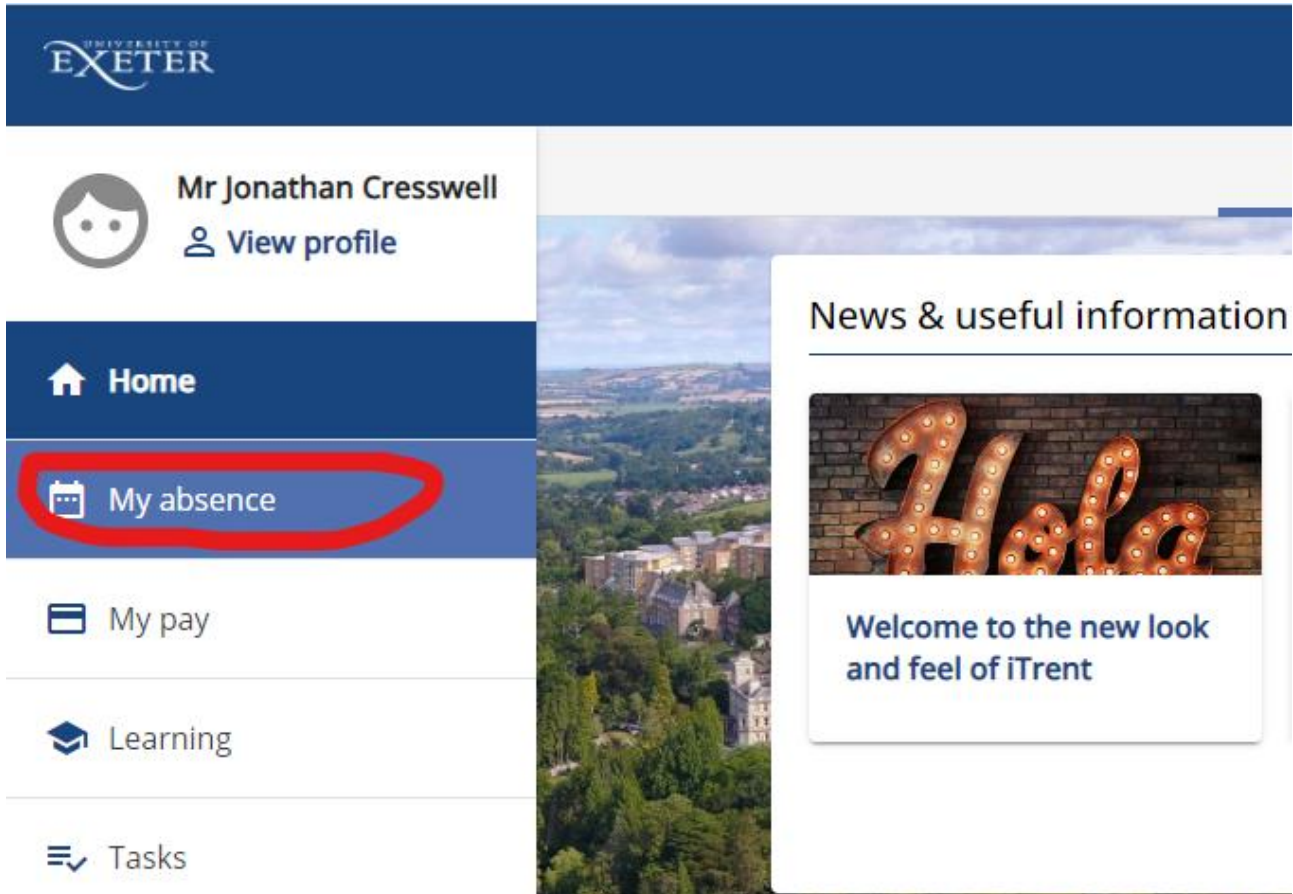


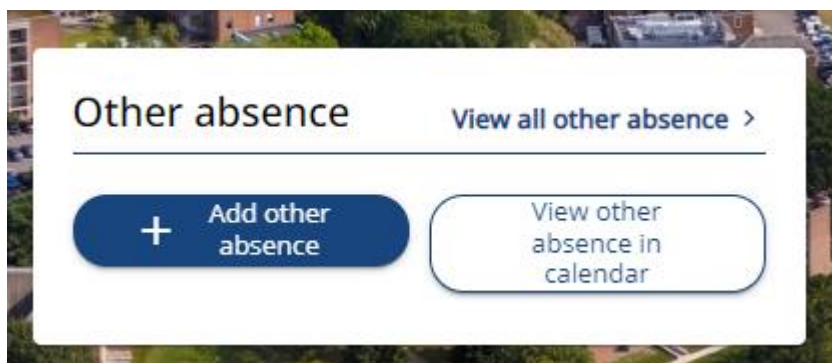
ADDING RESERVIST LEAVE

Please ensure you have spoken with your line manager about Armed Forces Reservist Leave before you apply on iTrent.

1. Click on “My Absence” in the menu on the left.



2. In Other absence, select “Add other absence” button.



3. Click on the *Other absence* drop-down box and select “Armed Forces Reservist Leave”.

Other absence details

*** Absence type (required)**

Please choose

- Armed Forces Reservist Leave
- Compassionate Leave
- Emergency Leave
- Industrial Action

Save

Cancel

+ Add other absence

4. Select "Full day".

*** Absence period (required)**

Please choose

- Full day
- More than one day

5. Add the Start date by clicking on the calendar icon.

*** Start date (dd/mm/yyyy) (required)**



6. Add text in the Notes section to explain your absence. Then click Save.

Notes

Save

Cancel

+ Add other absence

Note: This leave request will then go to your line manager for approval.