

FIO-04 My Leave Requests

[View My Leave Requests Tutorial Video](#)

Purpose

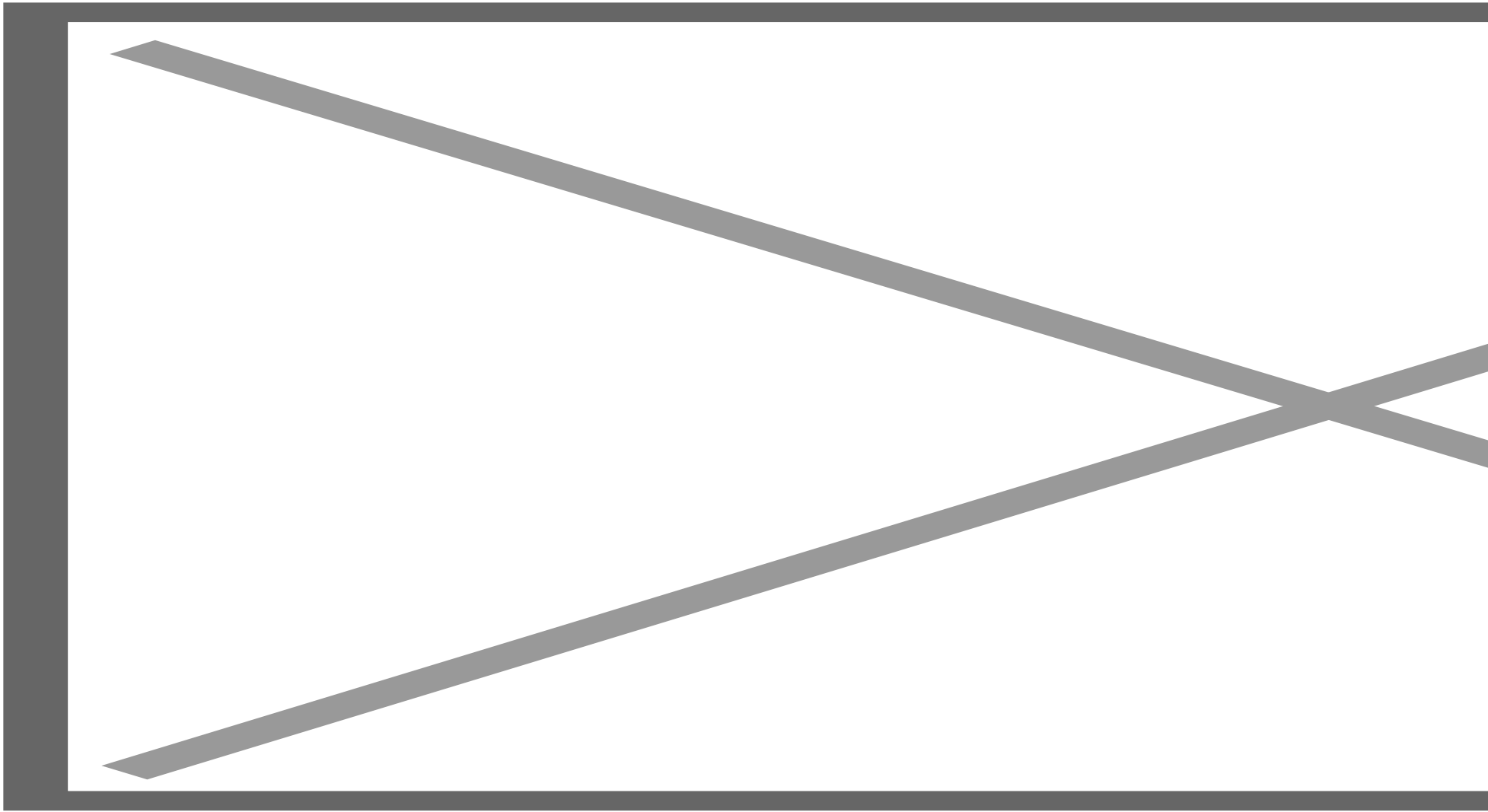
The purpose of this Business Process Procedure is to explain how to create and view a Leave Request within the Fiori My Leave Request application.

How to Create My Leave request

There are 27 steps to complete this process.

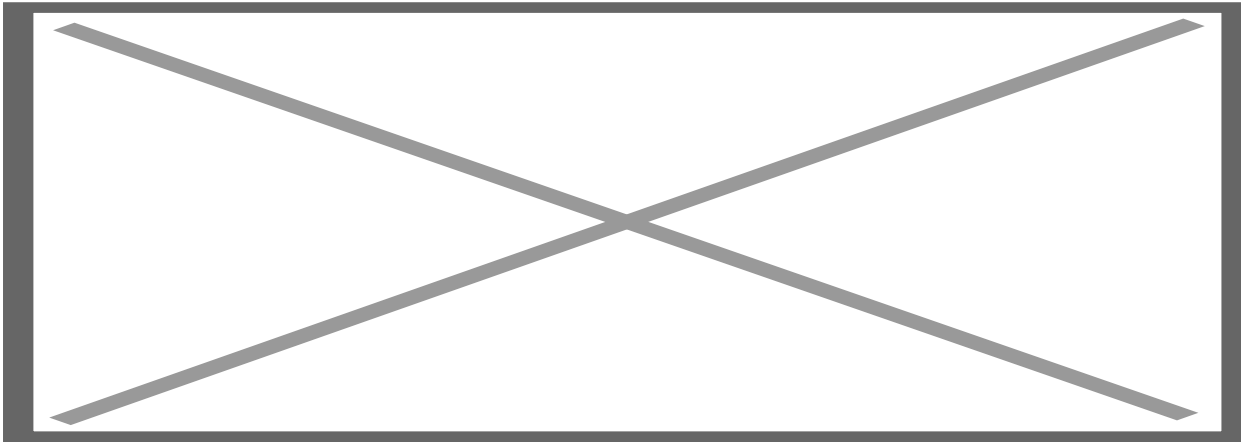
Step 1. Click on the **My Leave Request** tile to access the Leave Request app.

Image



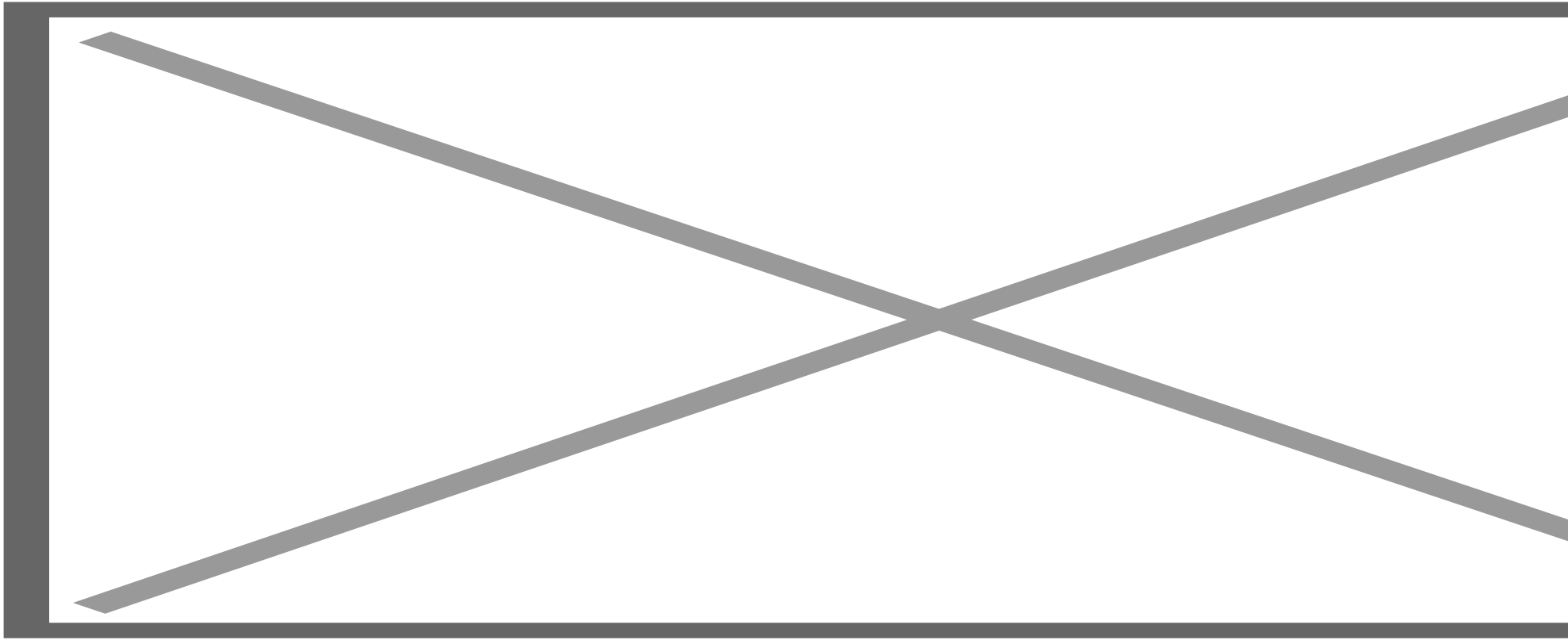
Step 2. Today's date is the default date shown.

