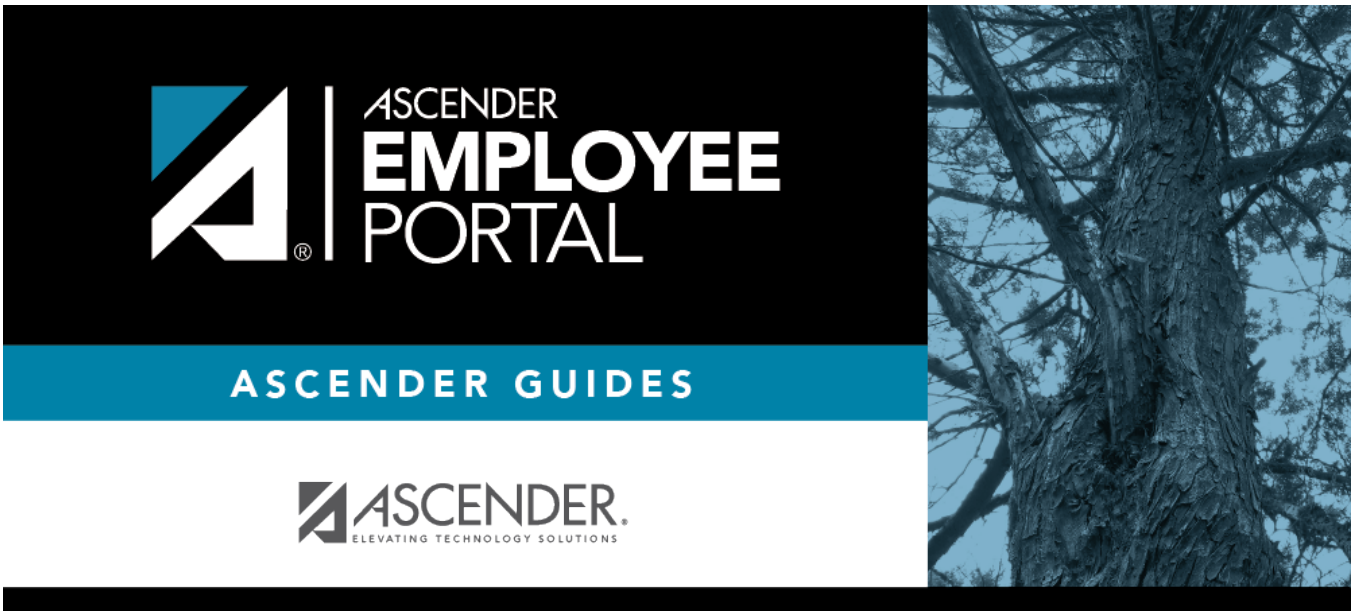

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Calendar 1

Calendar

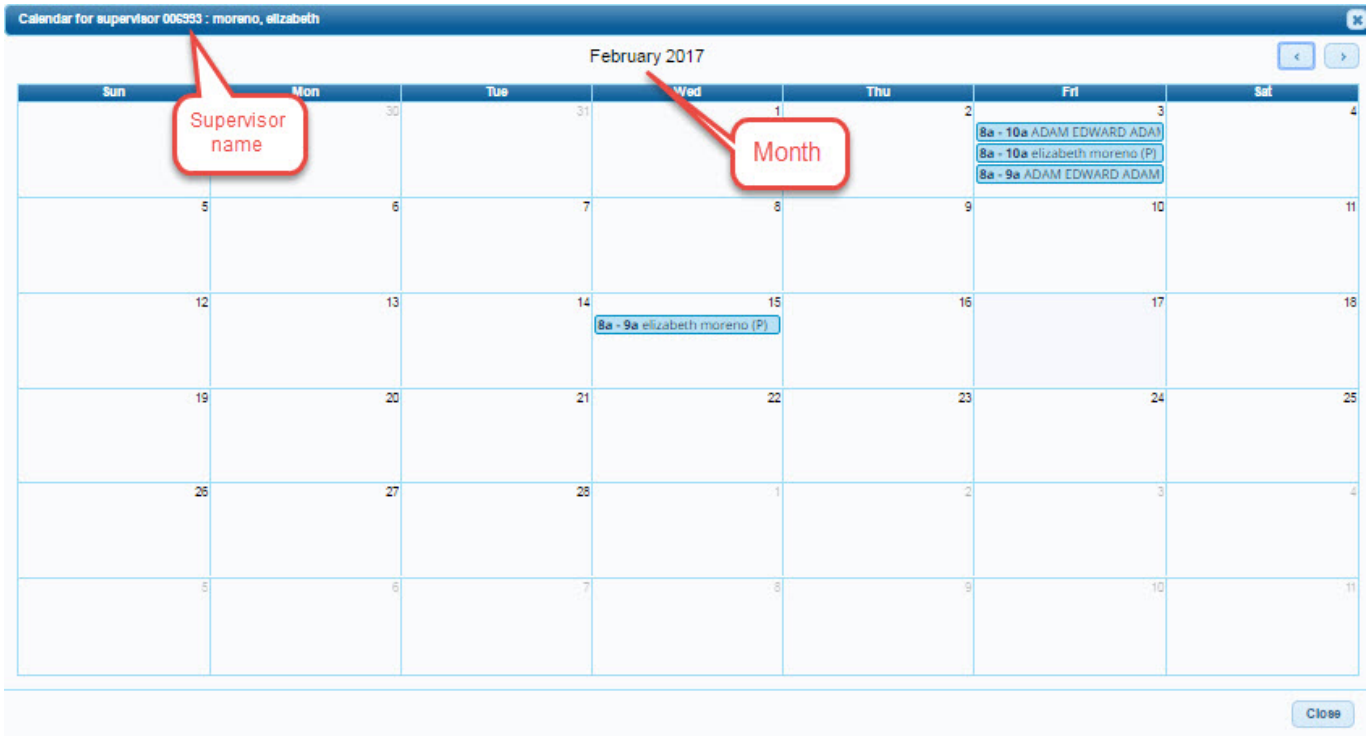
EmployeePortal > Leave > Supervisor > Calendar

