How to Rescind a Trainee’s Leave Request in VENTIS

Program Administrator has the ability to rescind an “already approved” leave request.

**Step 1:** Click on “Rotation” (on the Top Tab)

**Step 2:** Click on “Requests” (on the Left Menu)
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**Step 3:** Select the Trainee in the Trainee Drop Down Menu. You also have the ability to select the Year.
Step 4: Click on “arrow” icon ▶ (or the Trainee’s Name).
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**Step 5:** The vacation details will open. **Click on the “Rescind” button.** Program Administrator also has an option of including a note in the “Type your note here……” box (after typing the note, ensure to click on the icon)
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**Step 6:** The Program Administrator will need to confirm (by clicking on Yes) if they are sure to rescind the vacation.

![Image of confirmation prompt]

**Step 7:** The vacation is now rescinded with the date & time indicating when the Program Administrator rescinded the vacation.

![Image of rescind action]