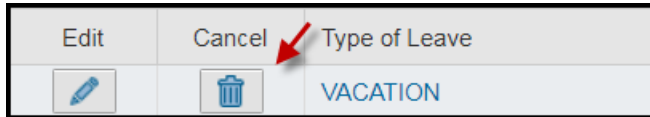
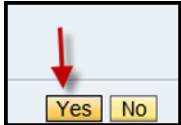




- From myUK, access the Employee Self Service Tab
- Select the Create Leave Request link
- Locate the applicable leave request in your Leave Data Overview, and click the cancel icon.



- A pop up confirmation box will appear. Click yes to confirm.



- The leave request details will then be displayed for you to review/add comments if you like. When you are ready to complete the deletion, click the <send and back> button.



- A pop up confirmation box will appear. Click ok to confirm.