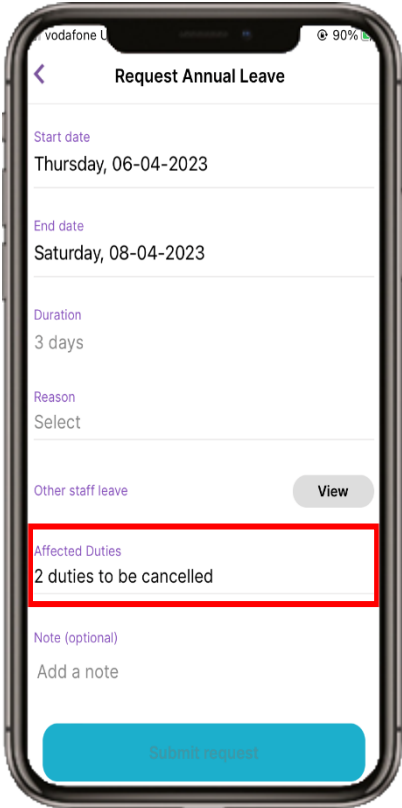To view **other staff leave**, select the **View** button.
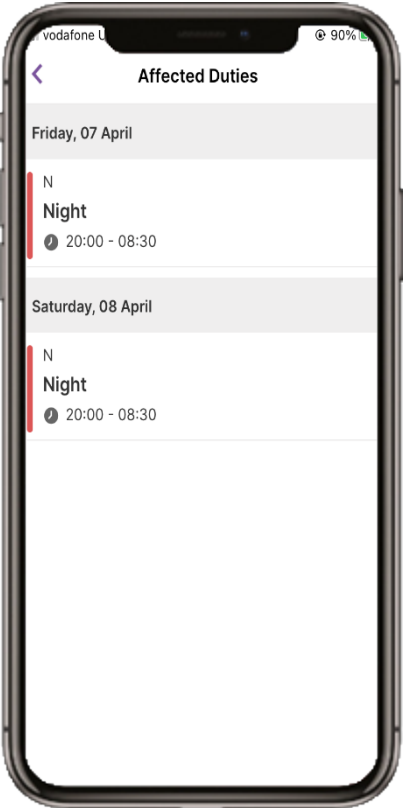
14
Select the **X** to close

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**