This page is used to view leave requests in a calendar format. You can view leave requests for yourself, your direct report employees and supervisors, and any employees who report to your direct report supervisors.

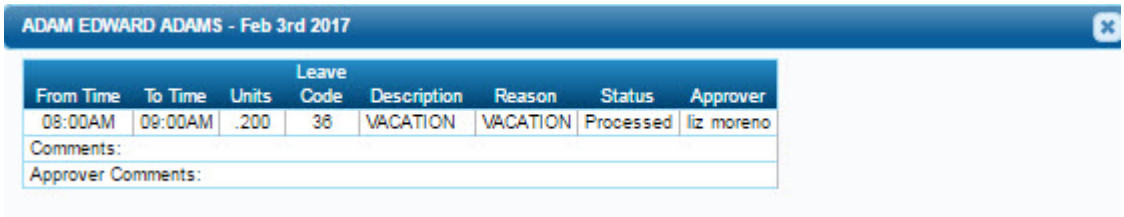
If this page is disabled, check with your district administrator, as the district may have opted not to allow access.

View leave requests:

The calendar format is available on each Supervisor page. You can click at any time to view the leave requests in a calendar format for the selected supervisor.



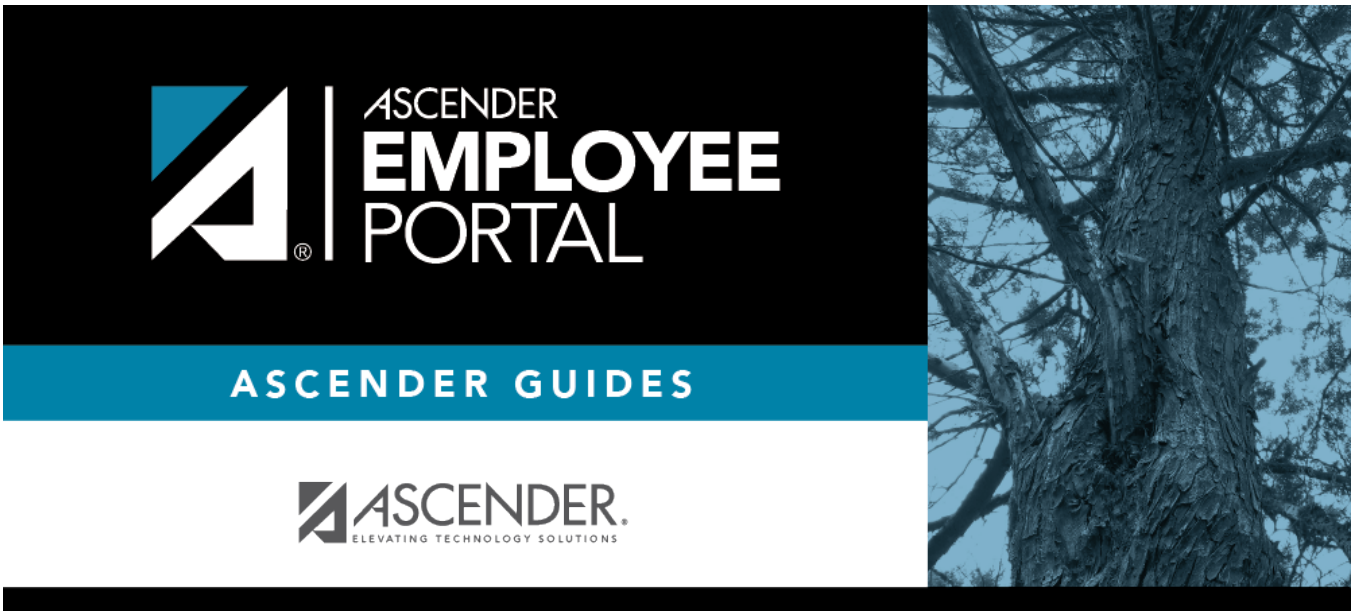
The current month is displayed in a calendar format. Click a leave request entry to display a window with the selected leave request details.



Use to toggle between the months and view leave request entries for each month.

Click X to close the leave request details pop-up window and return to the calendar view.

If you clicked  from another page, click **Close** to close the calendar view.


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