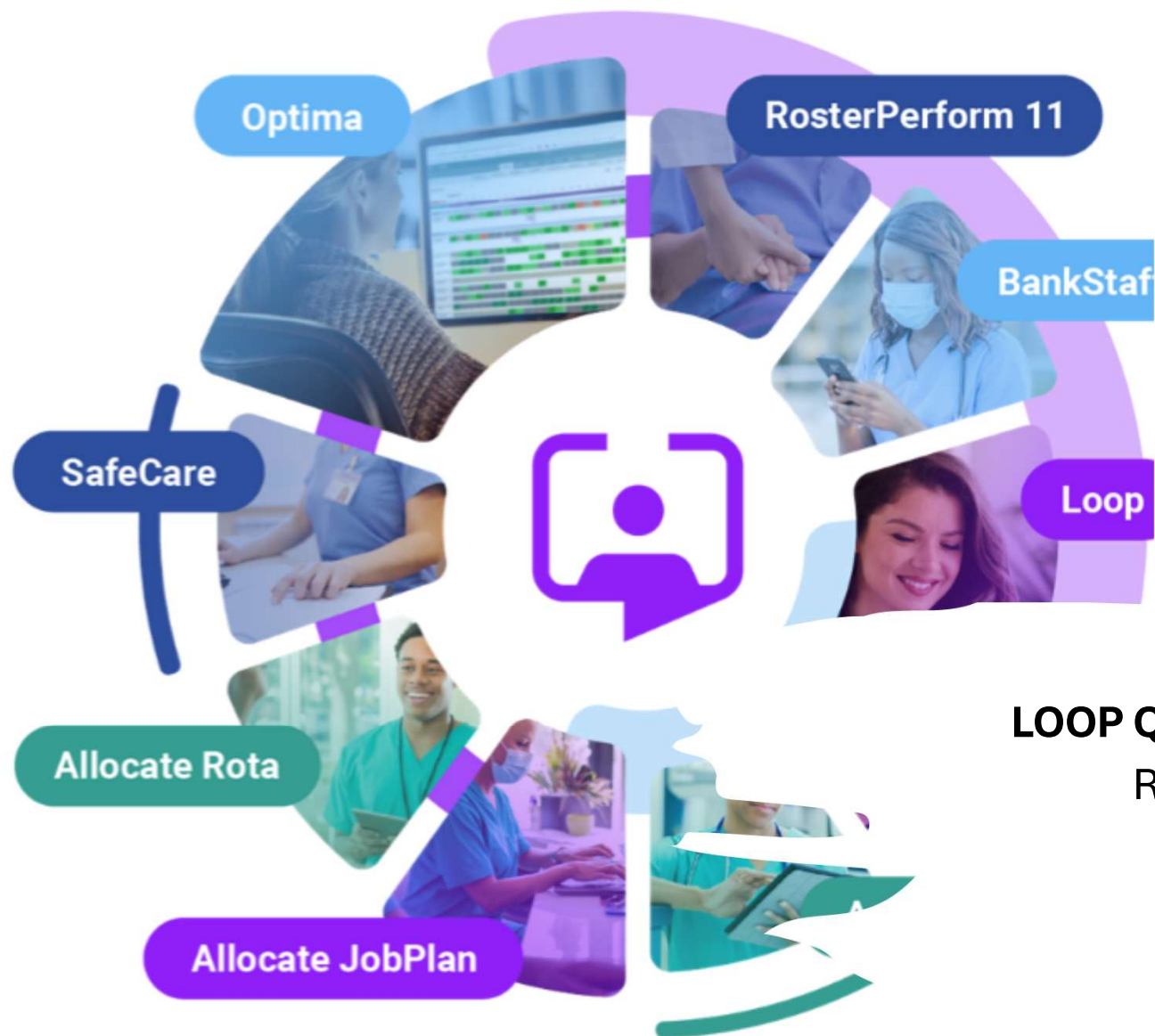




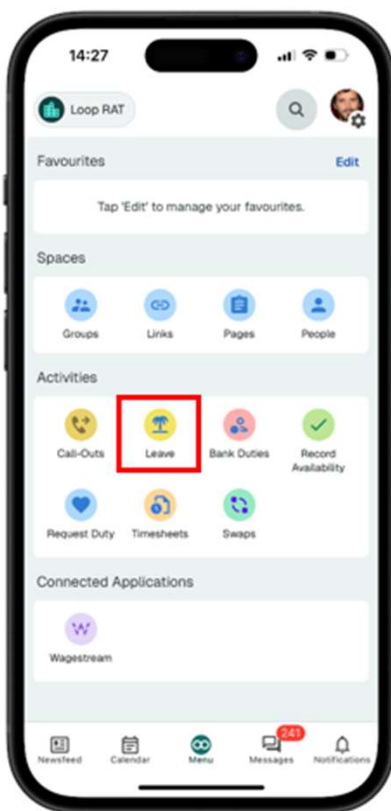
LOOP Quick Reference Guide

Requesting Leave

Step by Step

REQUESTING LEAVE

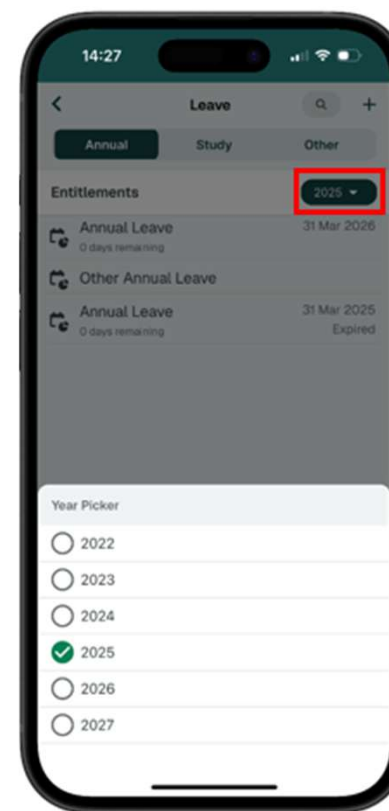
Step 1 – On the LOOP main screen, click the Leave button.



