

SPO Members – Leave Calendar User Guide

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

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.

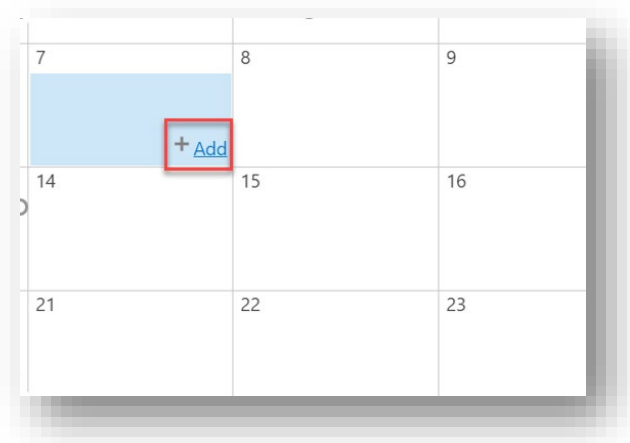


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Requesting Leave

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



- Enter “Employee Name”.

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Leave Calendar - New Item

EDIT

Save Cancel Paste Copy Attach File Spelling

Commit Clipboard Actions Spelling

Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights. [More information on content approval.](#)

Employee Name *

Approver *

Copy To

Calendar Request Type *

All Day Event Make this an all-day activity that doesn't start or end at a specific hour.

Recurrence Make this a repeating event.

Select People

Find List View

Display Name	E-mail Address	Title
Gopi, Mahima CS	mahima.gopi@gov.sk.ca	Senior I

OK Cancel

- Select “Approver”.

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EDIT

Save Cancel Paste Copy Attach File Spelling

Commit Clipboard Actions Spelling

Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights. [More information on content approval.](#)

Employee Name *

Approver *

Use this list to identify the approver of the item or document.

Copy To

Use this field to add a cc. for the Team Lead

Select People

Find List View

Display Name	E-mail Address	Title
Gopi, Mahima CS	mahima.gopi@gov.sk.ca	Senior Progr

OK Cancel

- “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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The screenshot shows the 'Leave Calendar - New Item' form. The 'Calendar Request Type' dropdown is highlighted with a red box, and the 'All Day Event' checkbox is checked.

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

The screenshot shows the 'Leave Calendar - New Item' form. The 'All Day Event' checkbox is checked, and the 'Calendar Request Type' dropdown is set to 'Vacation Leave'.

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

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The screenshot shows the recurrence settings for an event. The 'All Day Event' checkbox is checked. The 'Recurrence' section is highlighted with a red box, containing the text 'Make this a repeating event.' which is also checked. Below this, the 'Pattern' section is visible, with 'Weekly' selected. The 'Recur every' field is set to '2' and 'week(s) on:' is highlighted with a red box. Underneath, the days of the week are listed with checkboxes: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday (checked), and Saturday. The 'Date Range' section shows 'Start Date' as 6/14/2020. The 'End by:' option is selected and highlighted with a red box, with the date 6/25/2021 entered in the adjacent field.

- Click on “Save” to create the request.

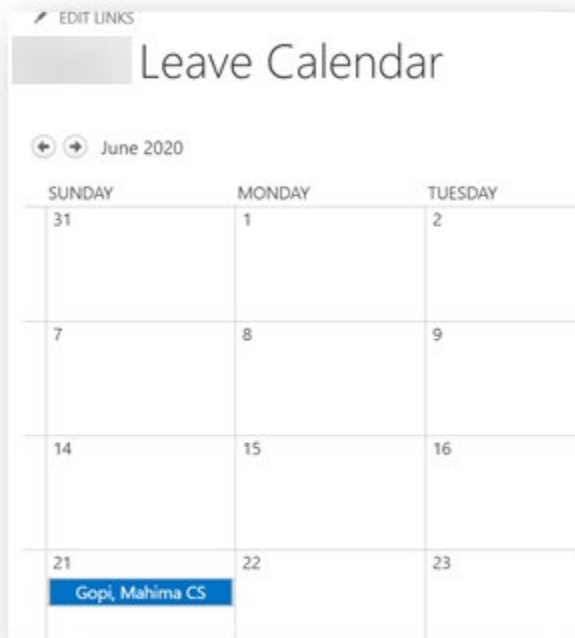
The screenshot shows the 'Coverage Resource' and 'Description' fields. The 'Coverage Resource' field is empty, with a placeholder text 'Select a resource for coverage.' and a small icon to the right. The 'Description' field is a large empty text area. At the bottom right, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red box.

