

Company Personnel Manual

Holiday Request Form

- 1 Login to IntraStats
- 2 Click Employee in the Main Menu
- 3 Click Book Holiday
- 4 Select Your name in the pull Down list – Click Request
- 5 Your Current Years Holiday will be shown including Days remaining
- 6 Select the Year You wish to Request a Booking
- 7 Select The Month you wish to Request a Booking
- 8 Select Which Days you wish to Request a Booking
- 9 Morning and Afternoons are Sperate – for a full day select Both AM and PM
- 10 Click Request.
- 11 Confirm Dates and Click Request