Holiday Request Procedure

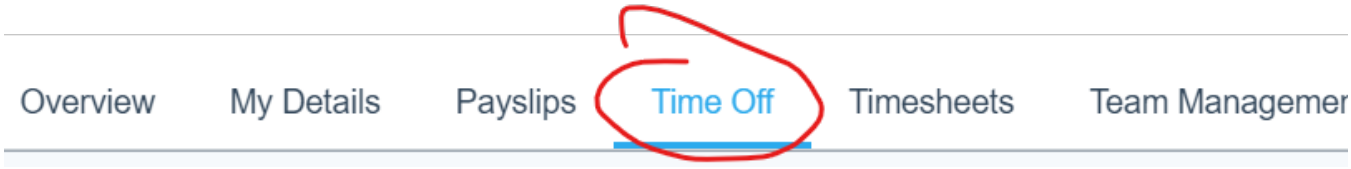
Traditional Method

Holiday Request Form - Holiday Request Form.pdf

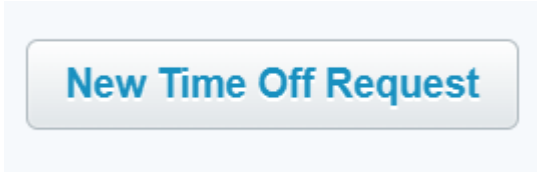
Modern Method

1. Go to Xero.com and login using you MyXero account

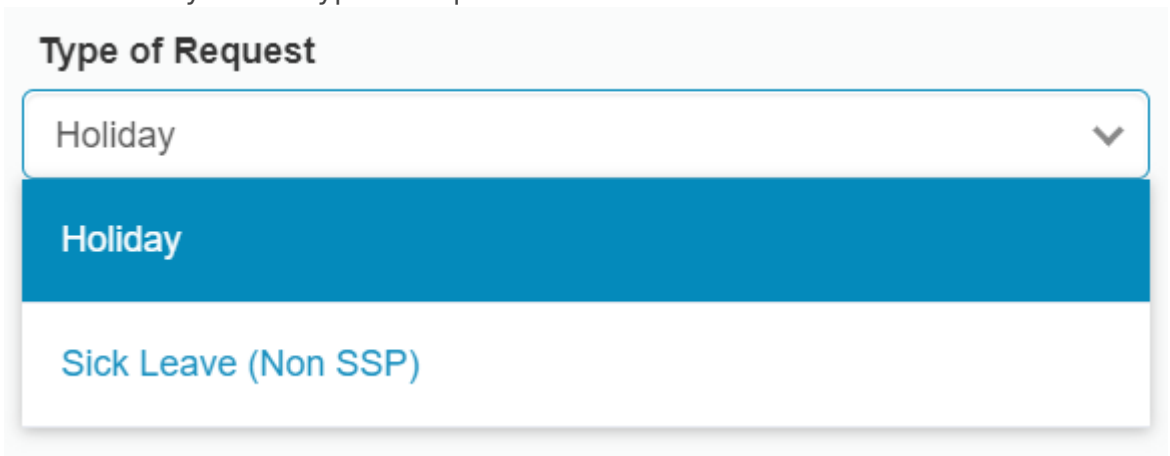
   Login | Xero Accounting Software
2. Click the Time Off tab



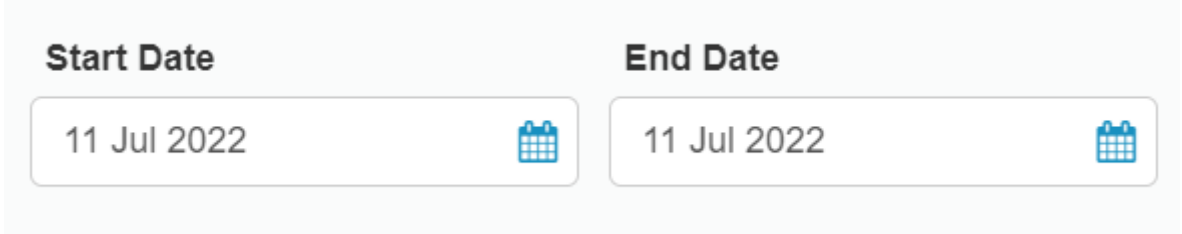
3. Click new time off request



4. Select holiday as the type of request



5. Select your dates



6. Click Approve



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