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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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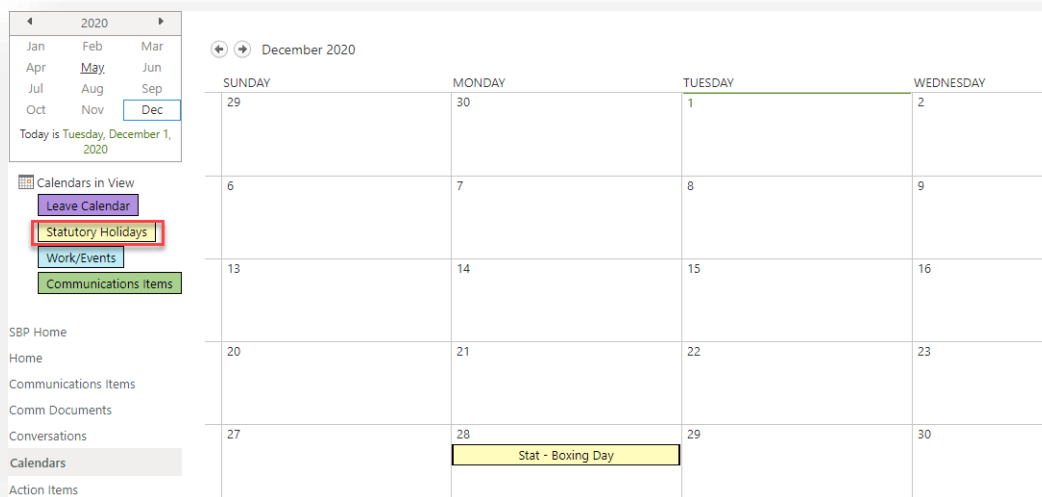
Notification:

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”



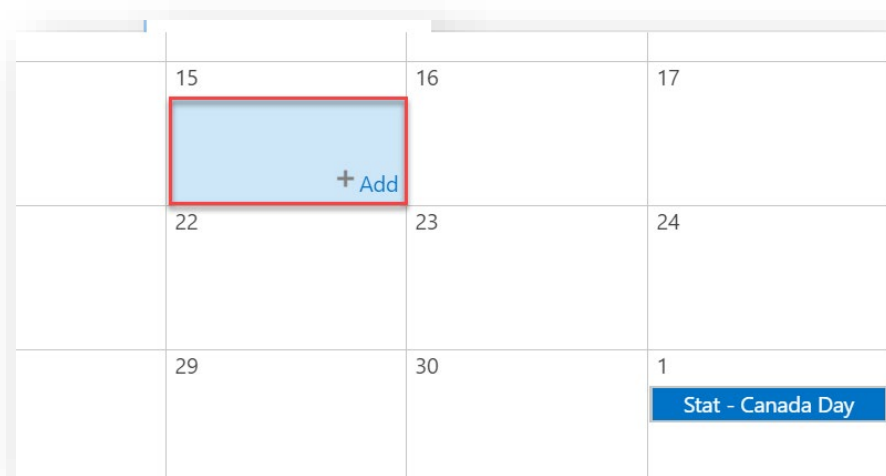
- Click on “Add” in the date cell

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- Add details and click on “Save”.

A screenshot of an event creation form. The 'Title' field is highlighted with a red box and contains the text 'Stat - Canada Day'. The 'All Day Event' checkbox is checked, and the text 'Make this an all-day activity that doesn't start or end at a specific hour.' is highlighted with a red box. The 'Save' button is highlighted with a red box. Other fields include 'Meeting Location', 'Start Time' (7/1/2020), 'End Time' (7/1/2020), 'Request Details', 'Recurrence' (unchecked), and 'Category' (dropdown menu). At the bottom, it says 'Created at 6/5/2020 11:58 AM by Gopi, Mahima CS' and 'Last modified at 6/5/2020 11:58 AM by Gopi, Mahima CS'.