Step 2 – Use the links at the top to view Annual, Study, or Other Leave.

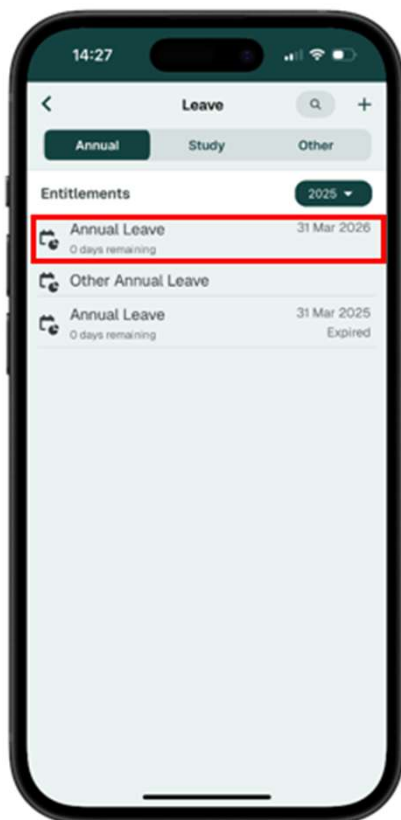


Step 3 – Change the year you want to view or request leave for by selecting the Year in the top right corner.