Image



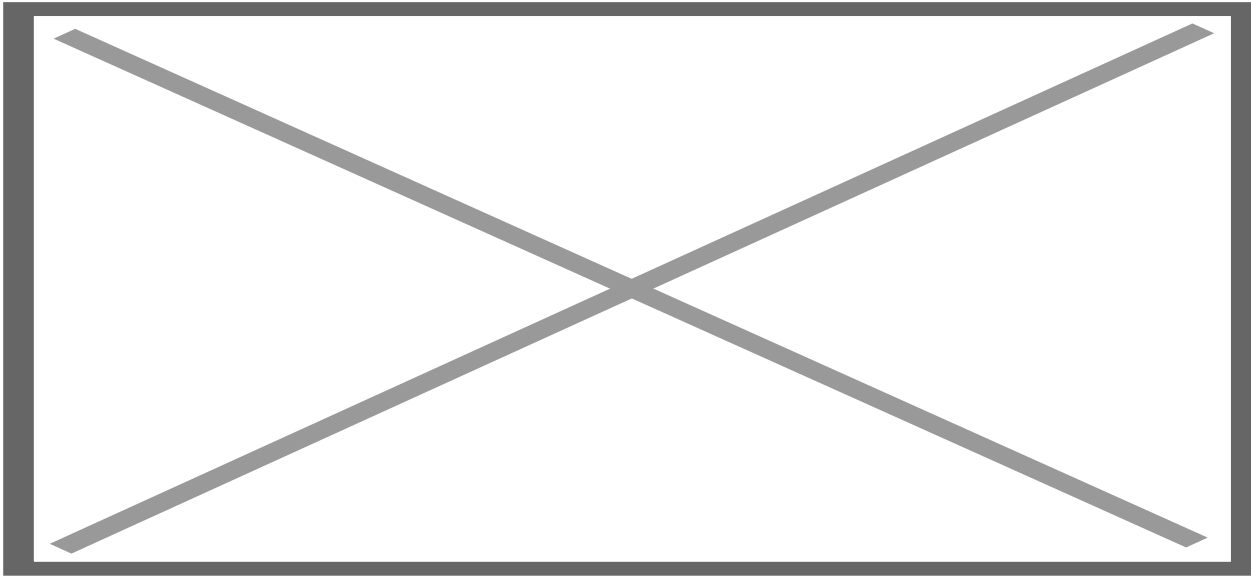
Step 3. Various leave balances for an employee show up under **Entitlement**.

Image



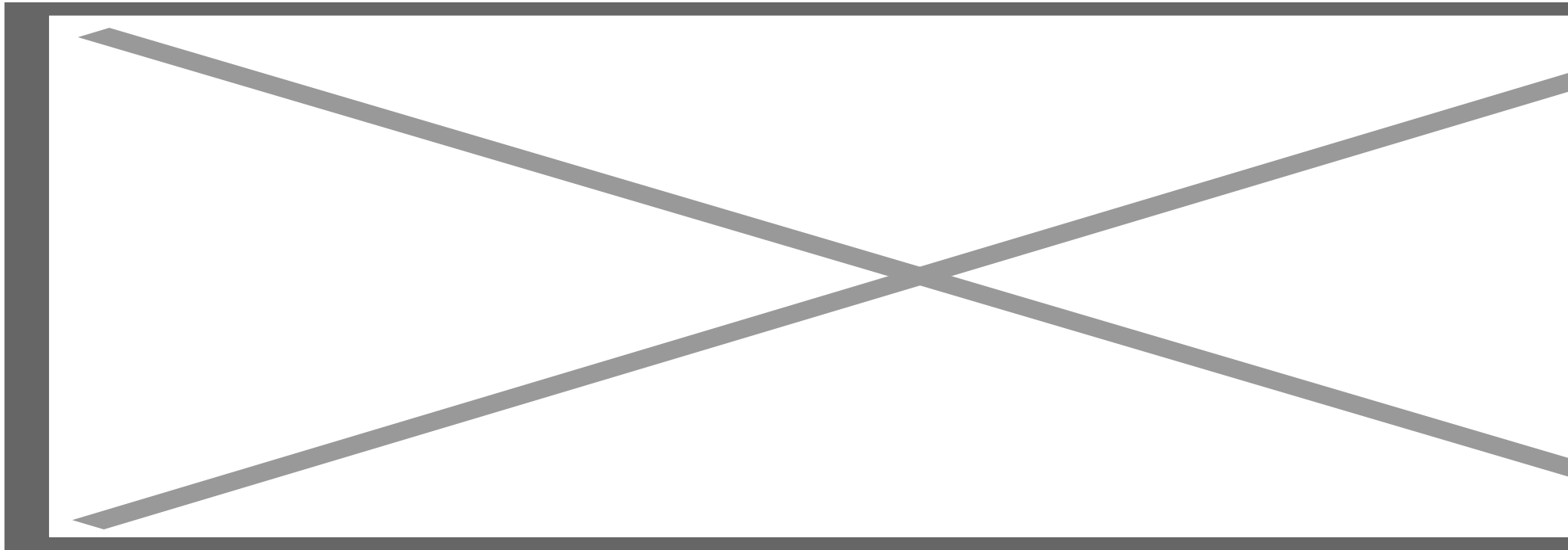
Step 4. **Request Overview** is a list of an employee's requests for leave and the **Status** of those requests.

Image

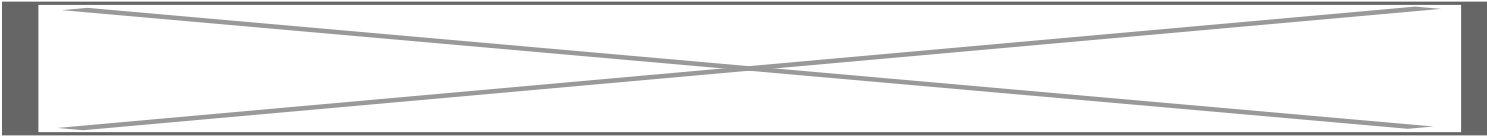


Step 5. Click **Calendar** to view requests on a calendar. The legend below the calendar lists the different leave options and their color code.