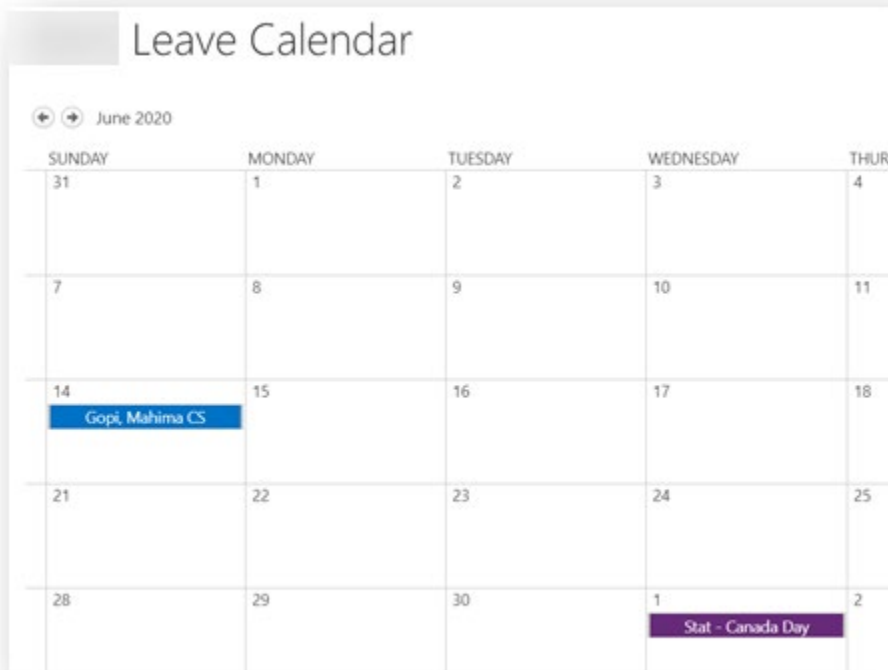
- Navigate back to [Leave Calendar](#) to see changes.

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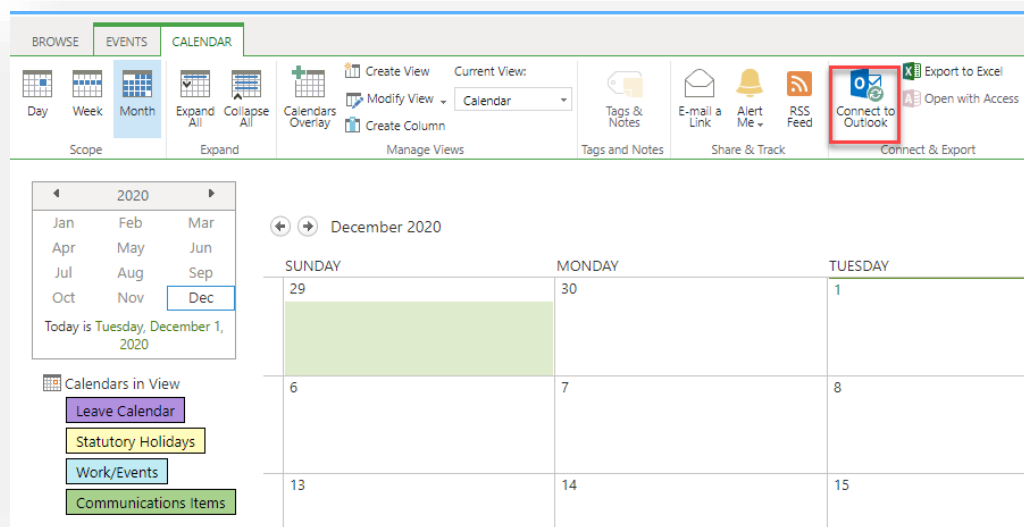
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Adding Leave Calendar to Outlook