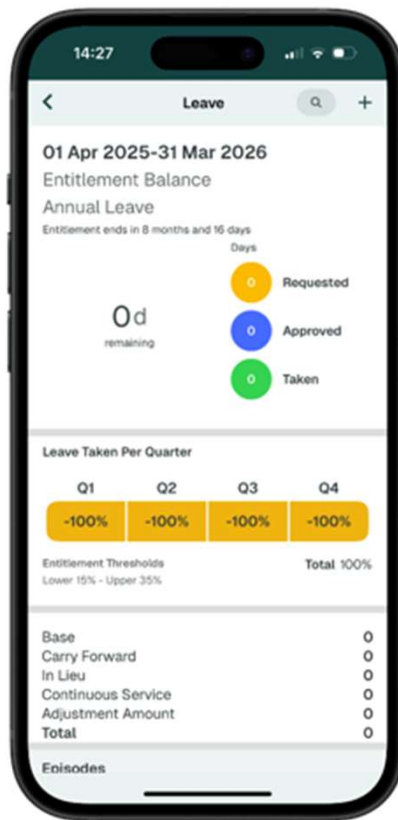


REQUESTING LEAVE

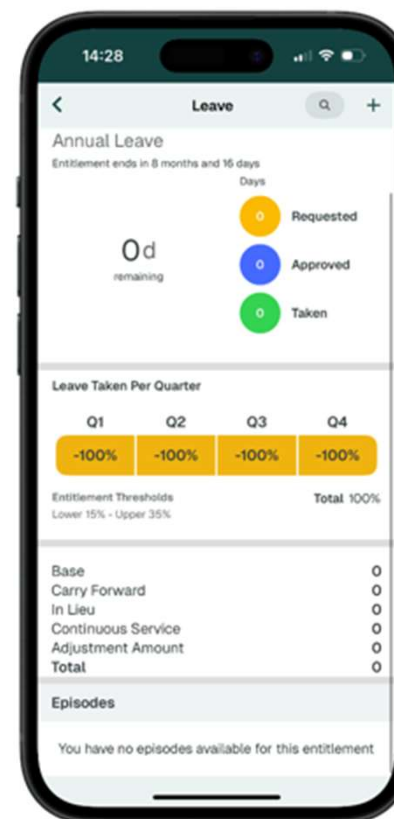
Step 4 – To check your dashboard and leave balance, select Leave Entitlement.



Step 5 – The dashboard provides an overview of your Leave Entitlement.

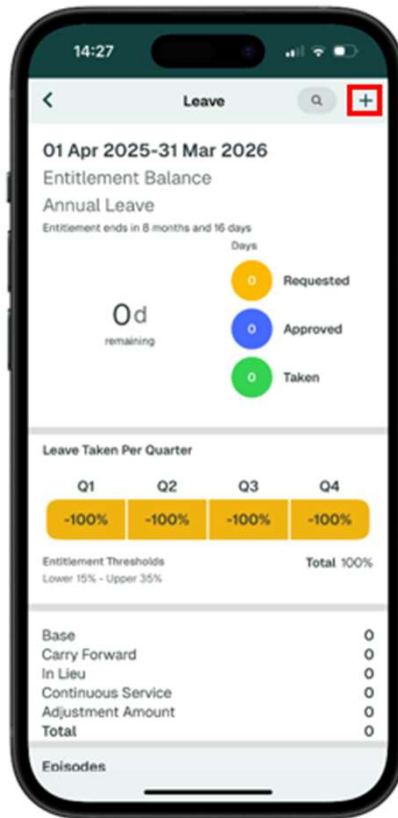


Step 6 – Scroll down to find additional details and records of your leave.



REQUESTING LEAVE

Step 7 – Click the + in the top right to create a new Leave Request.



14:27

Leave

01 Apr 2025-31 Mar 2026

Entitlement Balance

Annual Leave

Entitlement ends in 8 months and 16 days

Days

0 Requested

0 Approved

0 Taken

0d remaining

Leave Taken Per Quarter

Q1	Q2	Q3	Q4
-100%	-100%	-100%	-100%

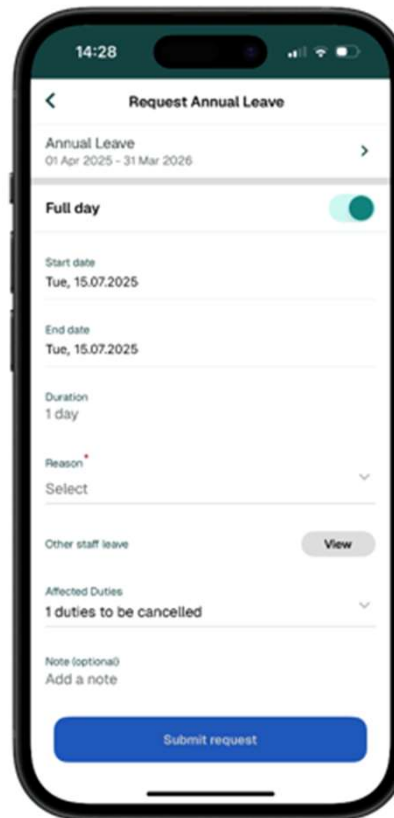
Entitlement Thresholds
Lower 15% - Upper 35%

Total 100%

Base	0
Carry Forward	0
In Lieu	0
Continuous Service	0
Adjustment Amount	0
Total	0

Episodes

Step 8 – This action will take you to the Request Leave page.



