# SPO Members – Leave Calendar User Guide

Ministry of SaskBuilds and Procurement

*This document provides instructions and support for utilizing the Leave Calendar within SharePoint Online. These instructions support both the requestor and the approver.*
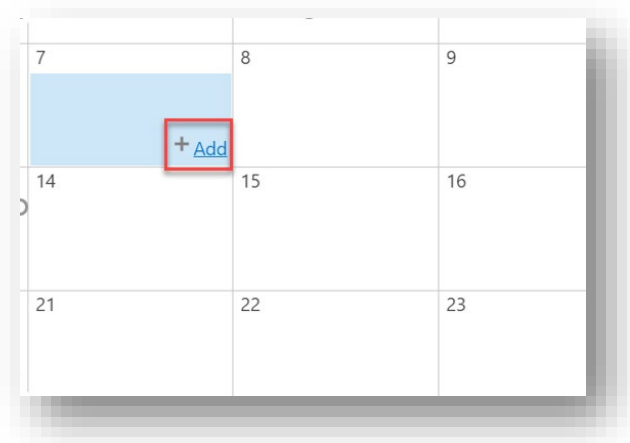


## Contents

## Requesting Leave

- Click on "Add" on the date cell when you want leave.



- Enter "Employee Name".

Saskatchewan

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Last revised: February 2021
Last reviewed: February 2021
**Next review: February 2022**

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- Select "Approver".

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- "Copy To" field is optional. Select if you wish to notify someone for your leave.
- Select "Calendar Request Type" from the list.

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- Check "All Day Event" if you want leave for the entire day.



- Recurrence option is useful when adding EDOs or recurring vacation. Functionality is similar to outlook.

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- Click on "Save" to create the request.

**Saskatchewan**

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- After approver takes action, requester will get notified of the response.



Your request for for the period Sunday, June 14, 2020 12:00 AM to Sunday, June 14, 2020 11:59 PM has been approved.

Approver Comments:

Please contact your manager if you have any questions or concerns.

If your request has been rejected, please modify or remove the request.

ItemUrl

- If you selected anyone as your "Coverage Resource", they will get notified as well.

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**Notification:**

You have been identified as a backup resource for Gopi, Mahima CS for the period Sunday, June 21, 2020 12:00 AM to Sunday, June 21, 2020 11:59 PM.

This arrangement is normally made in advance.  If you identify any conflicts in this absence, please discuss with Gopi, Mahima CS or your supervisor.

## Adding Stat Holidays

- Click on "Statutory Holidays"