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

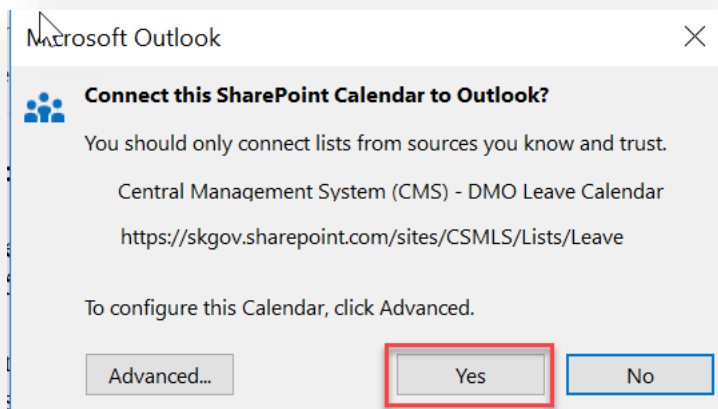
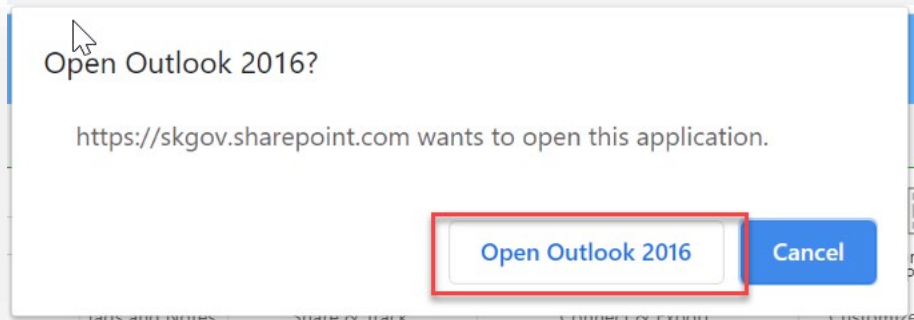


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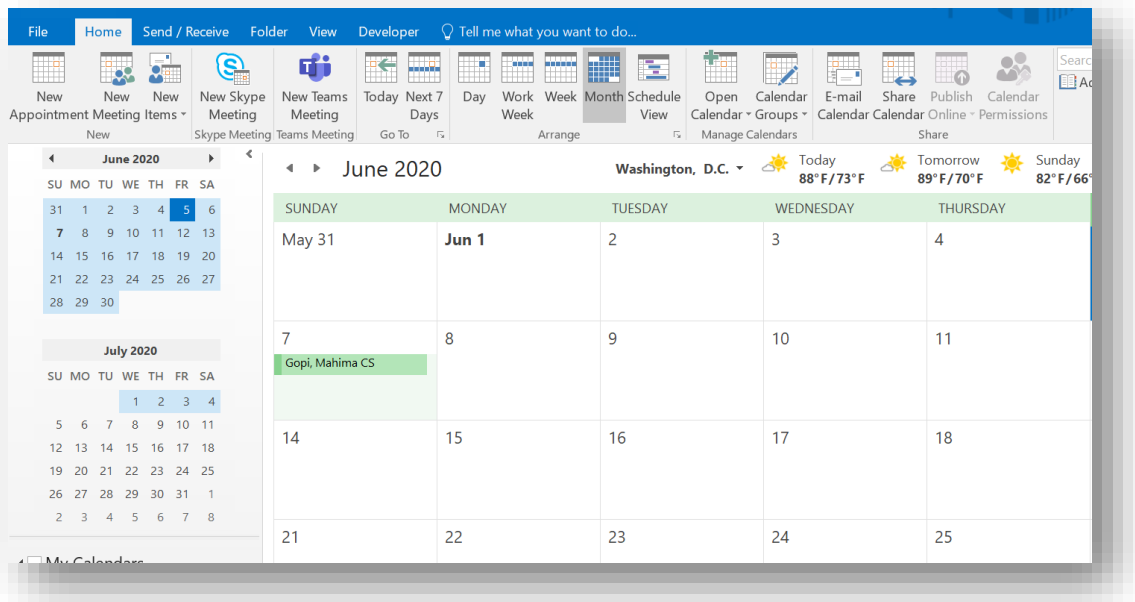


