

Holiday Request Procedure

Traditional Method

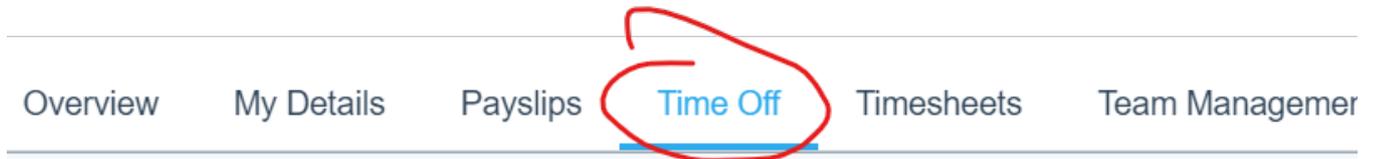
Holiday Request Form - [Holiday Request Form.pdf](#)

Modern Method

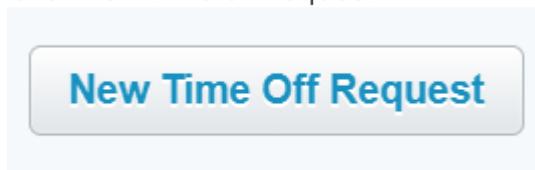
1. Go to Xero.com and login using you MyXero account

[Login | Xero Accounting Software](#)

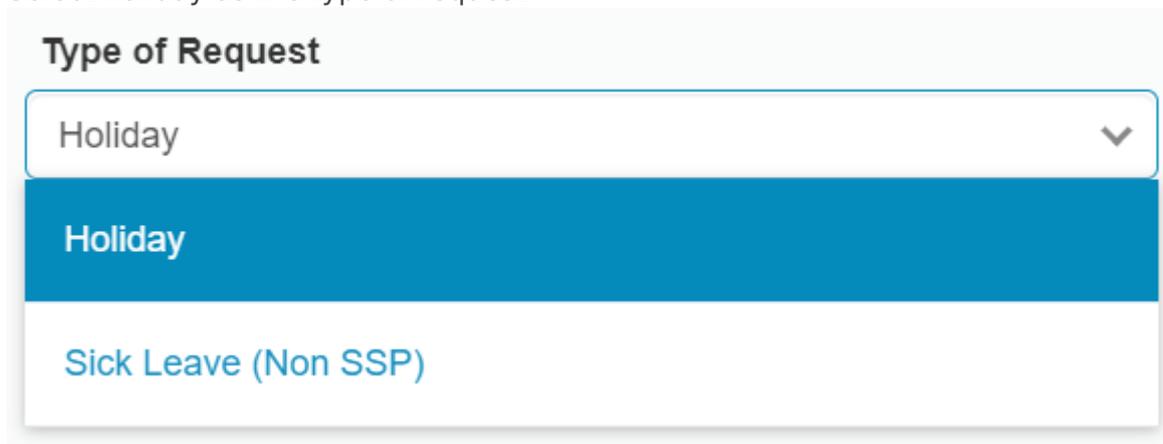
2. Click the Time Off tab



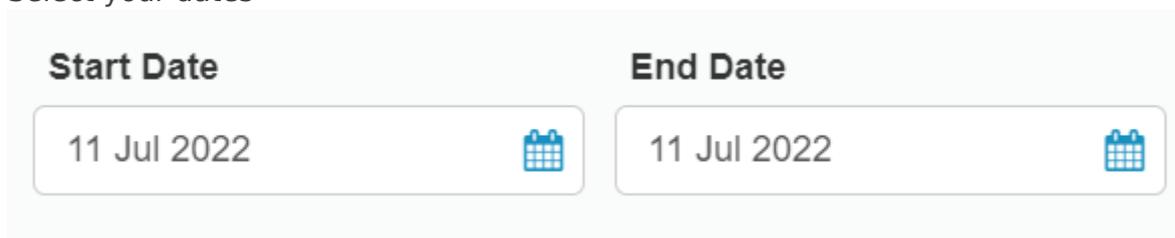
3. Click new time off request



4. Select holiday as the type of request



5. Select your dates



6. Click Approve



Revision #3

Created 8 July 2022 13:23:32 by Admin

Updated 10 March 2025 12:04:40 by Admin