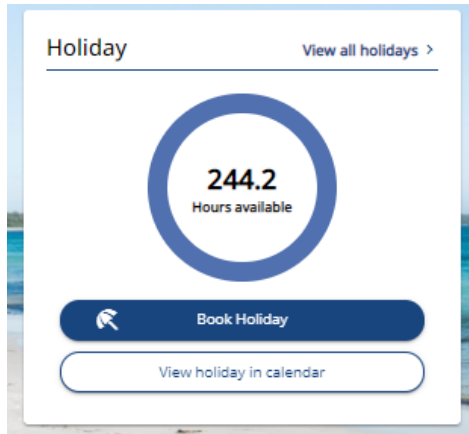


How do I book annual leave in PiP?

Step 1. Log in to **PiP For Me** and you will be taken to your home screen dashboard. Here you have a **Holiday** section.



In this section you can:

- View your remaining holiday balance
- View all your holidays
- Request annual leave, flexi or TOIL
- View your personal absence calendar

Step 2. Click on **Book Holiday**

Step 3. Complete the details of your leave request in the pop-up window:

< Back to Dashboard

Holiday details

*Absence type (required)
Personal Holiday

*Holiday period (required)
More than one day

* Start date (dd/mm/yyyy) (required)
04/04/2022

* Full or part day (required)
Full day

* End date (dd/mm/yyyy) (required)
08/04/2022

* Full or part day (required)
Full day

* Position (required)
Test Executive Officer (Current)

Submit Cancel Add another Holiday

Choose Personal holiday, Flexi or TOIL for the **Absence type**

Select your **Holiday period** e.g. Part day, Full day or More than one day

When you select your Holiday period you will then be prompted to select the **date/s** of your holiday

If you choose **Part day** or **More than one day** you will have the option to choose **Morning, Afternoon** or **Specify time**. If you select Specify time you can either add a start time and an end time or just the number of hours you will be absent from work on that date

If you hold **more than one position**, choose the position

Step 4. Click **Submit** to complete your request.

Note: Saving your annual leave request sends an authorisation task to your line manager for them to approve. Until your line manager approves your leave it is not confirmed that you are able to take the time off work. If you book more annual leave than you are entitled to you will get a warning message, but you will still be able to submit your request.

Step 5. Log off **PiP For Me** now if you are finished with the system

Warning: Be aware of keeping your information confidential, especially if you are using **PiP For Me** in an open or public place.

Require further annual leave assistance?

Please contact the Employment Changes Team on Tel: 694303 or email: pipchanges@gov.im

