

ASCENDER  
**EMPLOYEE  
PORTAL**

**ASCENDER GUIDES**

**ASCENDER.**  
ELEVATING TECHNOLOGY SOLUTIONS

The image is a composite graphic. On the left, there is a black rectangular area containing the Ascender logo (a stylized 'A' with a blue triangle) and the text 'ASCENDER EMPLOYEE PORTAL' in white. Below this is a blue horizontal bar with the text 'ASCENDER GUIDES' in white. At the bottom left of this section is the Ascender logo and the text 'ASCENDER. ELEVATING TECHNOLOGY SOLUTIONS'. On the right side of the graphic is a vertical image of a tree trunk with a blue tint, extending from the top to the bottom of the graphic area.



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# Calendar

## **EmployeePortal > Leave > Supervisor > Calendar**

This page provides a calendar view of 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:**

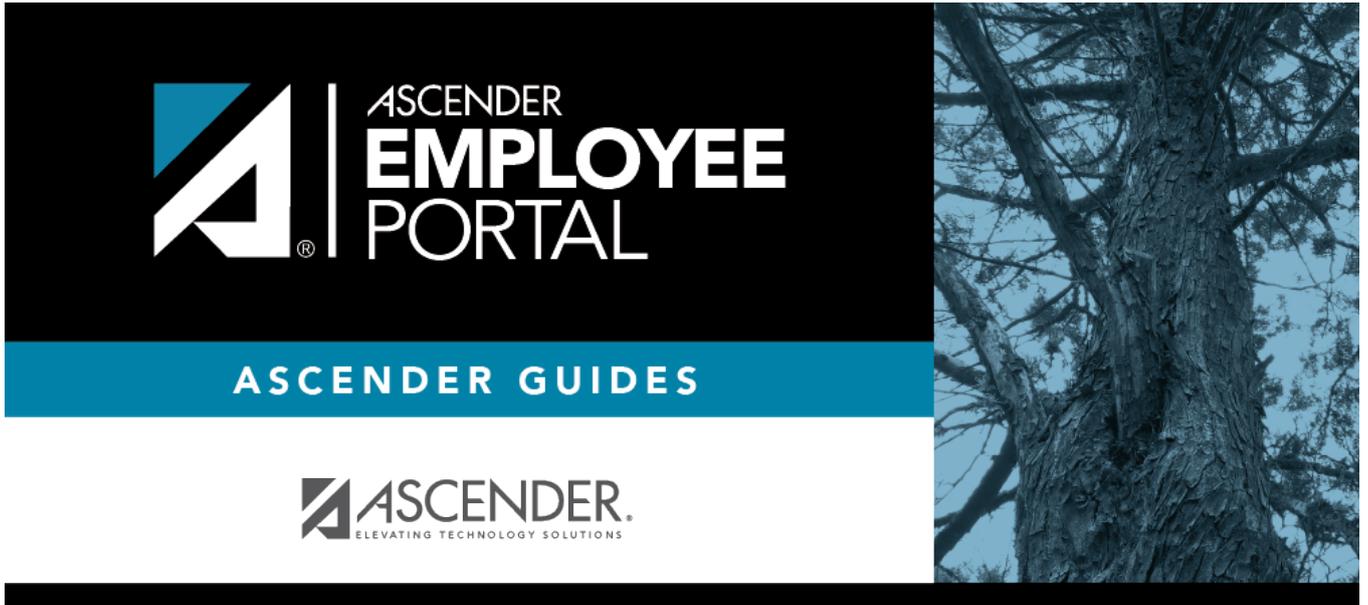
The current month is displayed in a calendar format. Click a leave request entry to display a window with the selected leave request details.

ADAM EDWARD ADAMS - Feb 3rd 2017							
Leave							
From Time	To Time	Units	Code	Description	Reason	Status	Approver
08:00AM	09:00AM	.200	36	VACATION	VACATION	Processed	liz moreno
Comments:							
Approver Comments:							

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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