Image

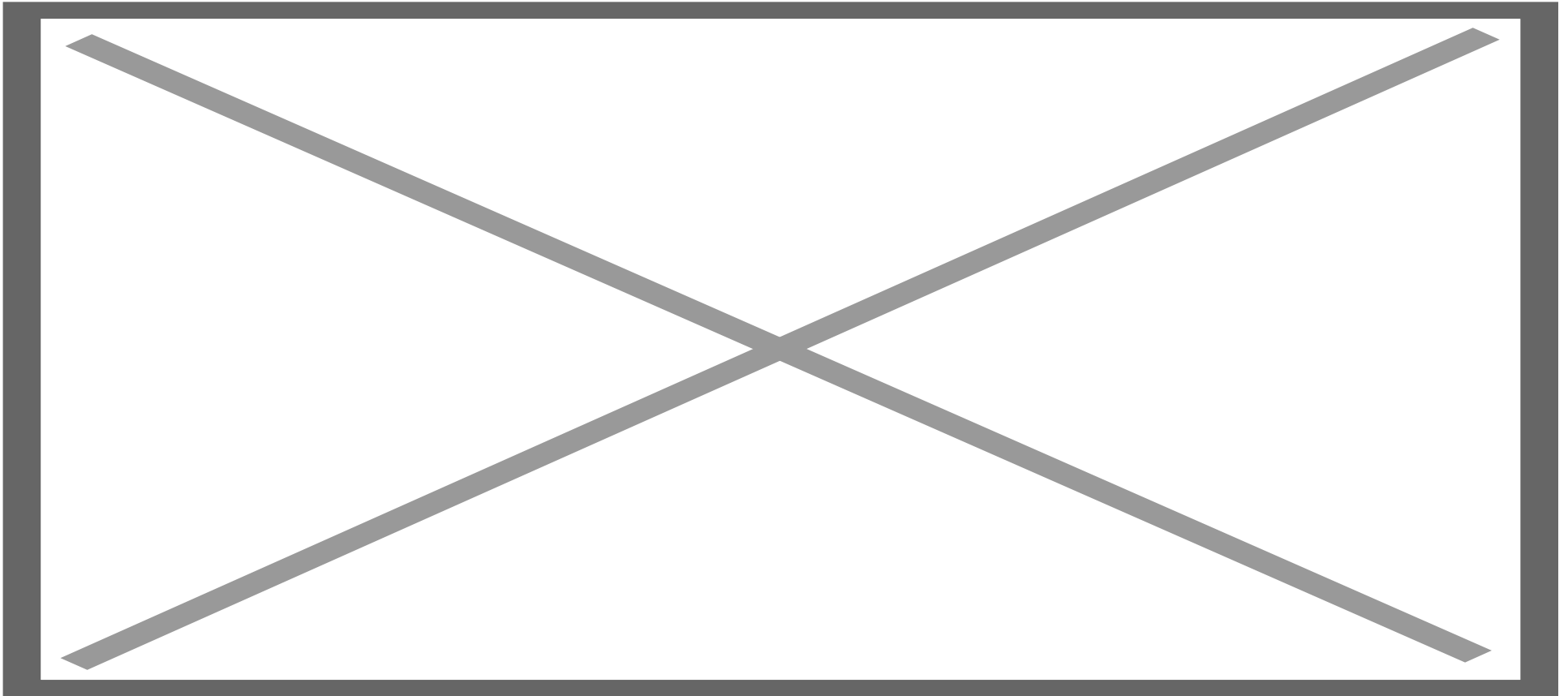


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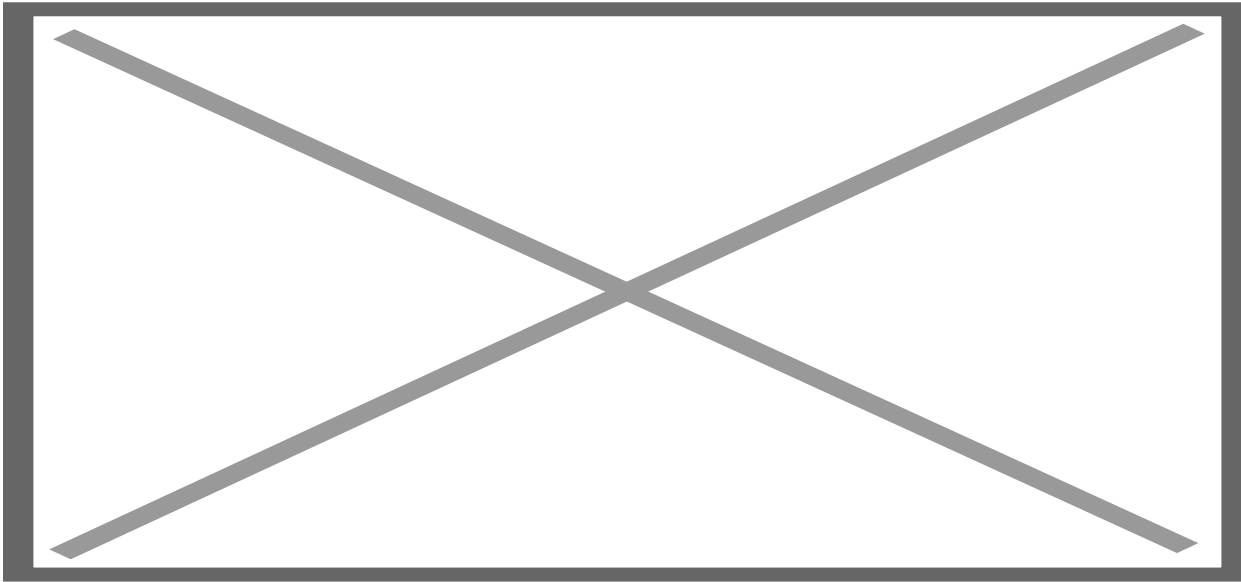
Step 6. Click **Items** to view the requests in a list format.

Image



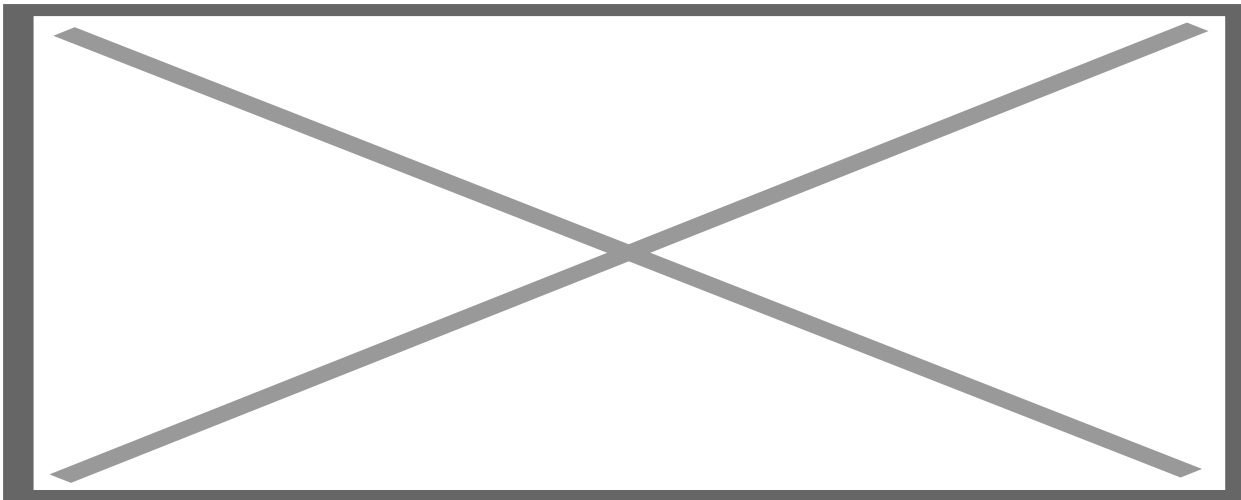
Step 7. Click **the arrow** to see additional details for a leave request. Only leave requests for future dates can be edited or deleted.

Image



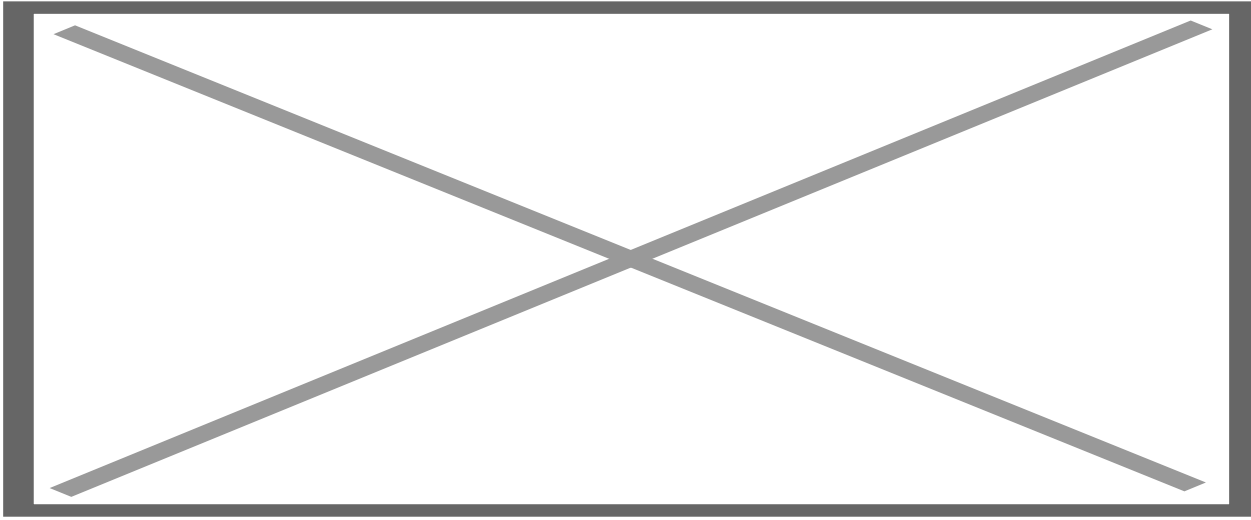
Step 8. Current leave requests and statuses can be viewed here.

Image



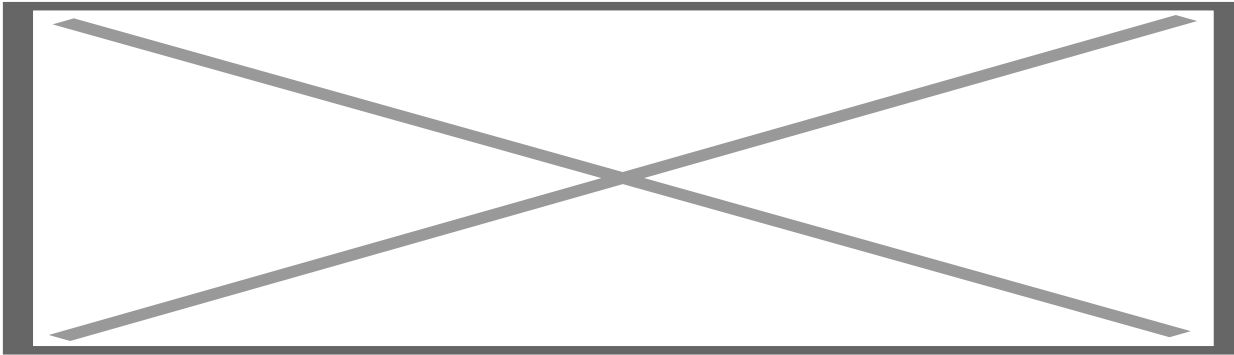
Step 9. The **Colleagues** feature is not activated. You can use the **1 Week/1 Month** toggle to navigate with this screen.

Image



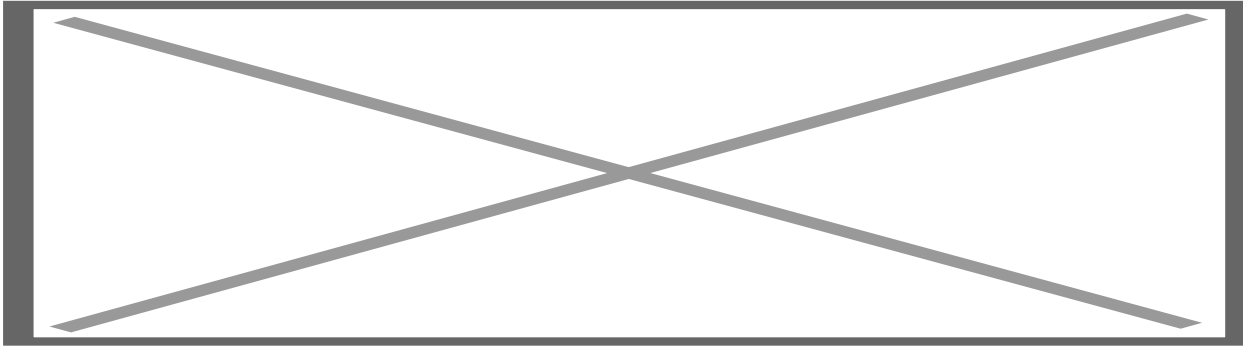
Step 10. Click the **Legend icon** to view the color codes.

