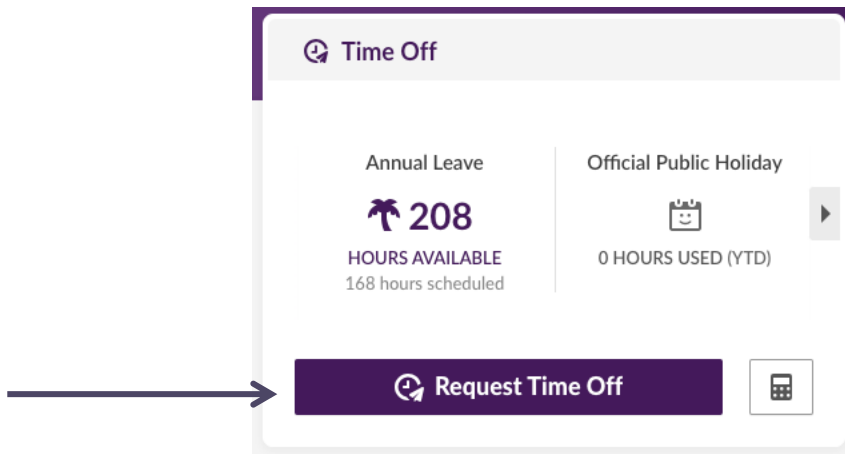




HOW TO RECORD TIME ON BAMBOO

- From your landing page, select the Request Time Off button.



- Enter the respective dates in the space provided.

From * 29/02/2024 - To * 06/03/2024

- Select the Time Off Category from the dropdown list.

Time Off Category *

- Annual Leave
- Annual Leave
- Sick Leave Certified
- Official Public Holiday
- Sick Leave Uncertified

- Enter the number of hours for each day – 8 hours per day or part thereof.

Important : If a Public Holiday falls during your Annual Leave period, please capture this separately under the Official Public Holiday category. Enter 0 hours here.

- You have the option to enter a note on your leave request for your supervisor should you wish to do so.
- Your request is automatically sent to your supervisor and the admin team for approval. If for any reason your leave request is declined, you will receive a notification.
- Once the approval process is complete, the scheduled hours will reflect in your leave balance as Scheduled.

Annual Leave

 **208**

Hours Available

→ 168 hours scheduled

Important : Your leave will remain in a 'Scheduled' status until the actual day that your leave is due to commence. This allows the opportunity for amendments if necessary.

You can view the history of your leave by navigating to your Time Off tab.

Personal
Job
Time Off
Emergency
Documents
Performance



History

Annual Leave 2024

Your leave entitlement for the year and your history to date

Earned/Used

Date ↑	Description	Used (-)	Accrued (+)	Balance
01/01/2024	Annual Leave <small>Accrual for 01/01/2024 to 31/12/2024</small>		208.00 hours	208.00 hours

History

Annual Leave 2024

Your upcoming leave

Requests

Date ↑	Description	Submitted	Status	(-)
01/11/2024 - 29/11/2024	Annual Leave See Comments (0)	02/02/2024	Approved (Monique De Graaff 02/02/2024)	-168.00