14:28

Request Annual Leave

Annual Leave
01 Apr 2025 - 31 Mar 2026

Full day

Start date
Tue, 15.07.2025

End date
Tue, 15.07.2025

Duration
1 day

Reason
Select

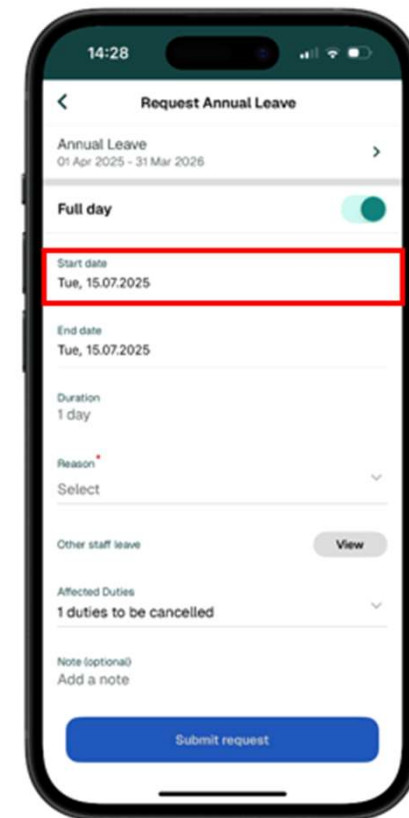
Other staff leave View

Affected Duties
1 duties to be cancelled

Note (optional)
Add a note

Submit request

Step 9 – Choose the Start Date to adjust it as needed.



14:28

Request Annual Leave

Annual Leave
01 Apr 2025 - 31 Mar 2026

Full day

Start date
Tue, 15.07.2025

End date
Tue, 15.07.2025

Duration
1 day

Reason
Select

Other staff leave View

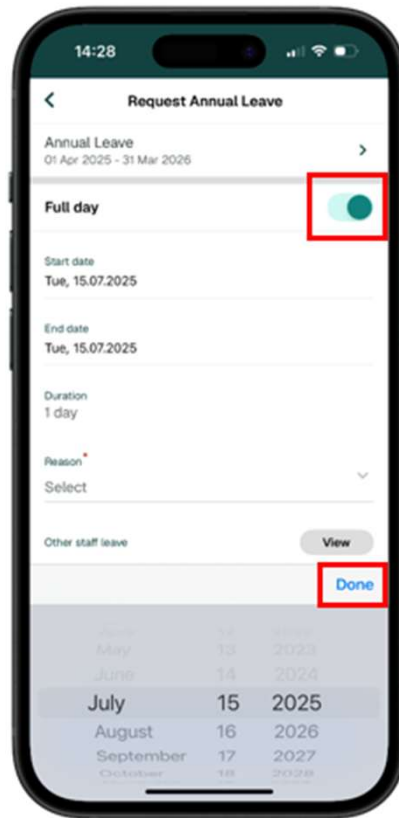
Affected Duties
1 duties to be cancelled

Note (optional)
Add a note

Submit request

REQUESTING LEAVE

Step 10 – Select the date and tap Done. Repeat for the End Date. If you don't need a full day off, toggle Full Day to Off.