Image



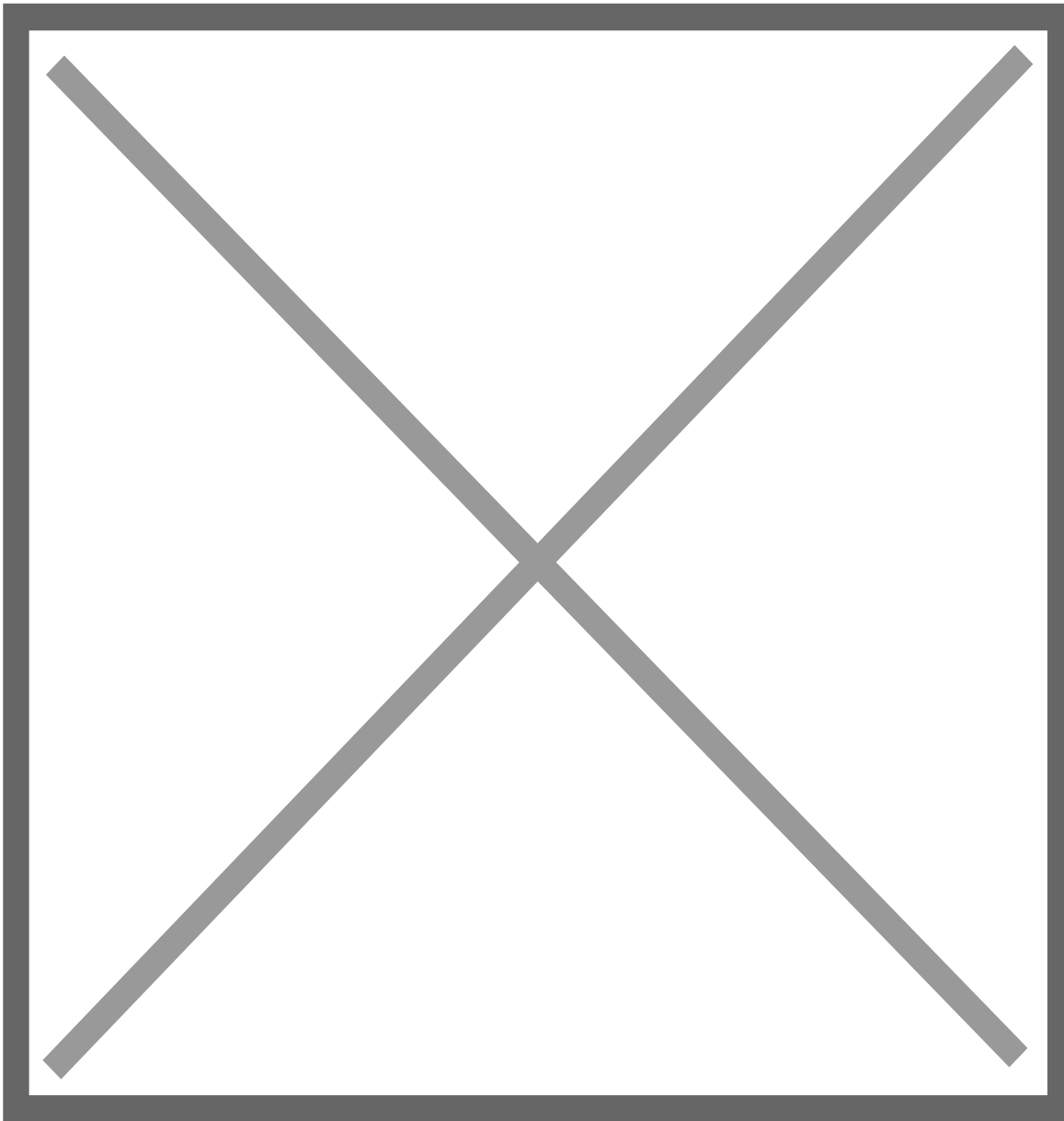
Step 11. Click the **Personalization icon** to show the employee's name and job title.

Image



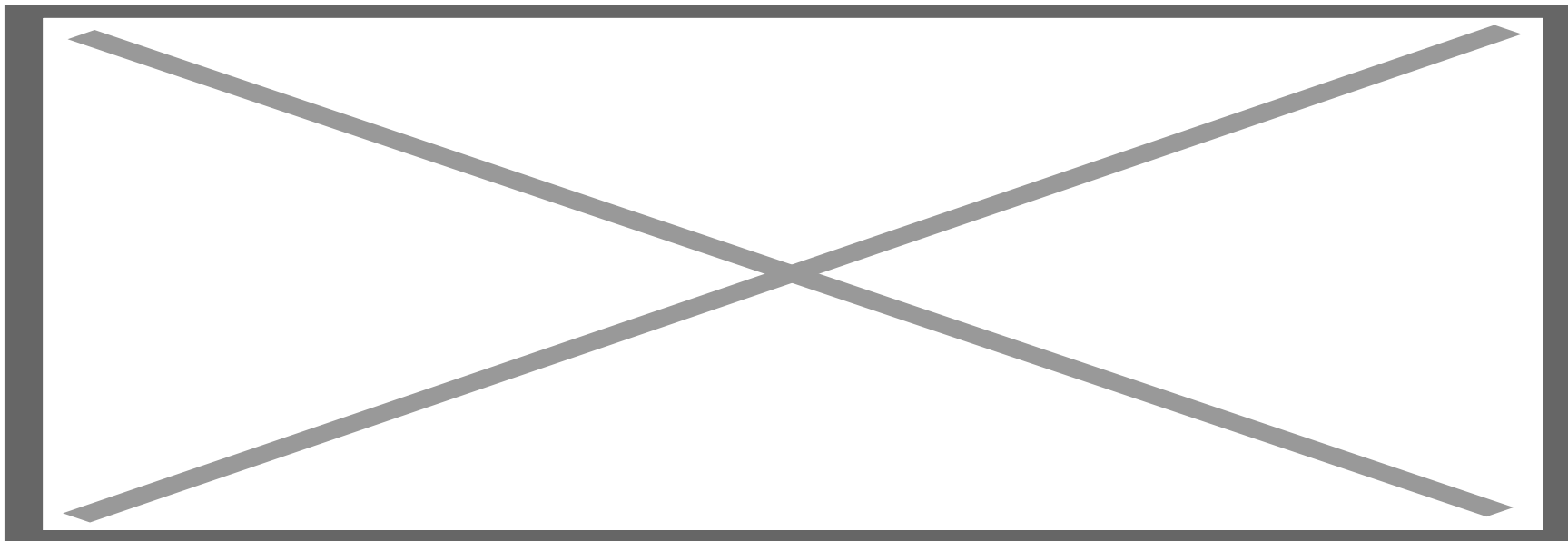
Step 12. You can toggle to show or hide. It is not recommended to hide this information. Click **OK** when finished.

Image



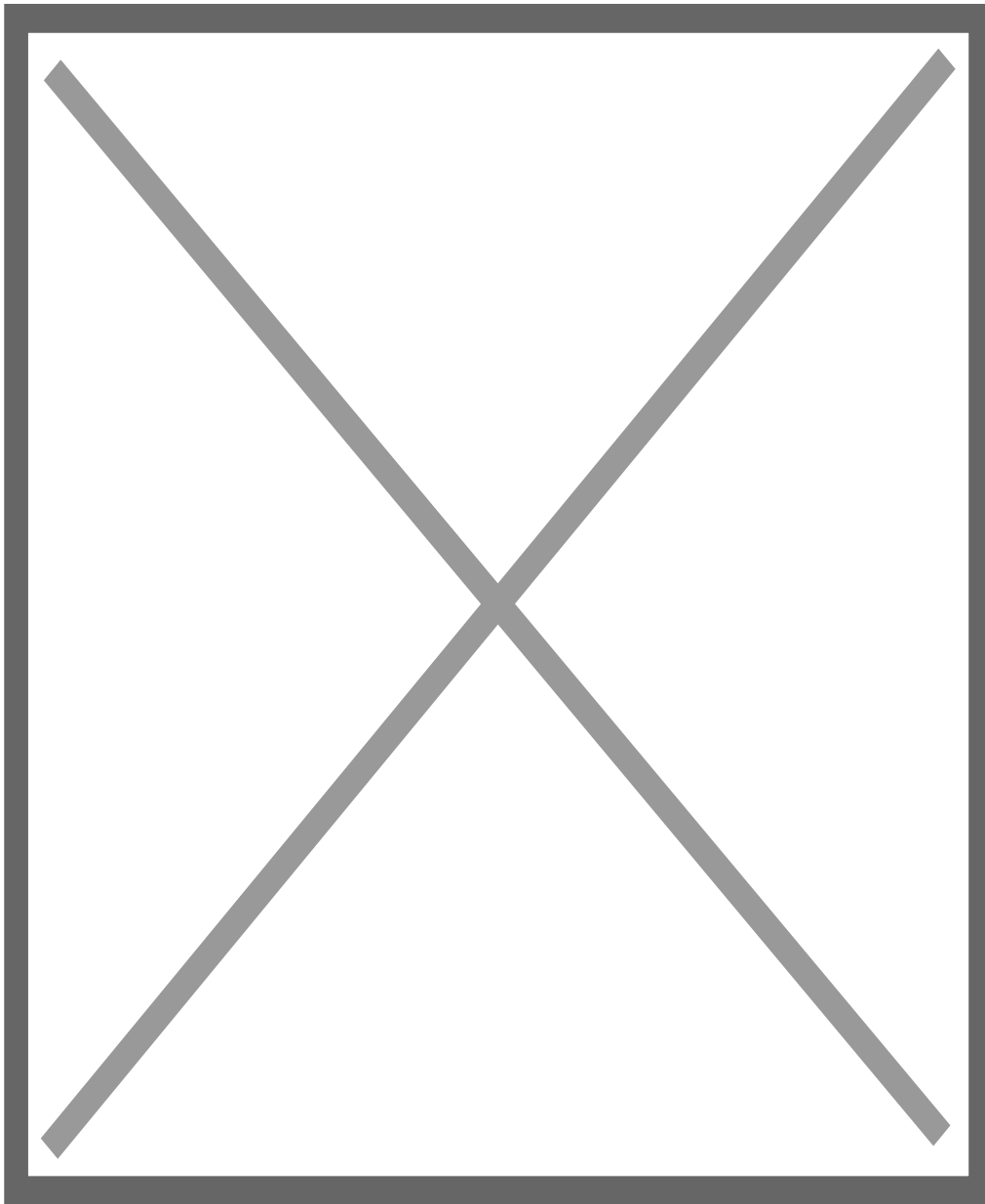
Step 13. Click the leave request to view additional details.

