

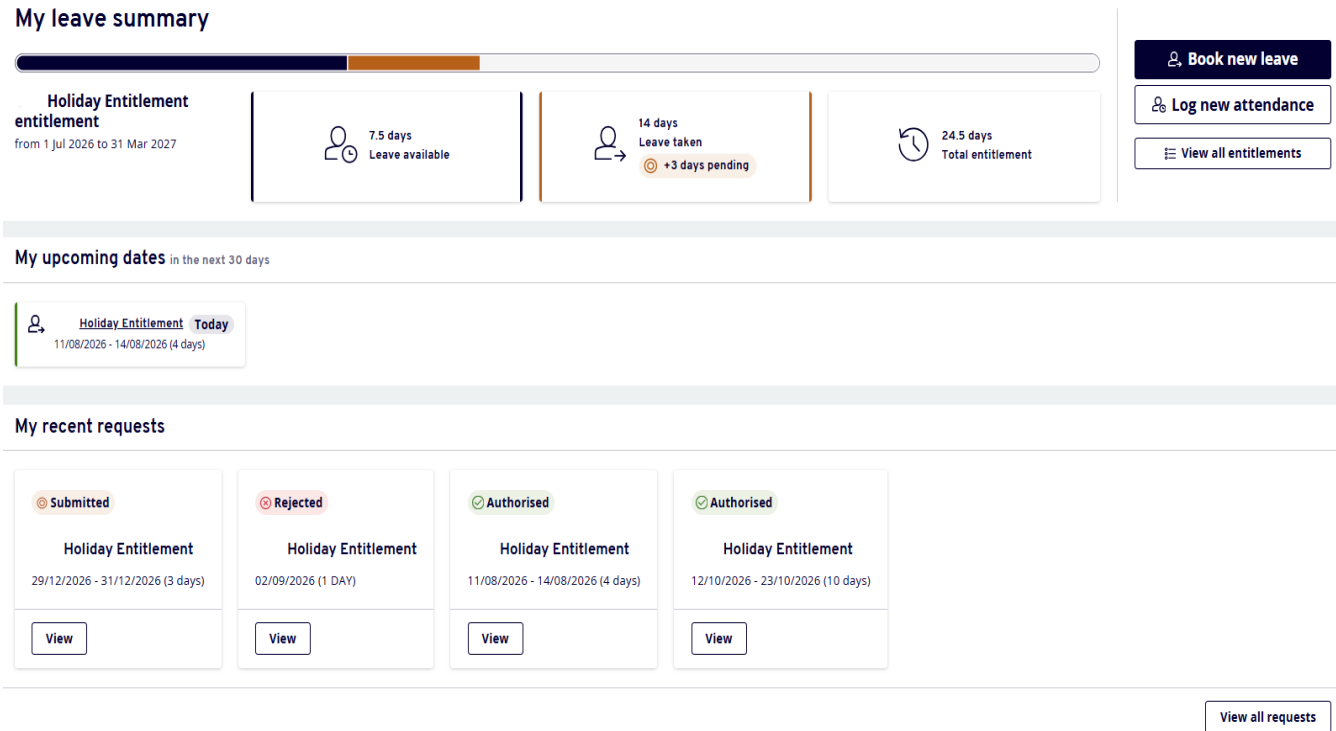
MyHR: Annual Leave

MyHR can offer annual leave tracking, providing a simple and efficient way to manage staff absences, holiday entitlement and leave requests in one centralised system. By replacing manual spreadsheets and paper-based processes, MyHR can reduce administration, improve visibility of staff availability and ensure accurate digitalised leave records throughout the year.

The MyHR leave management dashboard displays:

- Employees holiday entitlement period with a visual overview of leave used and leave remaining.
- Upcoming approved holiday scheduled within the next month.
- Recent leave requests with different statuses, including approved, rejected, and pending requests.
- Options to book new leave, log attendance, and view entitlement details and view all leave requests.

**Screenshot: Annual Leave dashboard*



MyHR offers a team calendar function that provides managers with clear visibility of staff absences, including annual leave, sickness, and other types of leave. This enables teams to plan workloads effectively and ensure adequate cover.

**Screenshot: Team calendar from a manager’s view*

< 24 August - 6 September 2026 >		2 Weeks ▾													
		August							September						
		24	25	26	27	28	29	30	31	1	2	3	4	5	6
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Me															
Mickey Mouse															
37 hours (7021611)															
My direct reports															
Minnie Mouse		Holiday Entitlement													
37 hours (5024415)															
Daisy Duck		Sickness													
30 hours (7004351)															
Peter Pan		Holiday Entitlement													
37 hours (7019401)															

For a full demo, please contact the MyHR team on MyHR@xentrall.org.uk or telephone 01642 524567.