14:28

< Request Annual Leave

Annual Leave
01 Apr 2025 - 31 Mar 2026

Full day ☒

Start date
Tue, 15.07.2025

End date
Tue, 15.07.2025

Duration
1 day

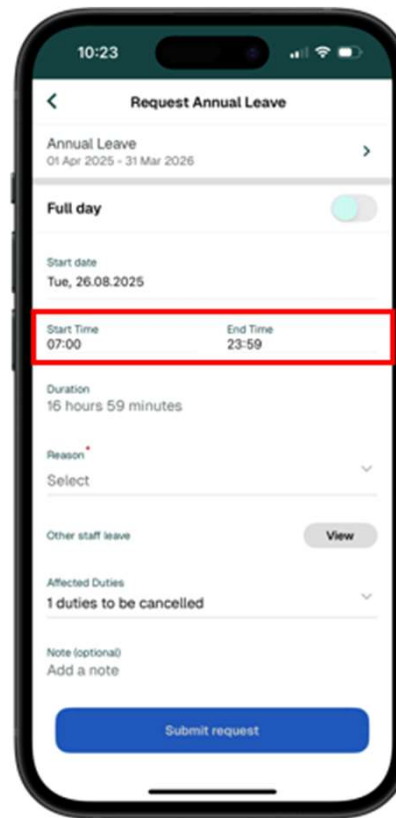
Reason*
Select

Other staff leave View

Done

July 15 2025
August 16 2026
September 17 2027
October 18 2028

Step 11 – For partial-day leave, enter your desired Start and End Times.



10:23

< Request Annual Leave

Annual Leave
01 Apr 2025 - 31 Mar 2026

Full day ☐

Start date
Tue, 26.08.2025

Start Time
07:00

End Time
23:59

Duration
16 hours 59 minutes

Reason*
Select

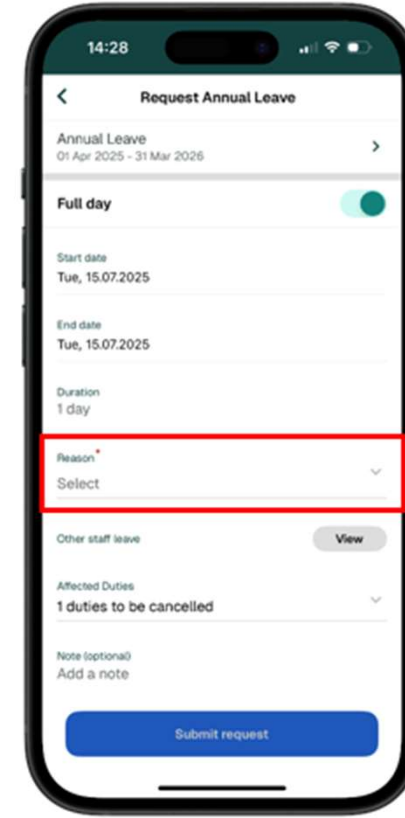
Other staff leave View

Affected Duties
1 duties to be cancelled

Note (optional)
Add a note

Submit request

Step 12 – Indicate your Reason for leave.



14:28

< Request Annual Leave

Annual Leave
01 Apr 2025 - 31 Mar 2026

Full day ☒

Start date
Tue, 15.07.2025

End date
Tue, 15.07.2025

Duration
1 day

Reason*
Select

Other staff leave View

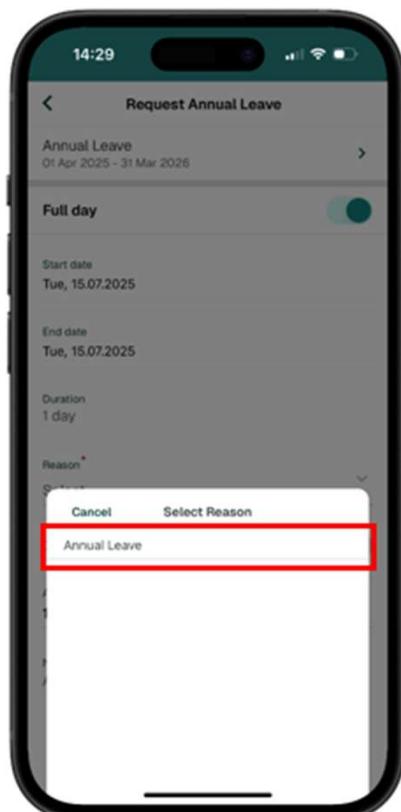
Affected Duties
1 duties to be cancelled