Image



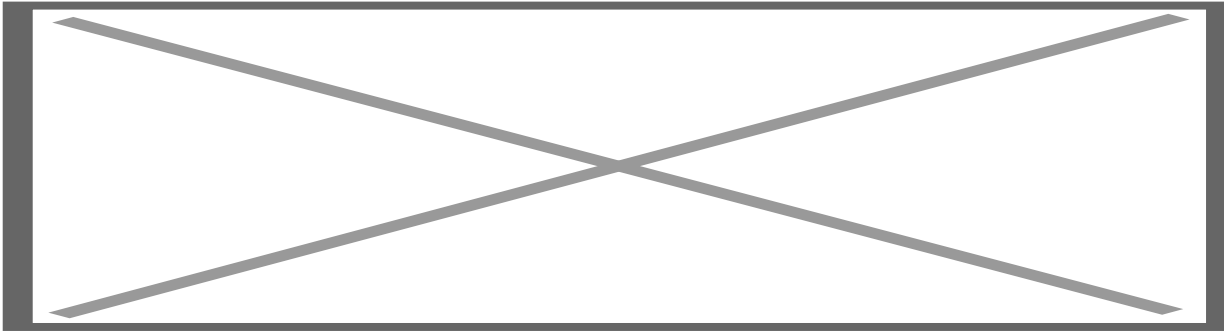
Step 14. After viewing the details, click **Close** at the bottom of the window.

Image



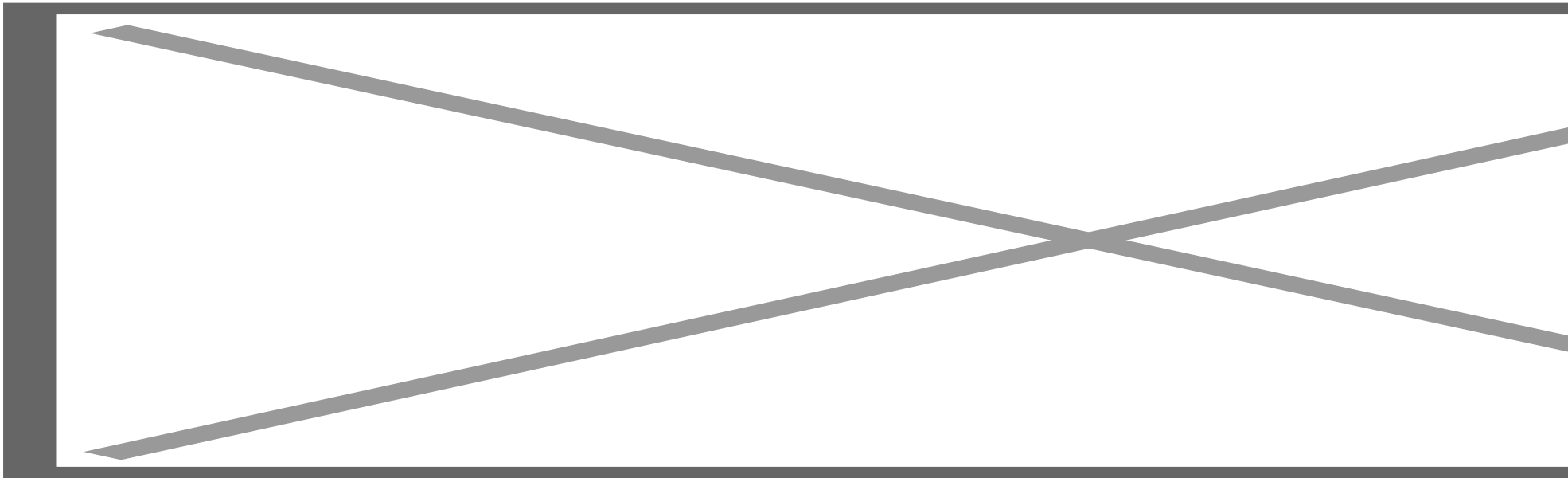
Step 15. To view additional time periods, click the right and left arrows near the date.

Image

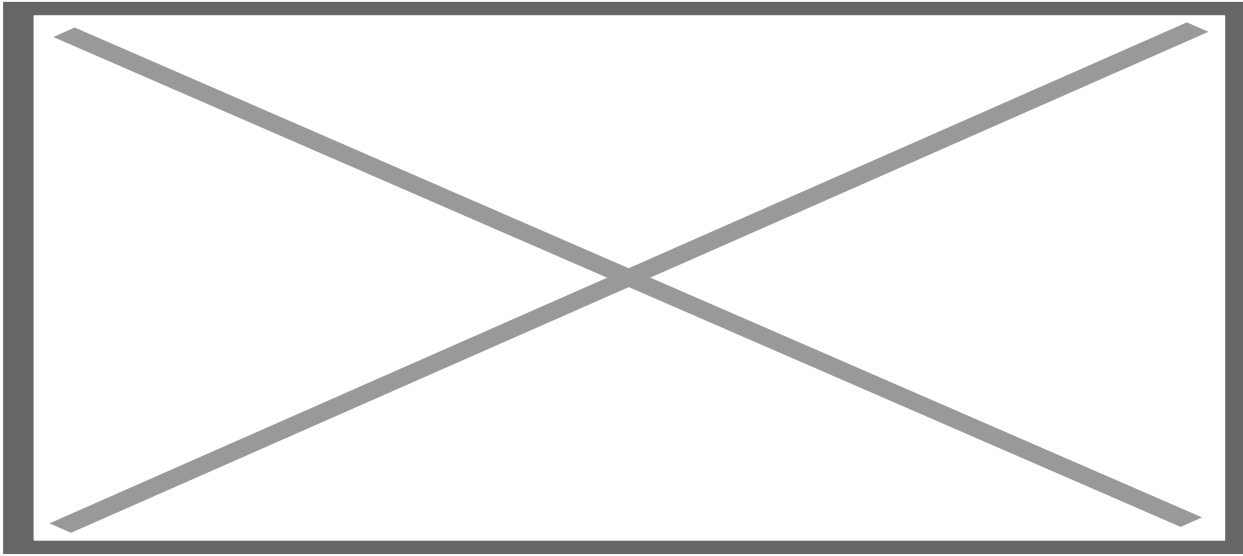


Step 16. To navigate back to the previous screen, click **Show Request Details**. Then click **My Leave Request** from the drop-down.