- Click on "Add" in the date cell

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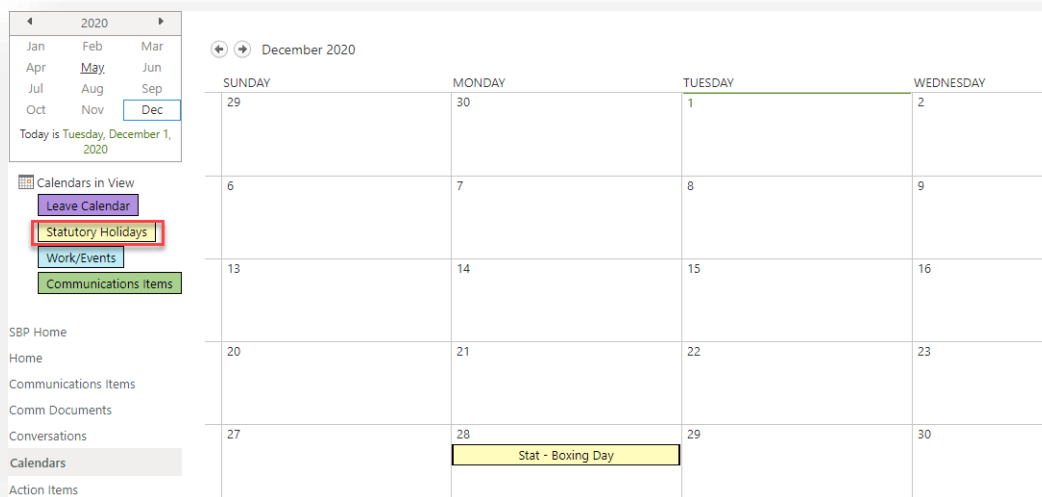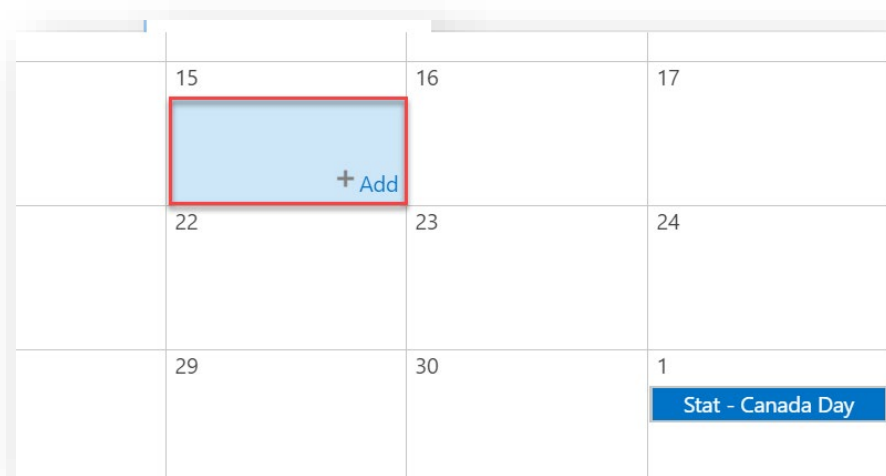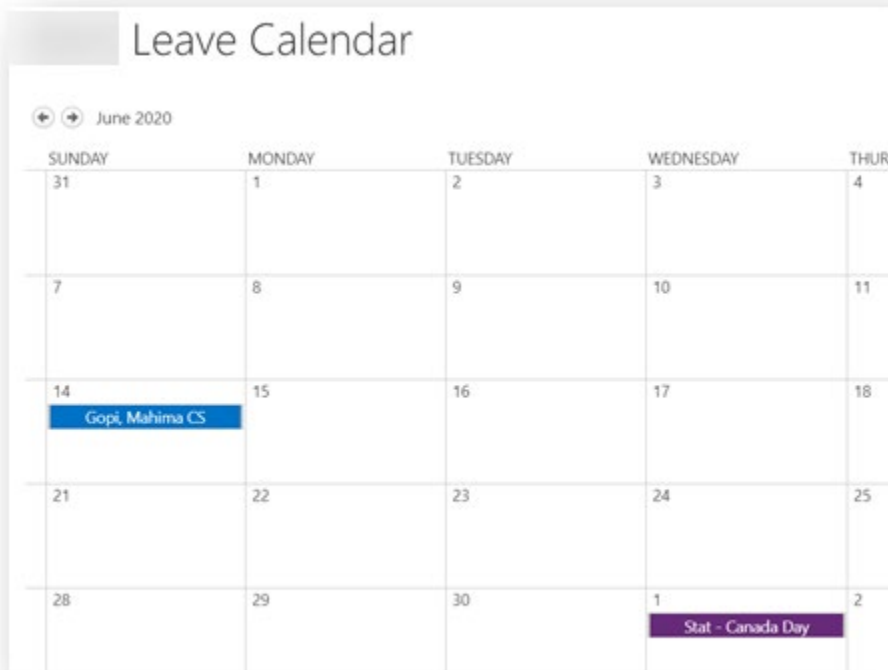


- Add details and click on "Save".



- Navigate back to Leave Calendar to see changes.

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## Adding Leave Calendar to Outlook

- Click on any calendar cell and click on "Connect to Outlook" on the top ribbon and follow the steps shown in the images below:

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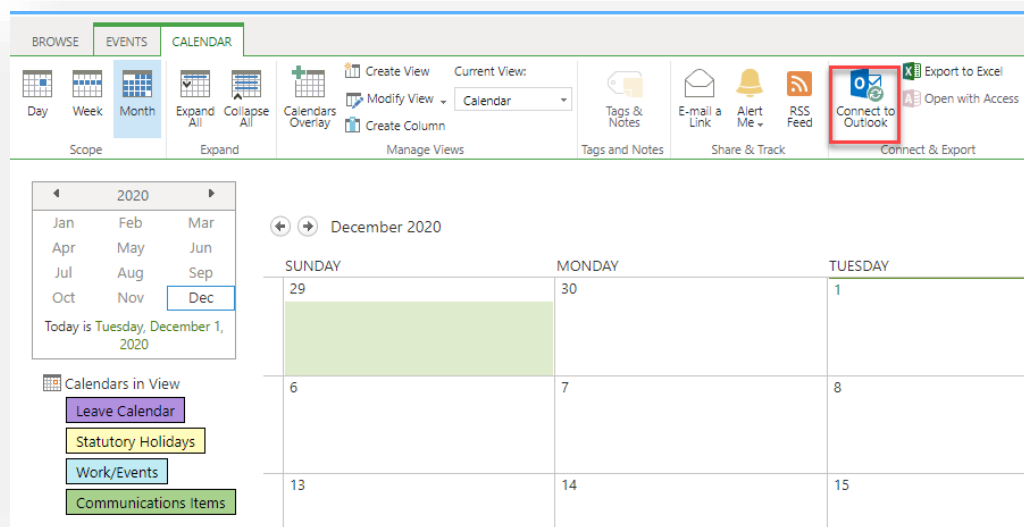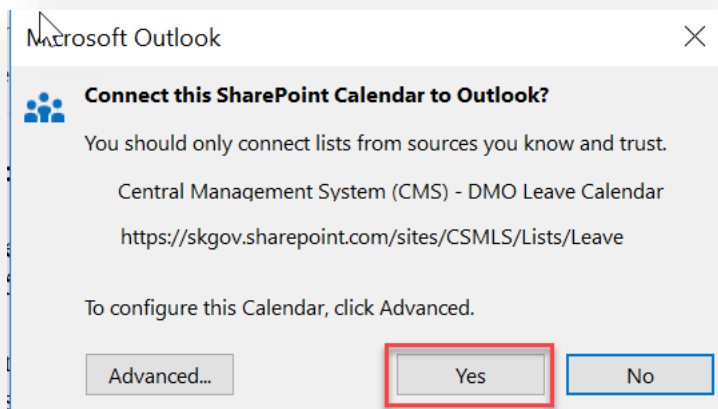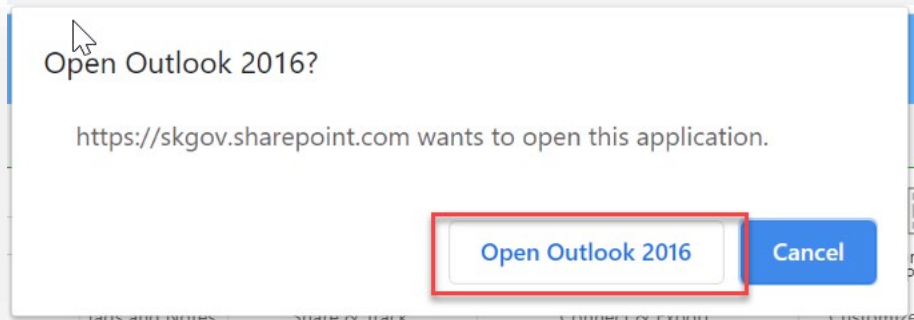Last reviewed: February 2021
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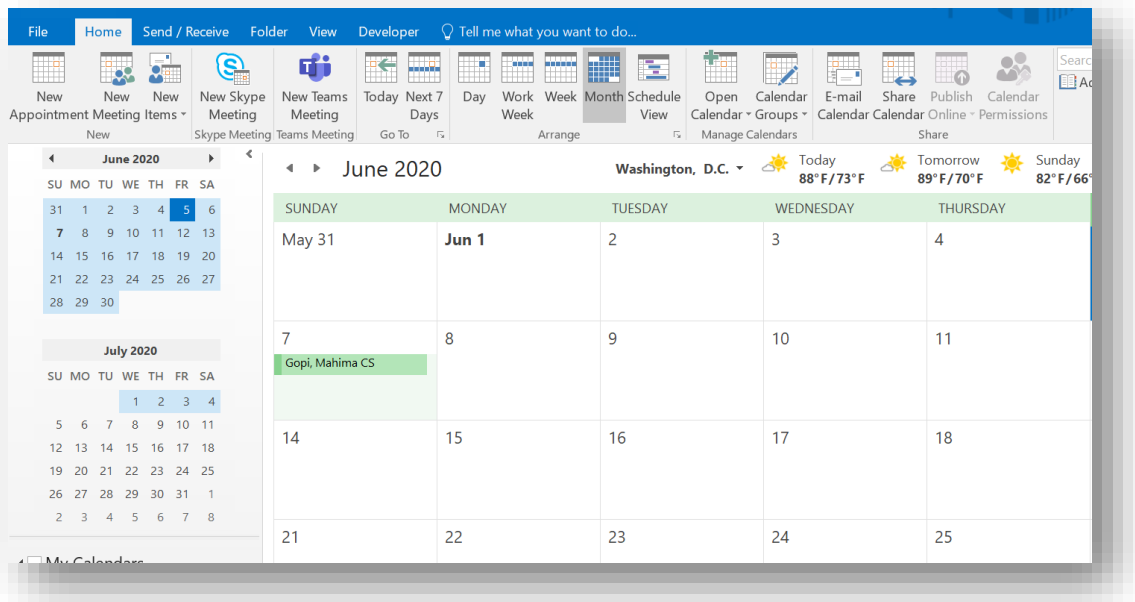


## Approving Leaves (This section is for approvers)

- Approvers will receive an email for leave request. Click on "Approve/Reject" to take action.

