

# How do I... ...Authorise annual leave?

There are two ways to authorise annual leave on **PiP For My Team**. These are from your **team calendar**; from your **To Do list**

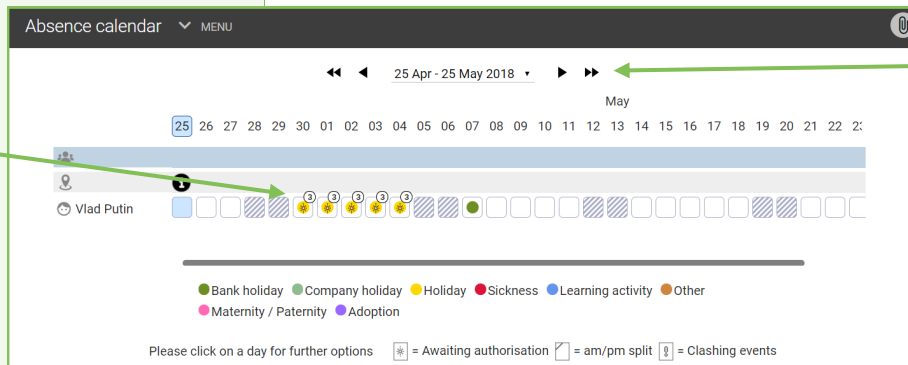
## From your team calendar

**STEP ONE:** Log onto **PiP For My Team**

**STEP TWO:** At the bottom of the screen click on **Out of office today**

Out of office today

Any leave dates requiring authorisation will have an \* on them



You can change the dates by clicking [here](#):

**STEP THREE:** Click on one of the dates for the leave you want to authorise and select **Authorise Holiday**

Authorise holiday

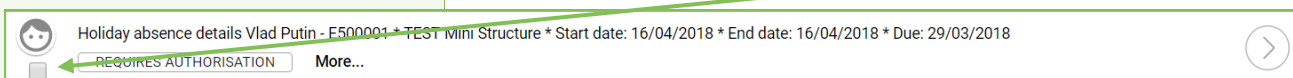
## From your To Do List

**STEP ONE:** Log onto **PiP For My Team**

**STEP TWO:** At the bottom of the screen click on **My to do list/Processes**

My to do list (6) / Processes (0)

**STEP THREE:** Select the leave you want to authorise by clicking [here](#)



**STEP FOUR:** Click on **Actions** and select **Authorise**

ACTIONS

## **Do you need support?**

For advice on TOIL/annual leave please contact the OHR Absence Team, Tel: 685073, email: [absence@gov.im](mailto:absence@gov.im)