Image

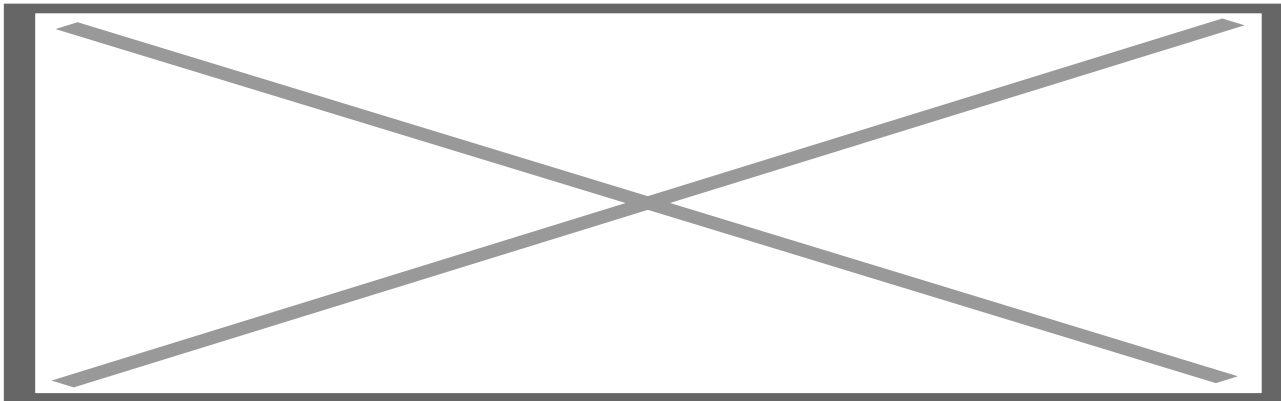


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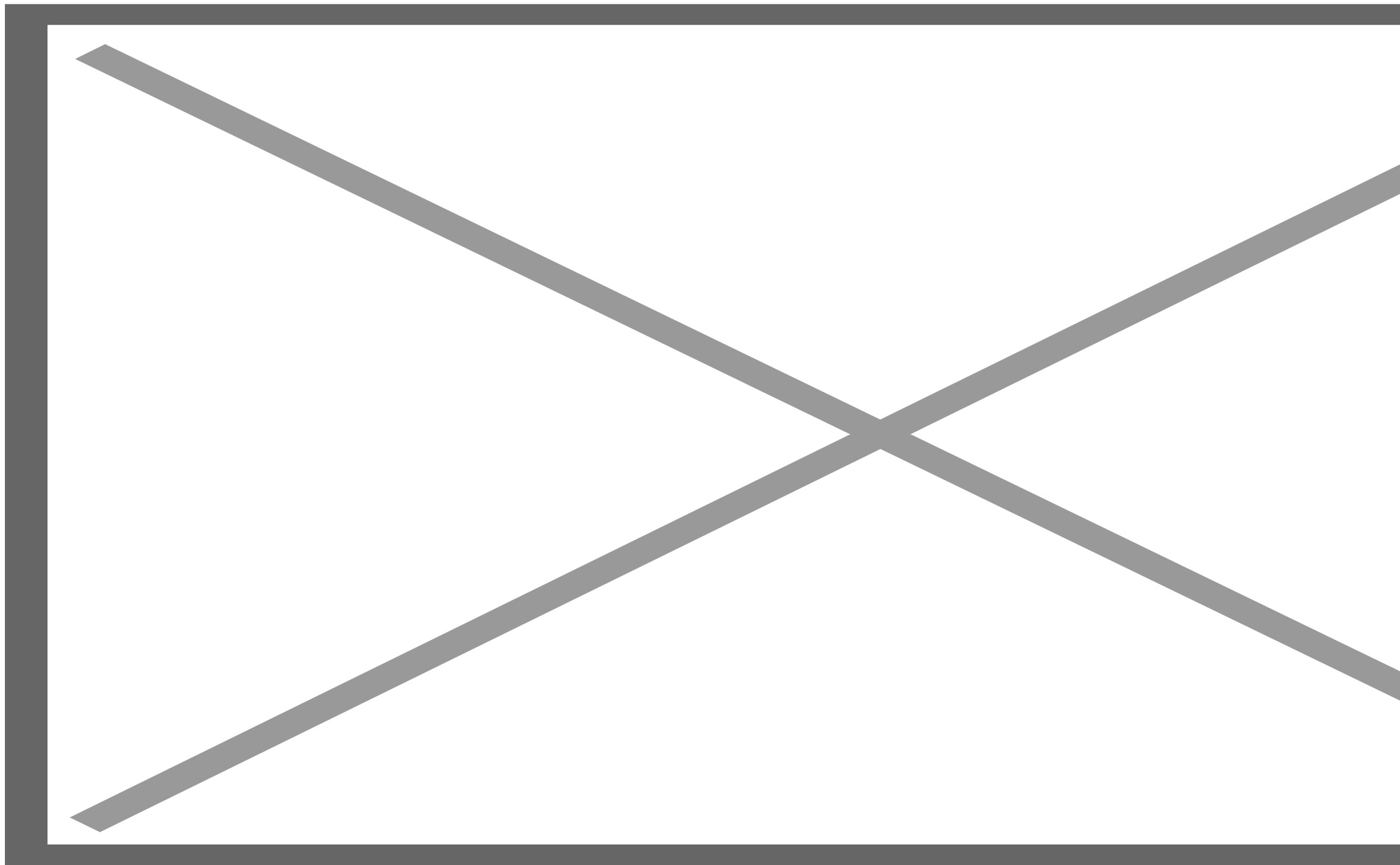
Step 17. Back on the main My Leave Request page, click **Create Request** to create a leave request.

Image



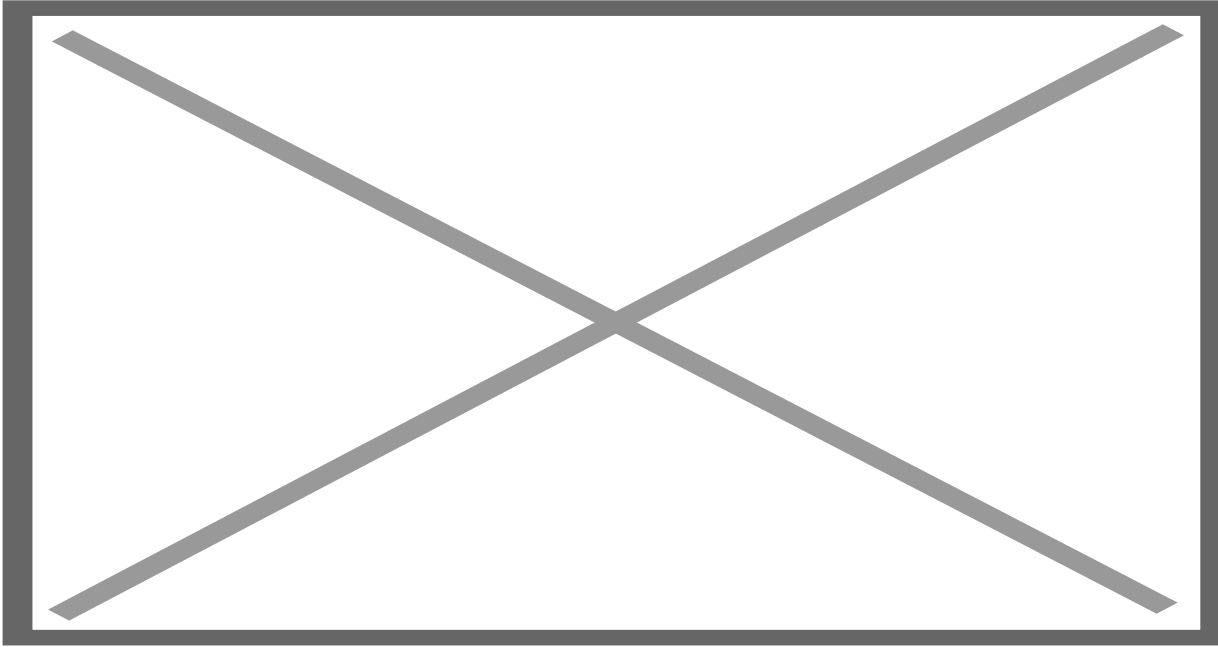
Step 18. From the create screen, select the **Leave Type** from the drop-down. Please note: The Leave Type, as shown on the initial Leave Request dashboard, details leave types independently. In this example, Approved Leave consolidates all approved leave quotas, or leave types, such as OT Comp, Holiday Comp, and Vacation. The total number of available hours reflects the consolidated total for all approved leave quotas or leave types.

Image



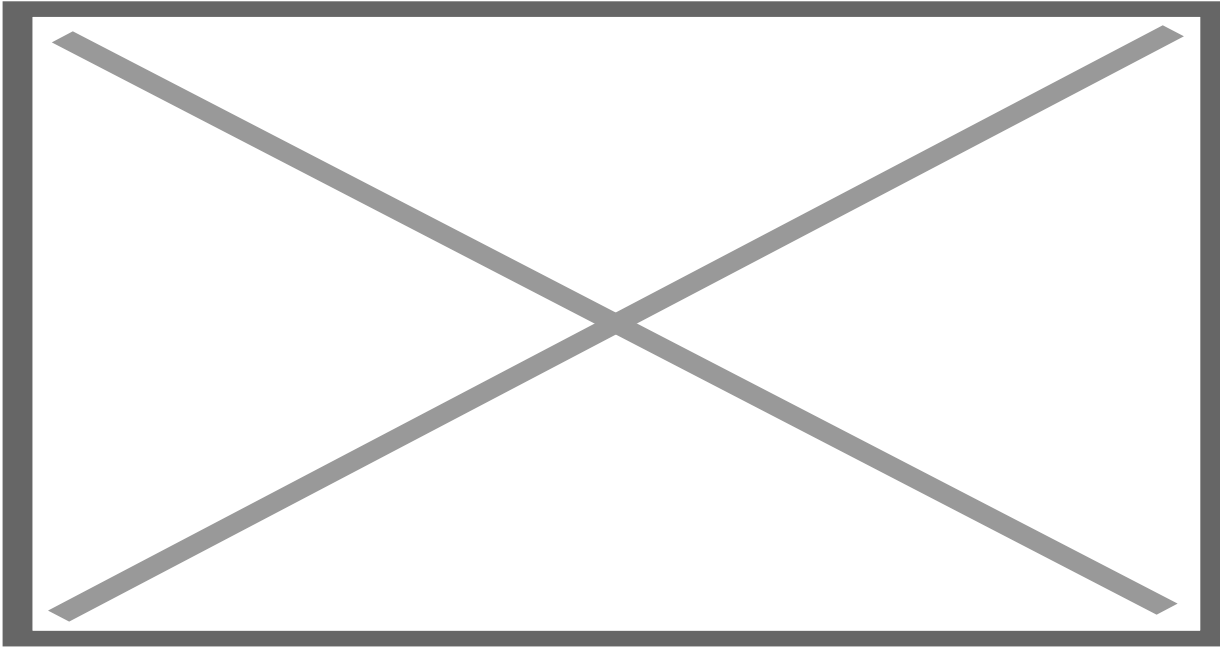
Step 19. For this example, we have selected **Sick Leave** for the Leave Type. Under Leave Type, note the available hours listed, which are pulled from the Entitlement balance.

