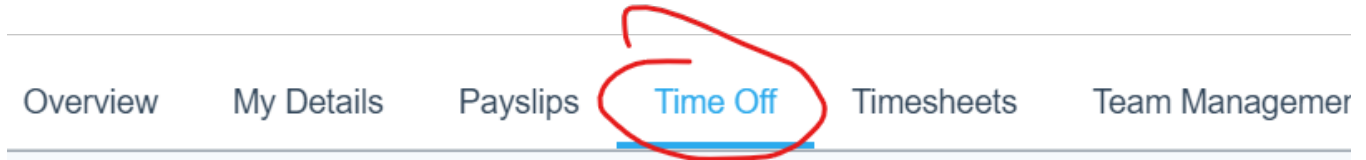


Holiday Request Procedure

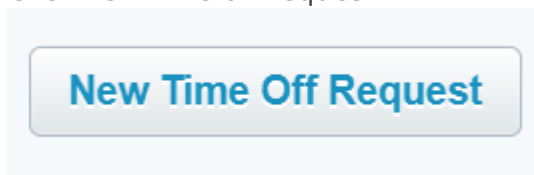
1. Go to Xero.com and login using you MyXero account

[Login | Xero Accounting Software](#)

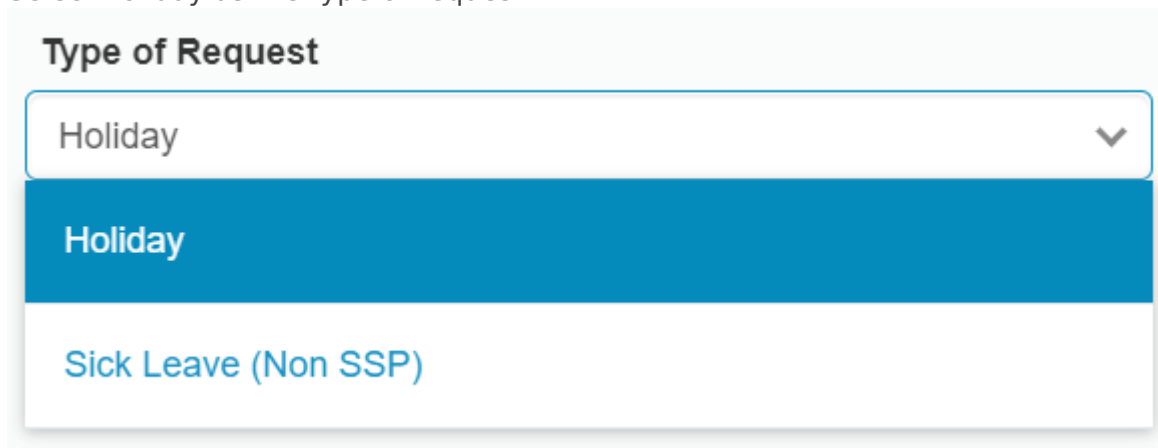
2. Click the Time Off tab



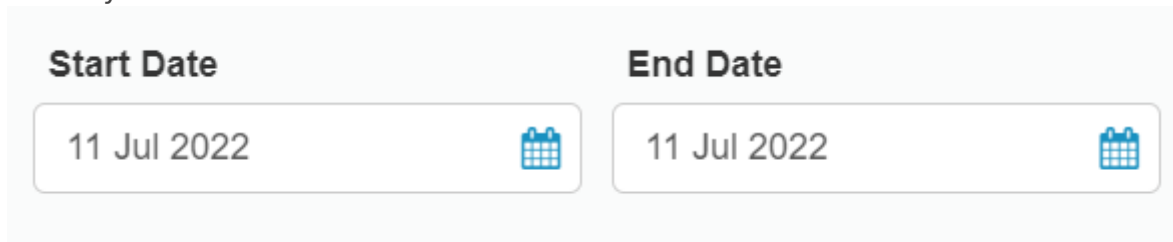
3. Click new time off request



4. Select holiday as the type of request



5. Select your dates



6. Click Approve



Revision #2

Created 8 July 2022 13:23:32 by Admin

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