Note (optional)
Add a note

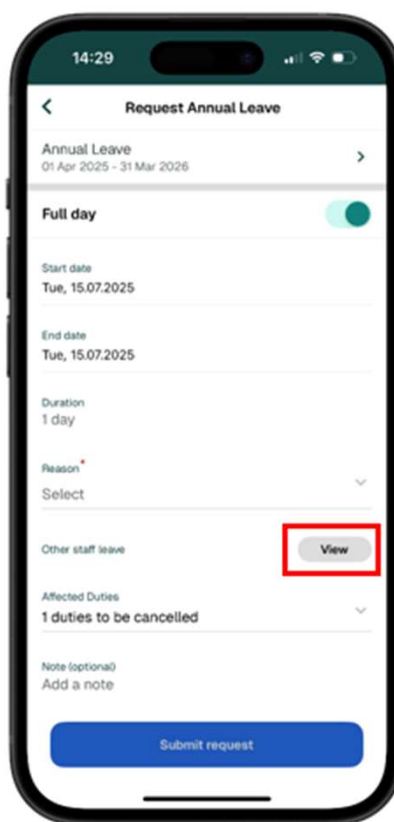
Submit request

REQUESTING LEAVE

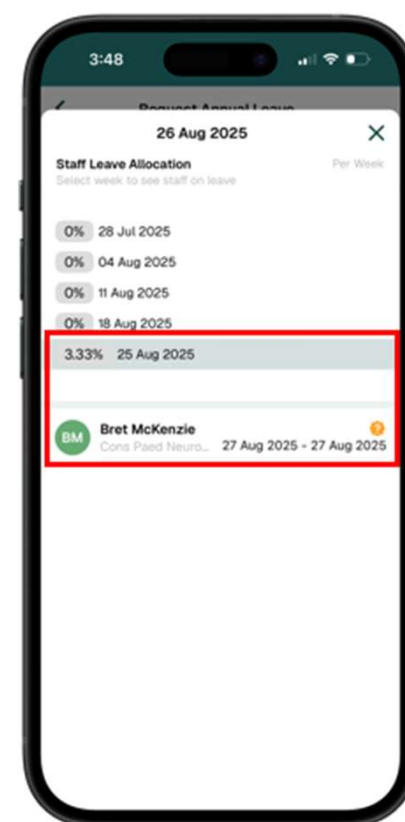
Step 13 – Pick from the available list of reasons.



Step 14 – You can see when colleagues are also on leave—tap the view button under Other Staff Leave.

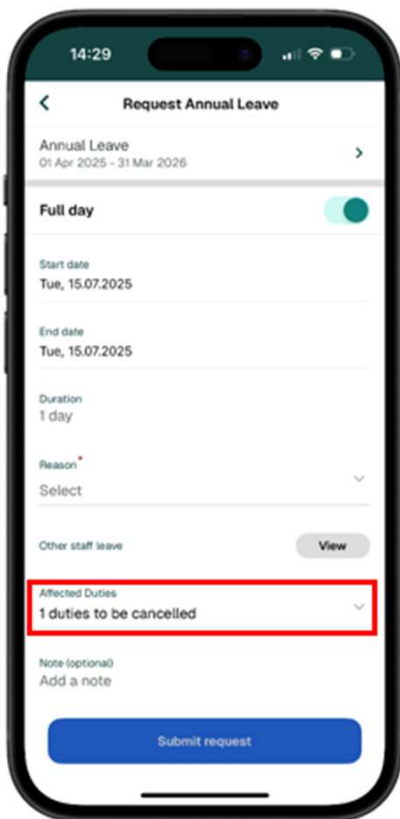


Step 15 – Click on any week to get more details about team members' leave status. Tap X to close this view.



REQUESTING LEAVE

Step 16 – To review which duties are impacted, select Affected Duties at the bottom.



14:29

< Request Annual Leave

Annual Leave
01 Apr 2025 - 31 Mar 2026

Full day ☒

Start date
Tue, 15.07.2025

End date
Tue, 15.07.2025

Duration
1 day

Reason
Select

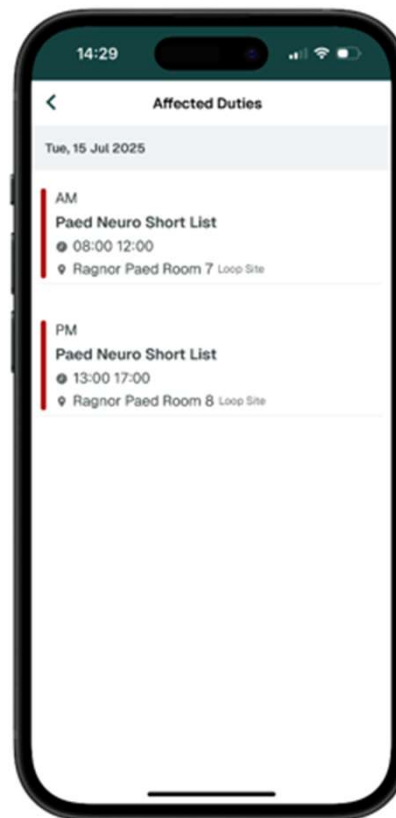
Other staff leave [View](#)

Affected Duties
1 duties to be cancelled

Note (optional)
Add a note

Submit request

Step 17 – Use the arrow head in the top left to return to the previous screen.



