Request, edit or cancel leave in the Humanforce Work mobile app

Request leave

Open the Humanforce Work app.

In the Humanforce Work app, tap Schedule from the bottom menu.

Start a new leave request

- Tap the Leave icon on the Home screen, then enter leave details.
- Select the Leave Type from the list (e.g. Annual Leave, Sick Leave).
- If enabled, your available balance for the selected leave type will display.
- Choose whether to apply Default hours or set a custom start and end time for partial-day leave.
    - Some days may display a warning: No default hours. To proceed, toggle off Default hours and enter custom start and end times.
- Enter the Start Date and End Date for the leave. Optional: Add a Comment or Attachment if needed.
- Tap Submit to review your request.
- Tap Yes to confirm. Tap Ok to continue.

Your leave request will show in your schedule with a Requested status until it is approved or declined by your manager. Once actioned, you'll be notified, and the status will update to Approved or Declined.

Edit a leave request

You can only edit leave with a Requested status. Approved leave cannot be edited; cancel and resubmit if changes are needed, or ask your manager to update it on your behalf.

1. Open the app and go to Schedule
2. Tap the existing leave entry to view details.
3. Tap Edit, update the details, then tap Submit. Tap Yes to confirm, then Ok to continue.
4. You'll return to the Schedule/Calendar and see the updated request with its status.

Part 3: Cancel a leave request

1. Open the app and go to Schedule
2. Tap the existing leave entry to view details.
3. Cancel the request: Tap Cancel. Tap Yes to confirm, then Ok to continue.

The cancellation will be submitted for manager approval. The leave entry will show as Cancellation Requested until your manager approves or declines. Once actioned, you'll be notified, and the status will update accordingly.

Additional information

You can attach a document (e.g. a medical certificate).
Leave balances are visible.