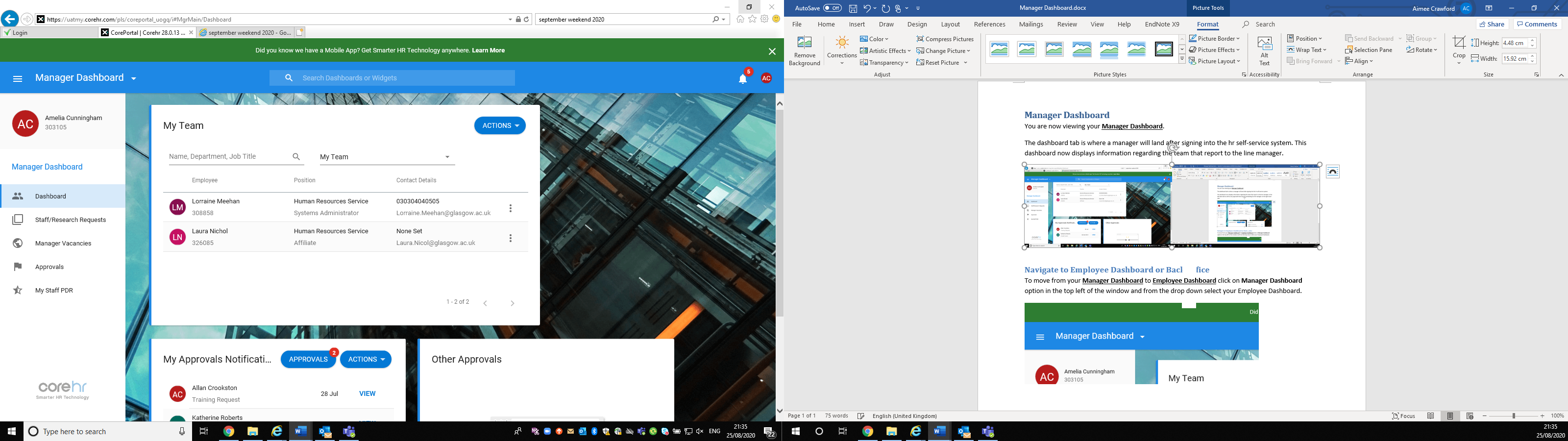
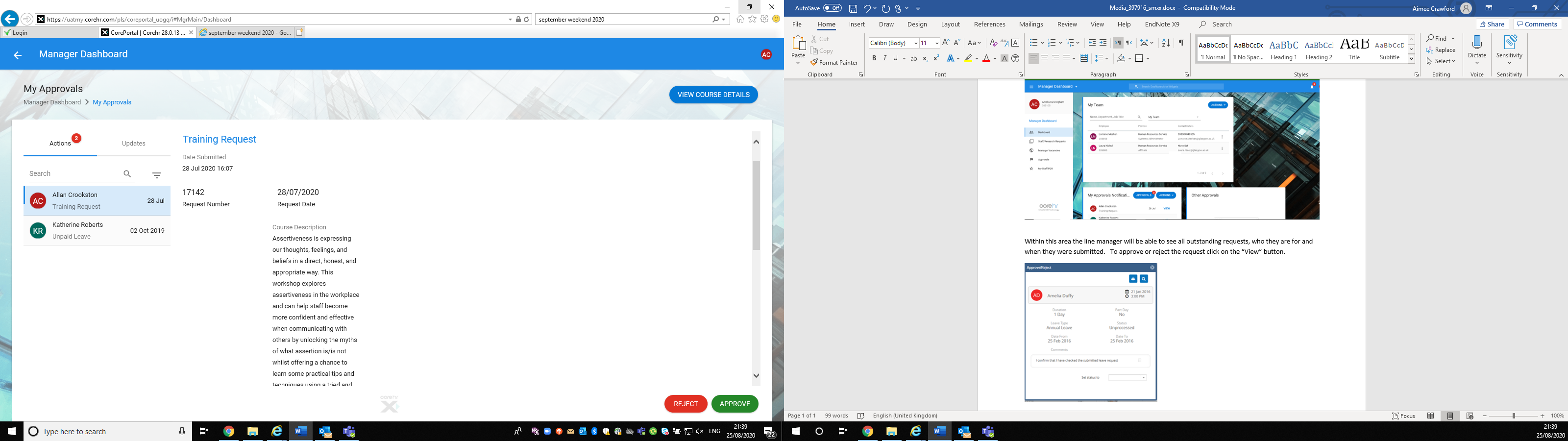
**Approving Annual Leave Requests**

A line manager will receive an automated email notification alerting them of a submitted leave request from an employee.

After logging in to the HR system the line manager will land on the Manager Dashboard. On this landing page there is a section labelled My Approvals. A counter will appear against the Approvals button showing how many outstanding approvals there are.



Within this area the line manager will be able to see all outstanding requests, who they are for and when they were submitted. To approve or reject the request click on the “View” button.



The Manager should review the information and then press the appropriate Reject or Approve button in the bottom right.