# Table of Contents

| **Start and End Date** | The start and end date range for the leave request is displayed in the MMDDYYYY format. |
| **Start and End Time** | The start and end time range for the leave request is displayed in the HH MM format. |
| **Leave Type** | The type of leave requested is displayed. |
| **Comment Log** | Any requestor comments that were added to the leave request are displayed. |
| **Status** | The current status of the leave request is displayed. |

When a leave request is created, the status of the leave request is *Pending Spvsr Approval*.

After a leave request is approved by your supervisor, the status of the leave request is *Pending Payroll*.

If a leave request is disapproved by your supervisor, the status of the leave request is *Disapproved*.

After a leave request is processed by payroll, it is no longer displayed on this page.

# Back Cover