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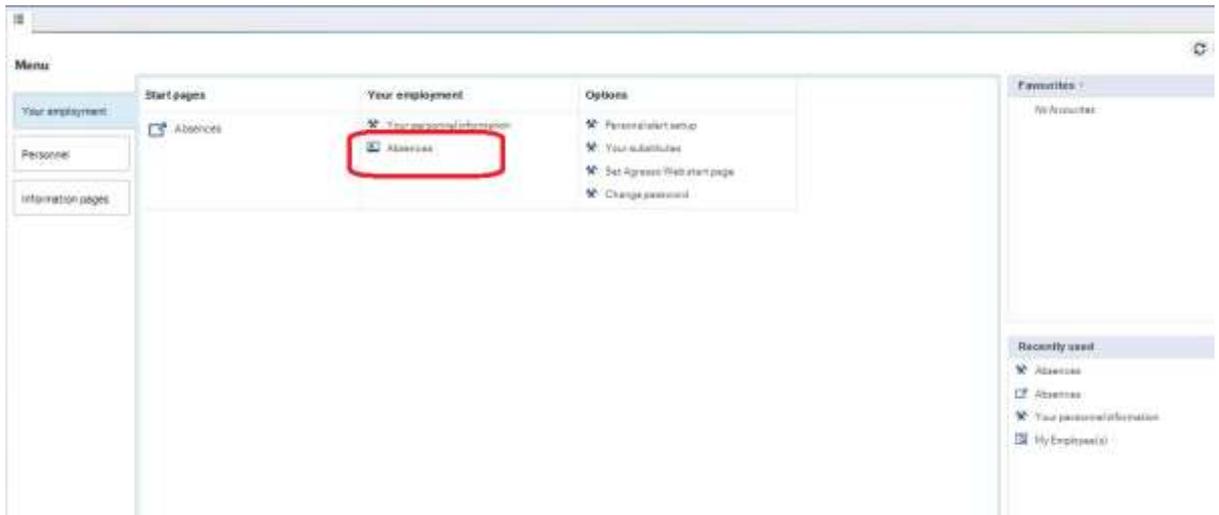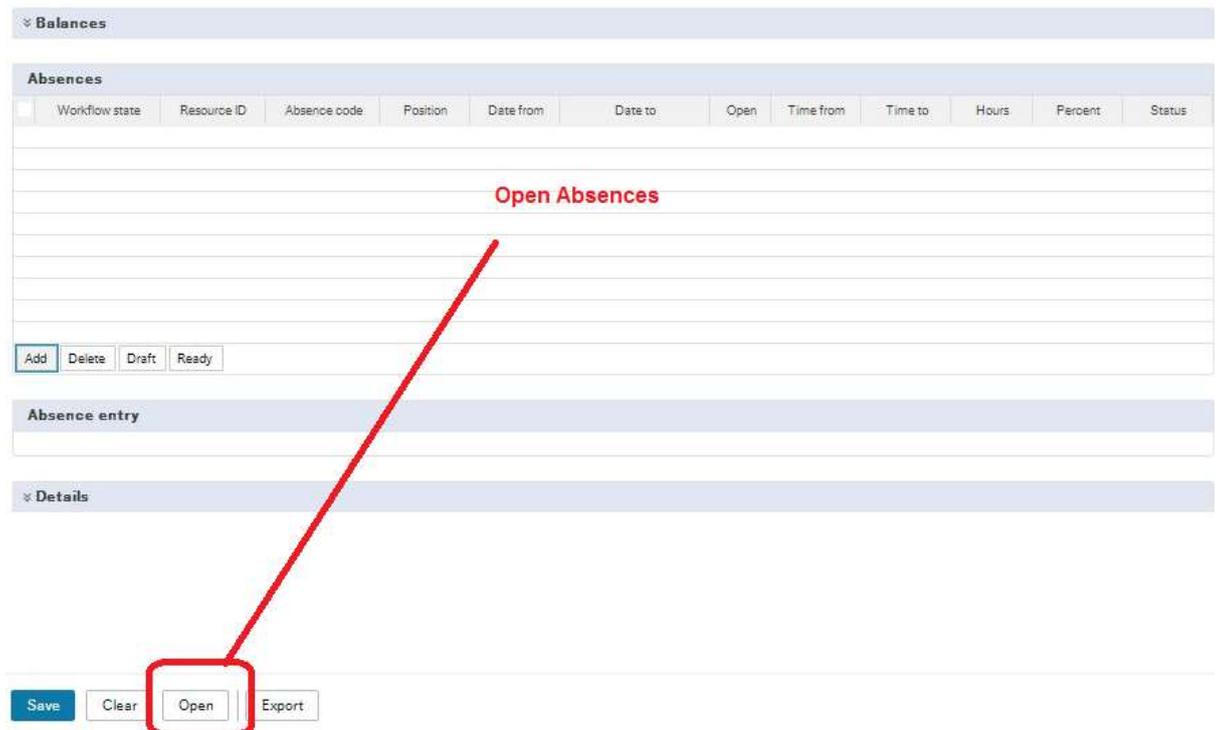**How to Cancel an Absence request**

To cancel an Annual Leave request, please carry out the following steps.

1) Login to AberPeople (Self-Service)
2) Select Absences via '**Your employment**'

3) Select 'Open' via the absence screen

4) Select 'ALEAVE' from the Absence Codes
   Press '*LOAD*'

5) Use the check box to select the date range that you want to cancel

6) Press 'Delete'

7) Press 'Save'

8) A notification will appear to confirm that the request has been sent to the employees' line manager to approve.

9) The annual leave balance will be updated, once this has been completed.