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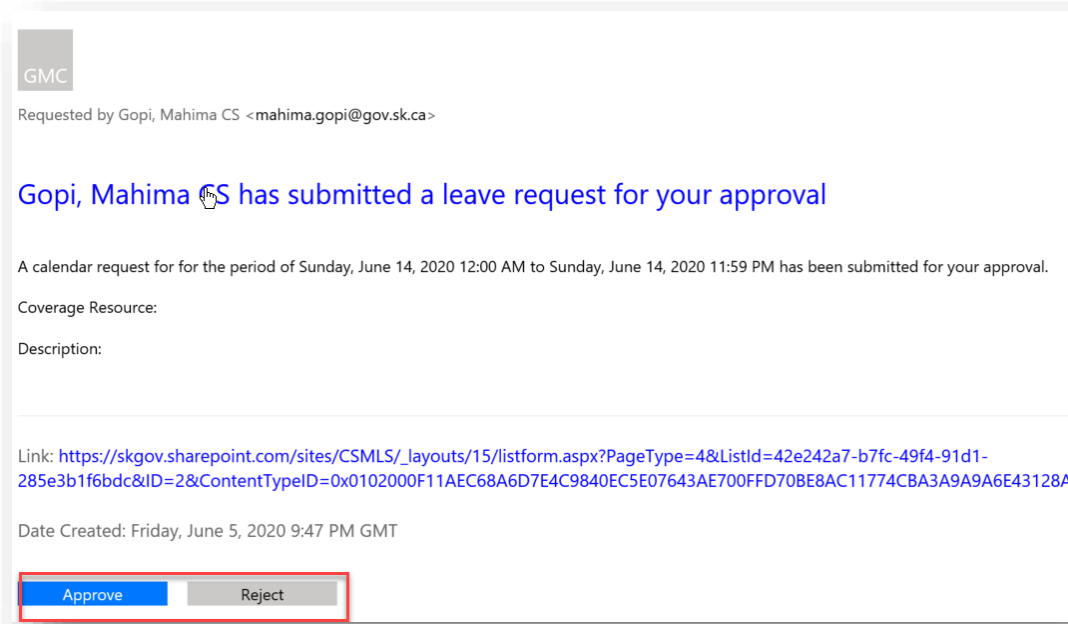
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Approving Leaves (This section is for approvers)

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



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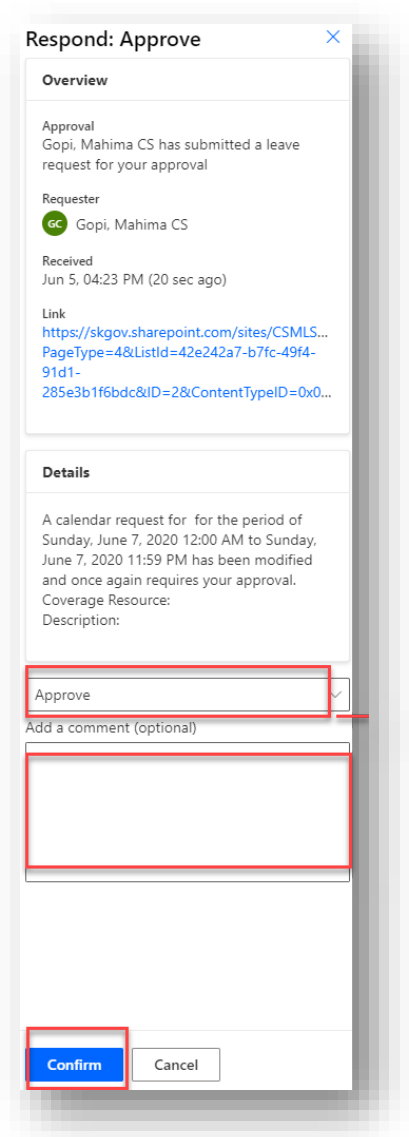
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- Comments are optional for approval. Click on “Confirm” on the approval window. See image below.



Requester will be notified.