Image



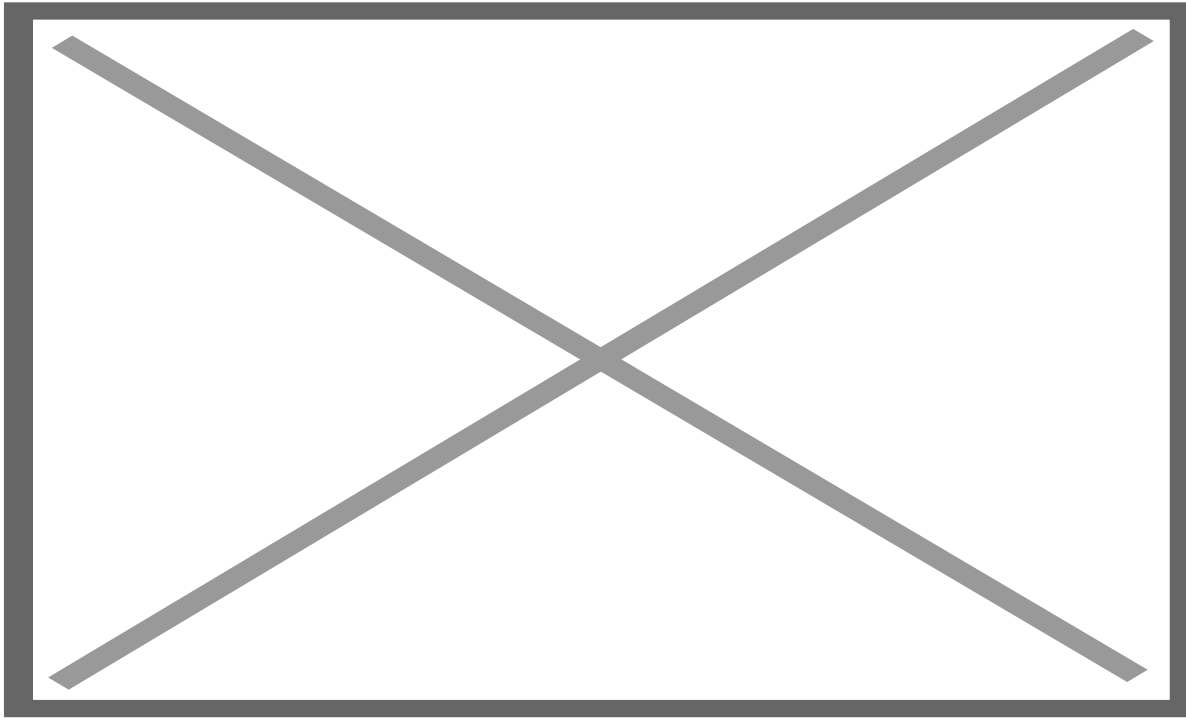
Step 20. Select **More than 1 day** if your request is for multiple days.

Image



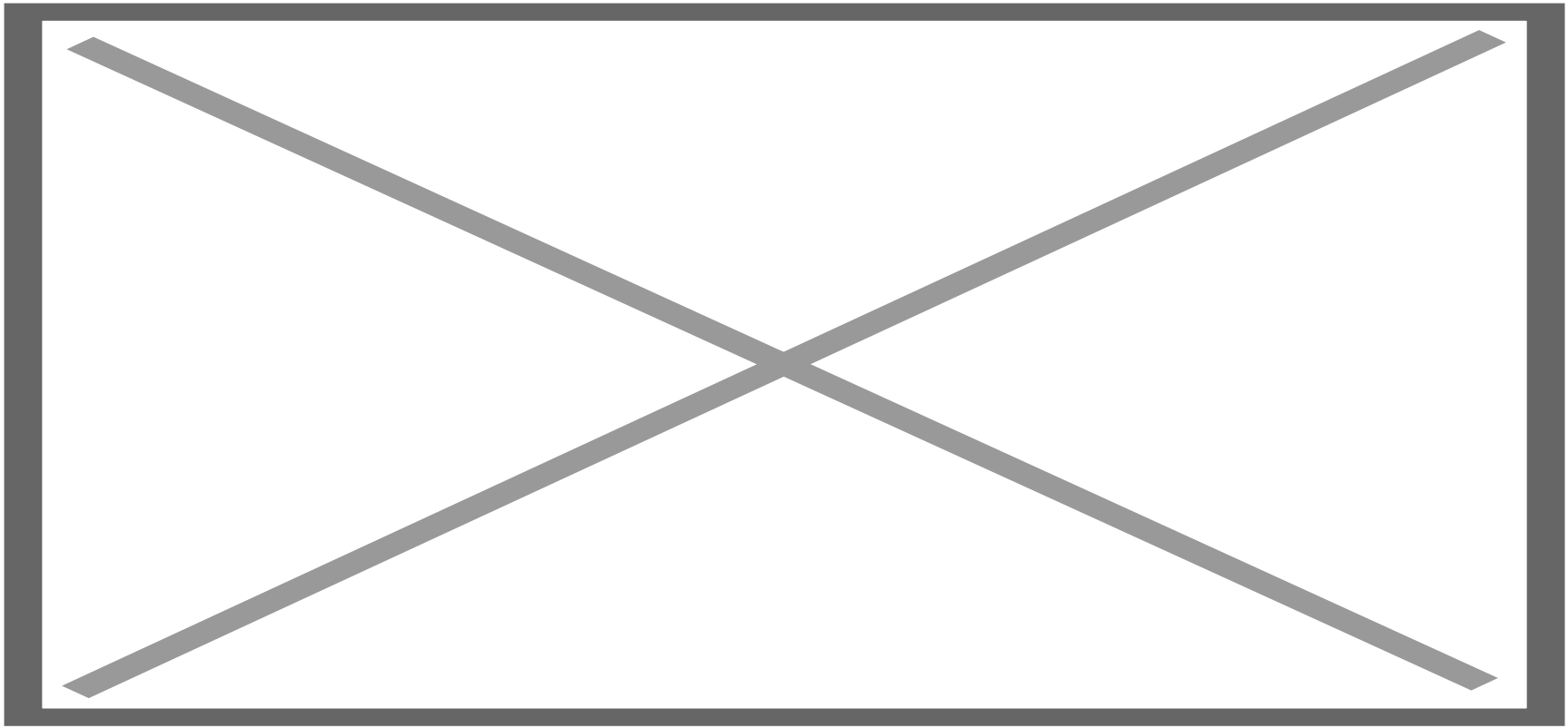
Step 21. Click the **Open Picker icon** to select the Start and End Dates for the leave.

Image



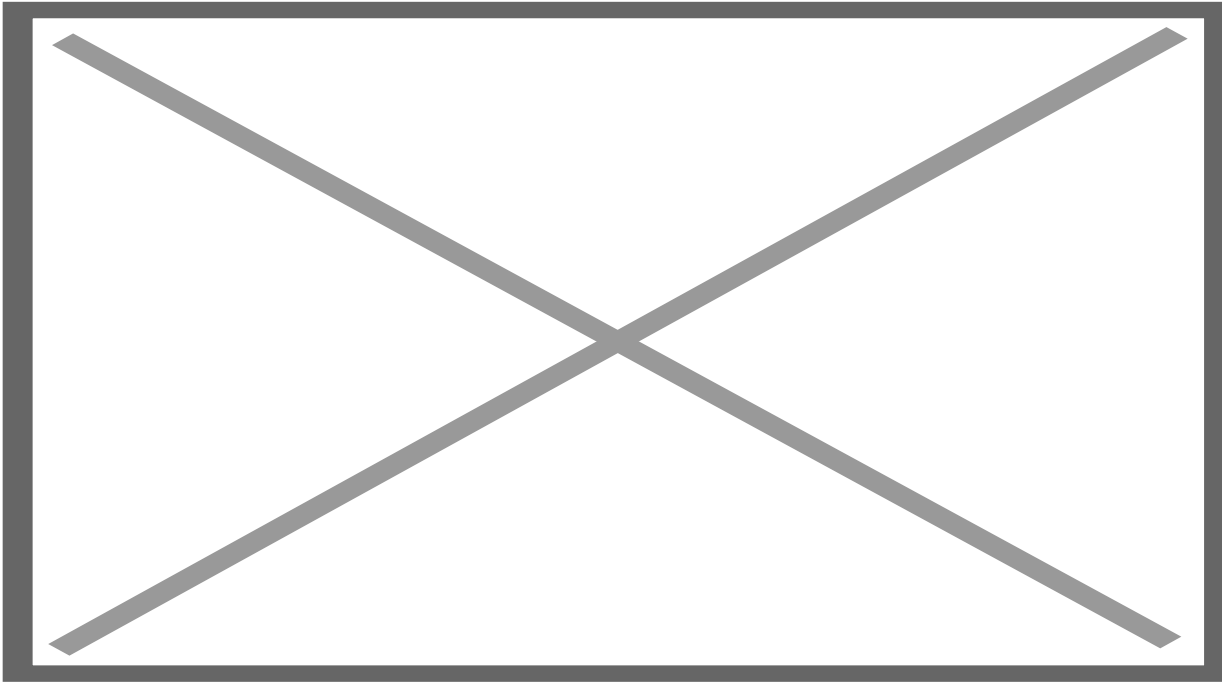
Step 22. The employee's direct supervisor defaults as the Leave Request Approver.