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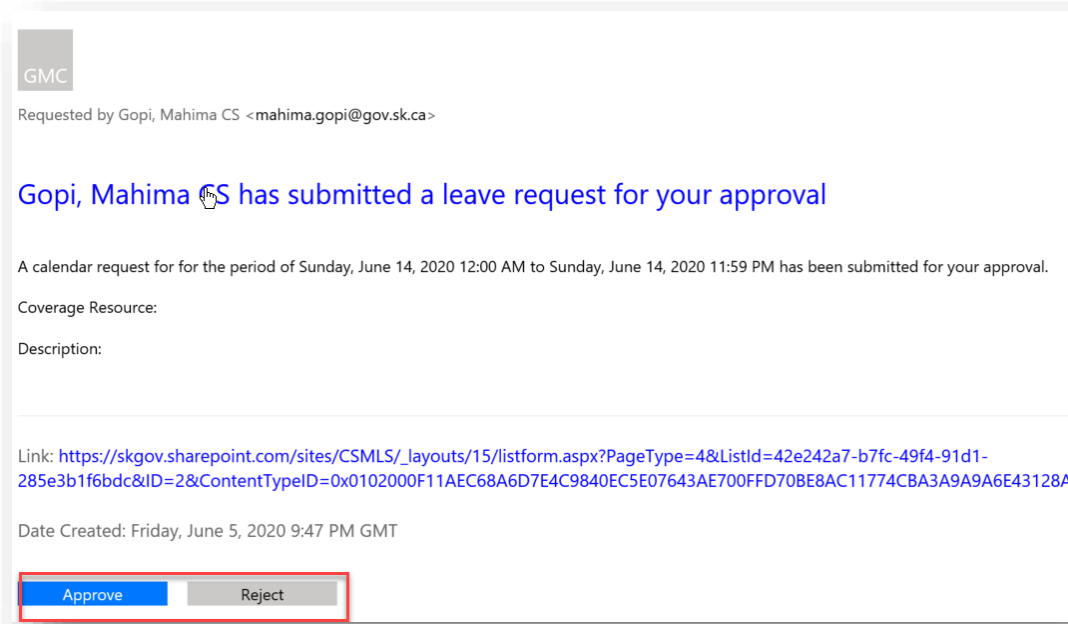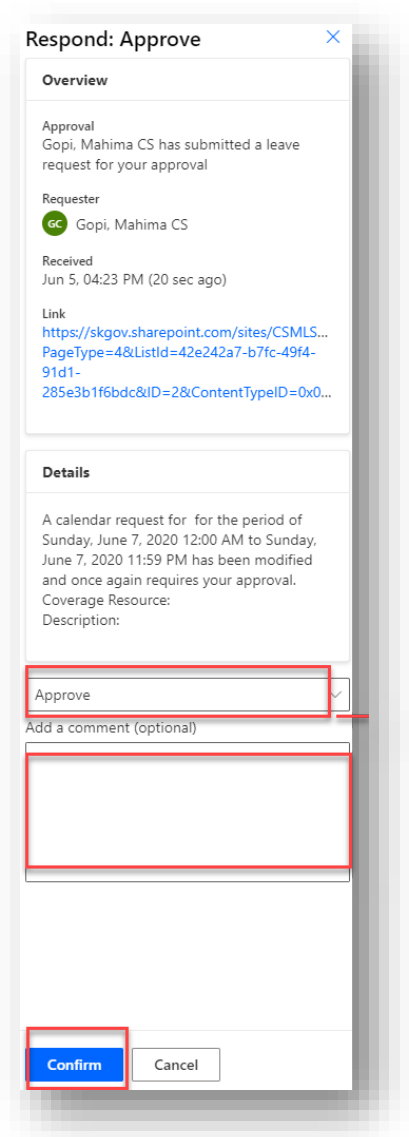**Next review: February 2022**

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- Comments are optional for approval. Click on "Confirm" on the approval window. See image below.



Requester will be notified.