Retracting ( Cancelling) Leave

Once leave is submitted, it cannot be changed. It can, however, be retracted and resubmitted if it has not yet been approved. If leave needs to be changed after it is approved, your manager can complete that task.

**Step 1:** In the Request Time Off calendar, go to the leave you need to retract (cancel) and click on the blue arrow that appears when hovering beside “Request for Time Off” to bring up an action box (next slide).

**Step 2:** Click on Retract. This will open up a Retract Time-Off window (next slide).
Once you have retracted the leave request, it will still show in your Request Time Off calendar, but it will have an X beside it.