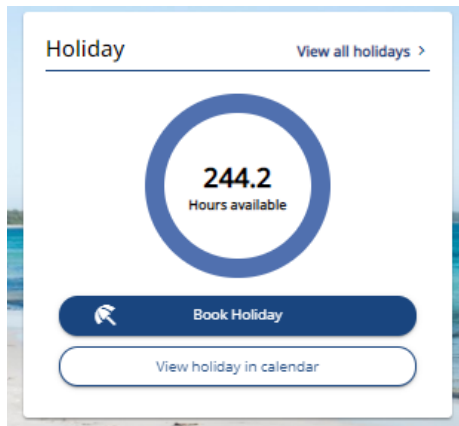


How do I amend or cancel leave requests in PiP?

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

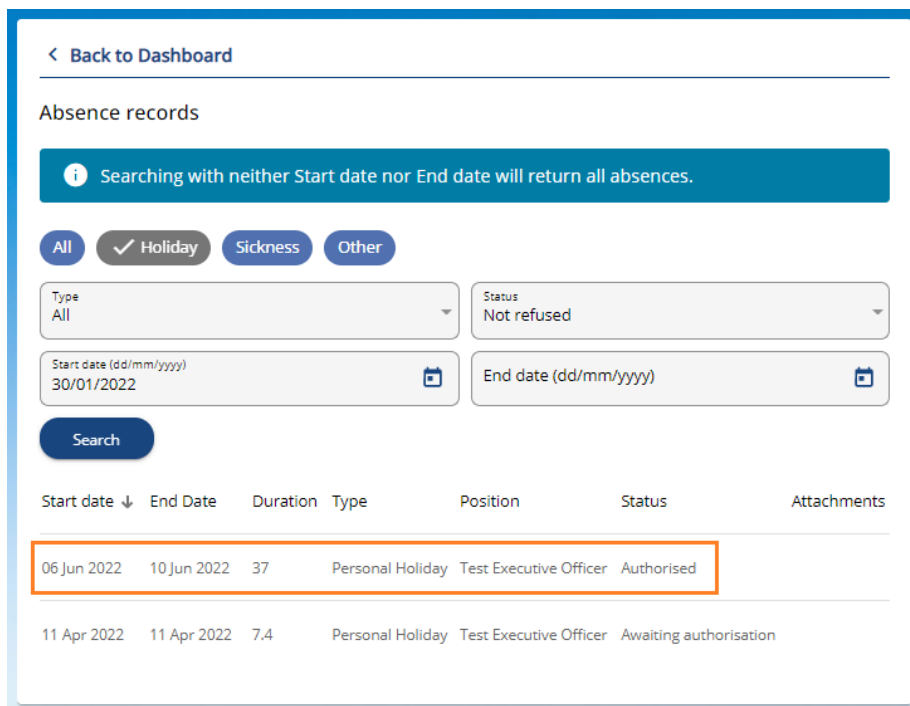


In this section you can:

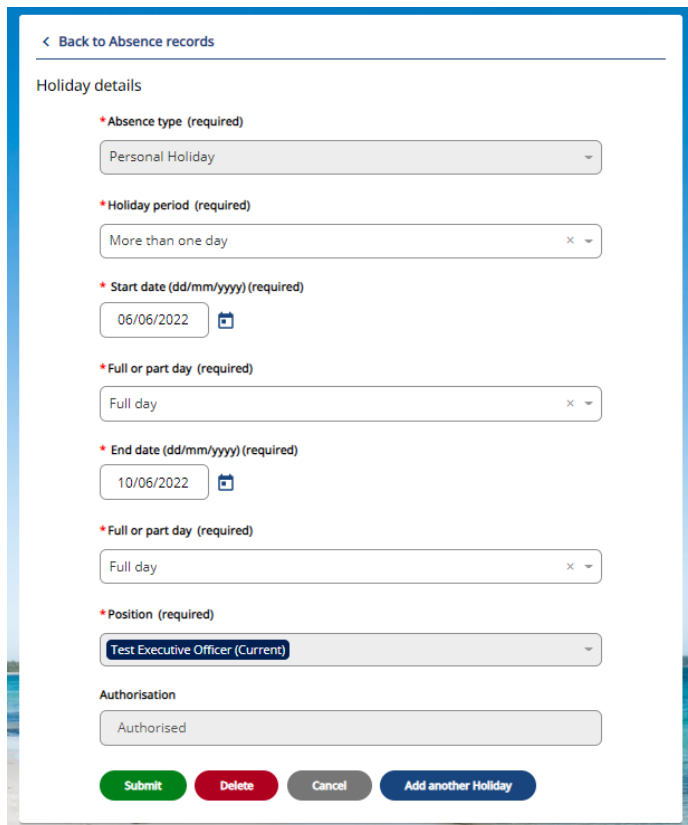
- 📅 View your remaining holiday balance
- 📅 View all your holidays
- 📅 Request annual leave, flexi or TOIL
- 📅 View your personal absence calendar

Step 2. Click on **View all holidays**. You will be taken to your holiday bookings you have made.

Step 3. For **future dated requests** click on the booking you wish to amend or cancel.



Your holiday details will open:



< Back to Absence records

Holiday details

* Absence type (required)
Personal Holiday

* Holiday period (required)
More than one day

* Start date (dd/mm/yyyy) (required)
06/06/2022

* Full or part day (required)
Full day

* End date (dd/mm/yyyy) (required)
10/06/2022

* Full or part day (required)
Full day

* Position (required)
Test Executive Officer (Current)

Authorisation
Authorised

Submit Delete Cancel Add another Holiday

Step 4. Make your changes on the screen to your leave and click **Submit**, or if you wish to cancel click **Delete**.

If you are deleting your request, click **Confirm** when you see the following message:

Delete record?

⚠ Are you sure you want to delete this record?

Confirm Cancel

Step 5. For **Past dated requests** where you either didn't take all of your booked leave or you didn't take any of your booked leave you need to ask your line manager to delete the request for you through their **PIP For My Team**.

Step 6. 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 assistance?

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