**iTrent self service process notes for requesting additional annual leave**

**Employee:**

1 Log in to [iTrent self service](https://staff.exeter.ac.uk/hrpr_ess/ess/#/summary/absence)

2 Go to “My absence” and click on the  button

3 Complete the pop up screen as follows:

Position name - choose your position from the dropdown, if you have more than one position you will need to complete a request for each position.

Scheme - choose “Annual leave: 2023 onwards”

Holiday period dates – choose “1/1/2024 – 31/12/2024“

Action – choose “Buy”

No of hours requested – input the number of hours you are requesting, ensure this is less than the maximum hours allowed displayed on the screen.

Click Save.

The system will then email the request to your manager and will send you a confirmation email.

When your manager has considered your request you will receive an email to confirm their decision.

If you need to cancel your request, for example to submit a revised request, you can do this in the normal way on iTrent self service.