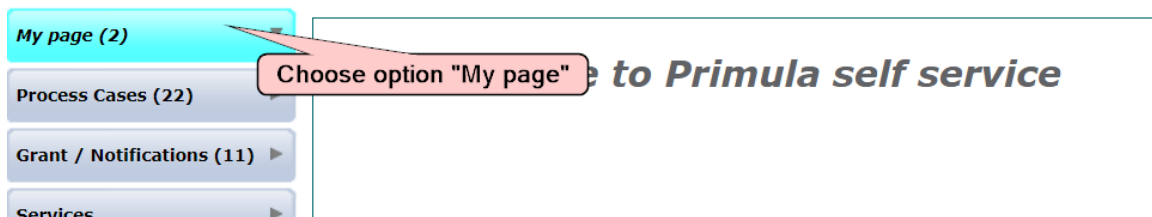# Withdrawal of leave / holiday vacation

1. Register the withdrawal in Primula self service
2. Wait for approval from the nearest manager

Detailed description:
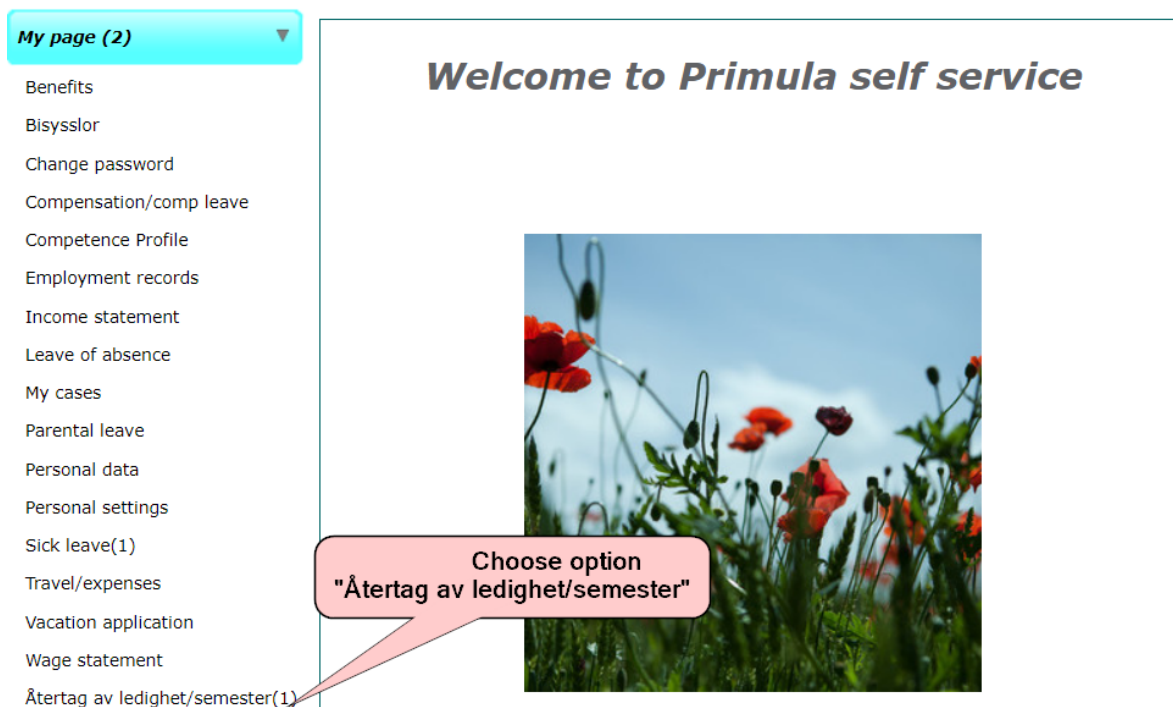
1. Choose My page

Choose My Page which you will find in the left column

2. Choose headline

Choose "Återtag av ledighet /Semester"

3. Fill in the application

Type of case: Withdrawal of holiday/other leave
Position: 1 - 9852000 PERSONALAVDELNINGEN, LÖNEENHETEN (Payroll Administrator)

Indicate the type of leave you have been granted and now want to take back

Enter the start date for the leave period you want to take back

9852000 PERSONALAVDELNINGEN, LÖNEENH

| Type of leave | From | Until |

?

Enter the last date for the leave period you want to take back

Cause for the withdrawal

State the reason why you want to take back the leave

The HR-department's notes

☐ Withdrawal made by salary specialist

Notes

Select recipient (if the workflow does not fit)

Enter "Submit"

Note/Att

Remove

Reset

Save

Submit