Image



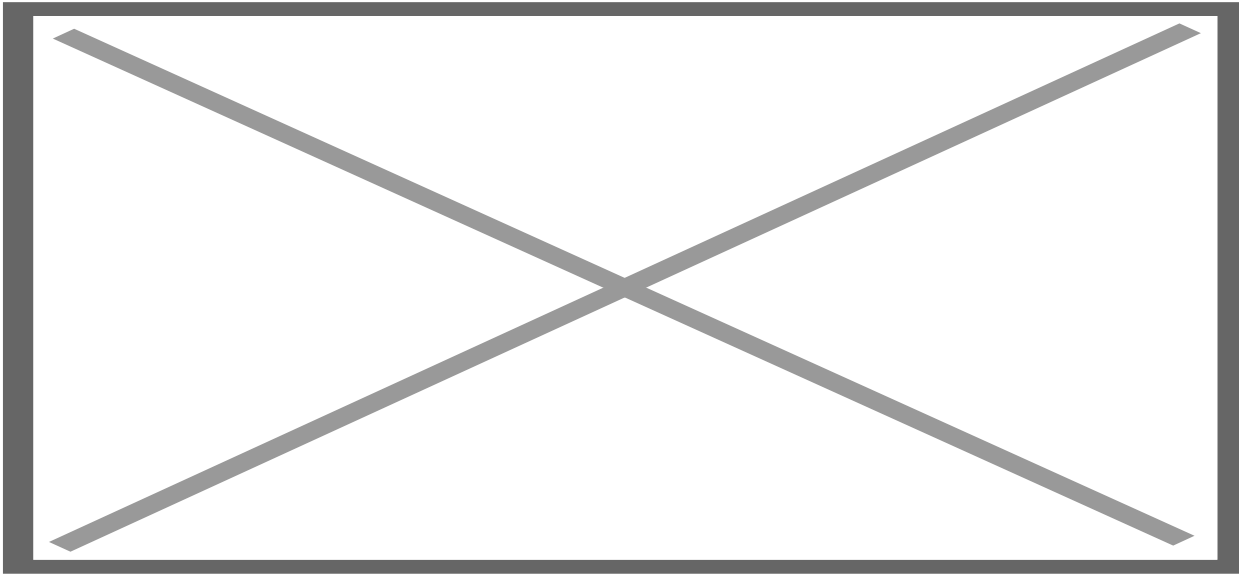
Step 23. Under New Note, you can add an optional note about the leave request.

Image



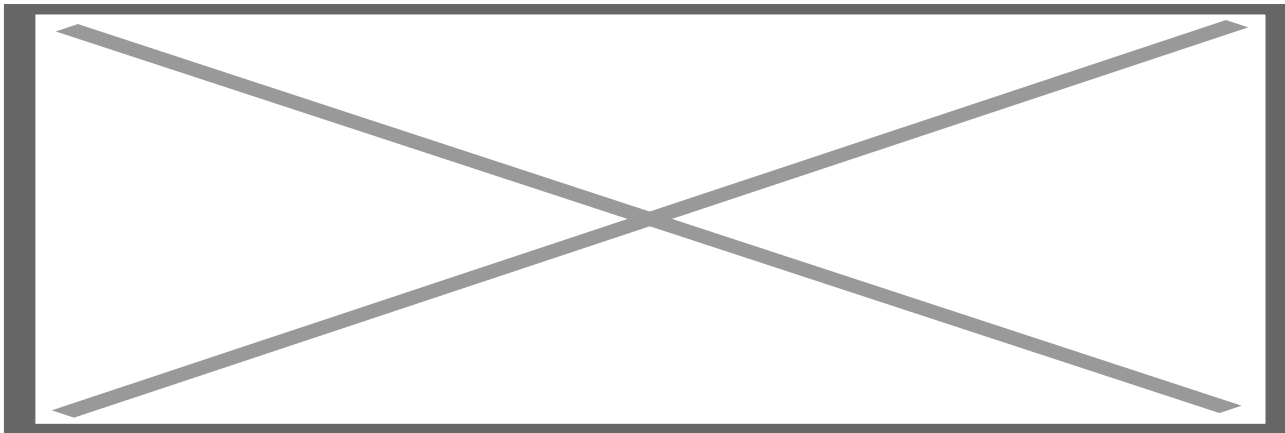
Step 24. When all the sections are filled out, click **Save** in the bottom right corner.

Image



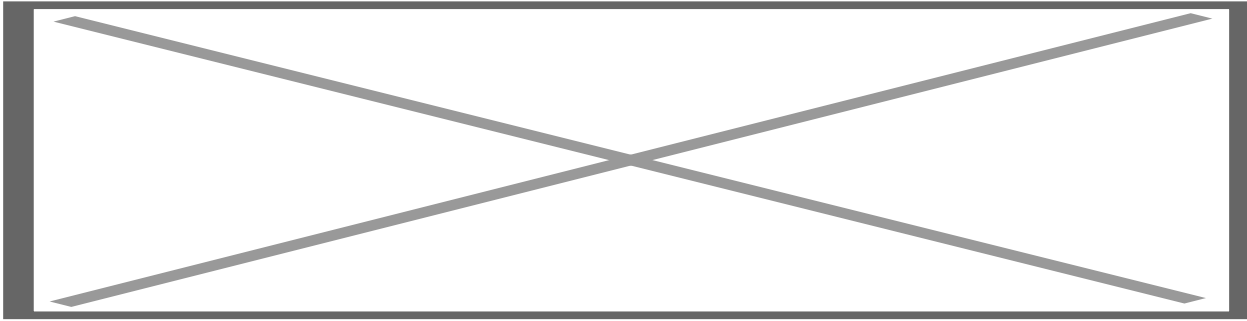
Step 25. When the leave request is saved, it appears as a new entry under **Request Overview**. It is a leave request for a future date, and it can be edited or deleted. The edit and delete options are to the right.

Image



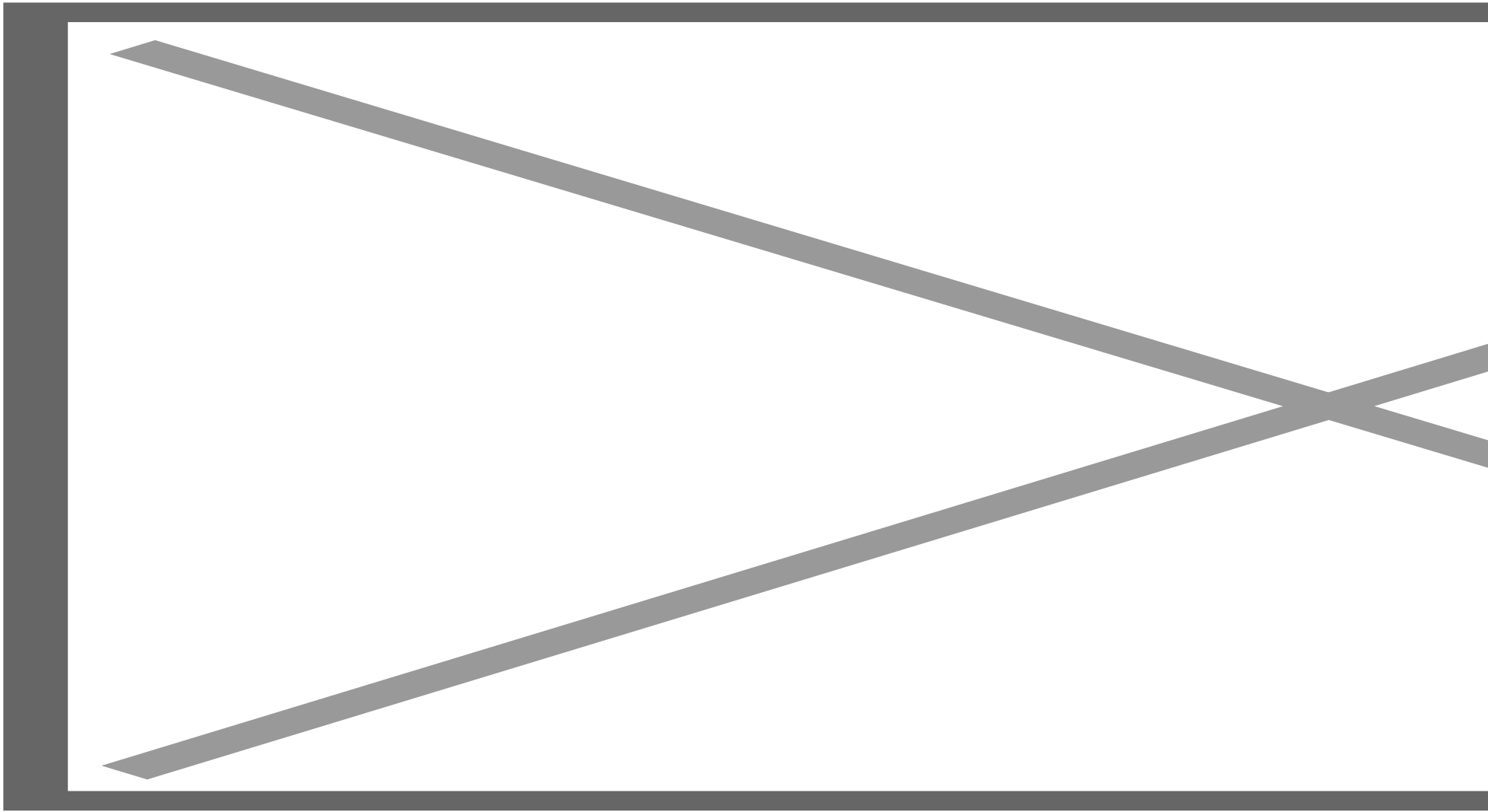
Step 26. Click **My Leave Request** to go to a previous screen.

Image



Step 27. Click **Profile** to sign out and click **OK** when the “Are you sure you want to sign out?” dialogue box appears.

Image



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Tue, 08/24/2021

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Wed, 10/08/2025