14:29

< Affected Duties

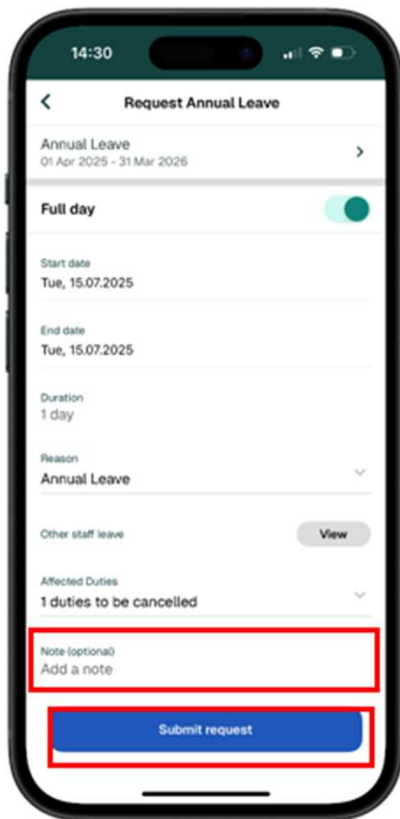
Tue, 15 Jul 2025

AM
Paed Neuro Short List
● 08:00 12:00
📍 Ragnor Paed Room 7 Loop Site

PM
Paed Neuro Short List
● 13:00 17:00
📍 Ragnor Paed Room 8 Loop Site

REQUESTING LEAVE

Step 18 – Add any notes in the optional Note field if necessary. When finished, press Submit Request.



14:30

< Request Annual Leave

Annual Leave
01 Apr 2025 - 31 Mar 2026

Full day ☒

Start date
Tue, 15.07.2025

End date
Tue, 15.07.2025

Duration
1 day

Reason
Annual Leave

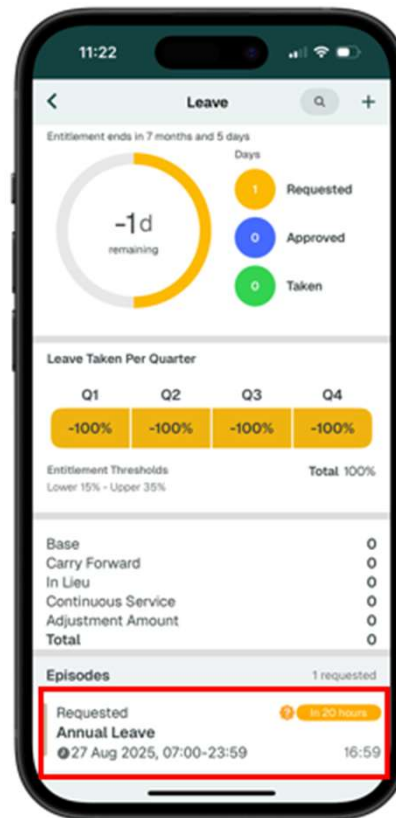
Other staff leave [View](#)

Affected Duties
1 duties to be cancelled

Note (optional)
Add a note

Submit request

Step 19 – Your leave entry will be marked as Requested in the Episodes section until it's approved or denied by your Manager.



11:22

< Leave +

Entitlement ends in 7 months and 5 days

Days

-1d remaining

1 Requested
0 Approved
0 Taken

Leave Taken Per Quarter

Q1	Q2	Q3	Q4
-100%	-100%	-100%	-100%

Entitlement Thresholds
Lower 15% - Upper 35%

Total 100%

Base	0
Carry Forward	0
In Lieu	0
Continuous Service	0
Adjustment Amount	0
Total	0

Episodes 1 requested

Requested
Annual Leave
27 Aug 2025, 07:00-23:59 16:59