



View leave requests:



Table of Contents

[EmployeePortal](#) > [Supervisor](#) > [Calendar](#)

This page provides a calendar view of all leave requests for yourself, your direct report employees, and any employees who report to them.

When you access this page, a view of the current month calendar is displayed.

☐ Click a leave request entry from the calendar to open a window with the leave details.

- Click  to view the previous month.
- Click  to view the next month.
- Click **Current Month** to view the current month. The **Current Month** button is only enabled if you are viewing a prior or future month.

☐ Click **X** or **Cancel** to close the leave request details window and return to the calendar view.



Back Cover