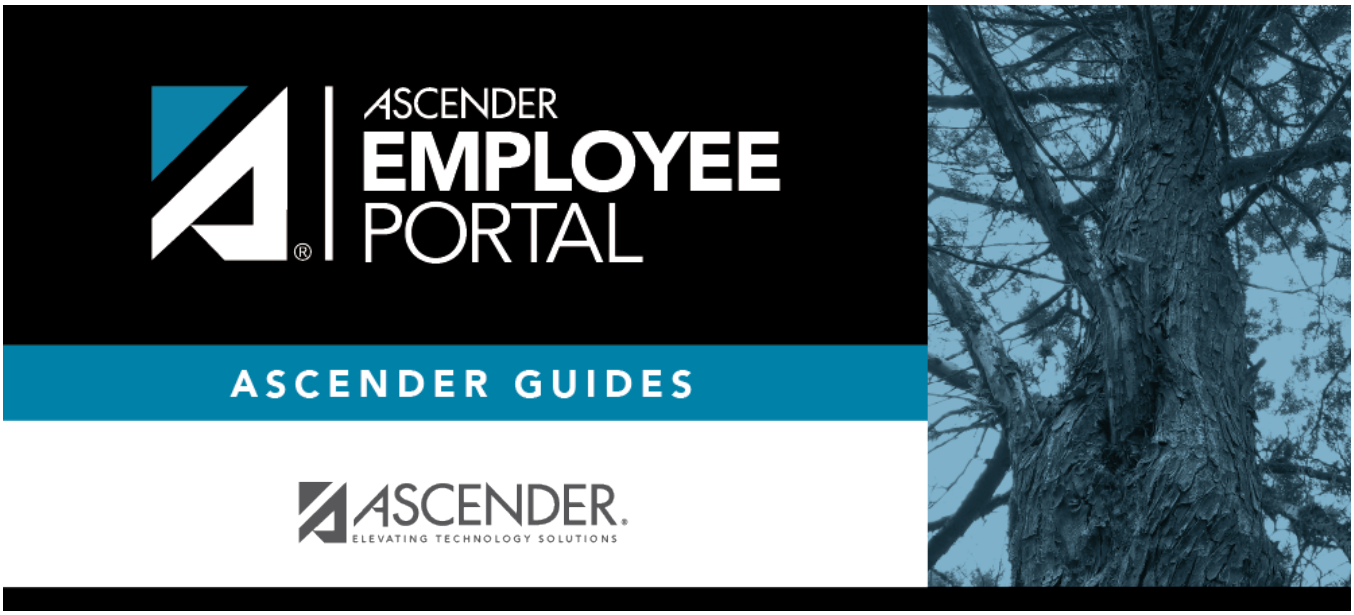

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Calendar 1

Calendar

EmployeePortal > 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.

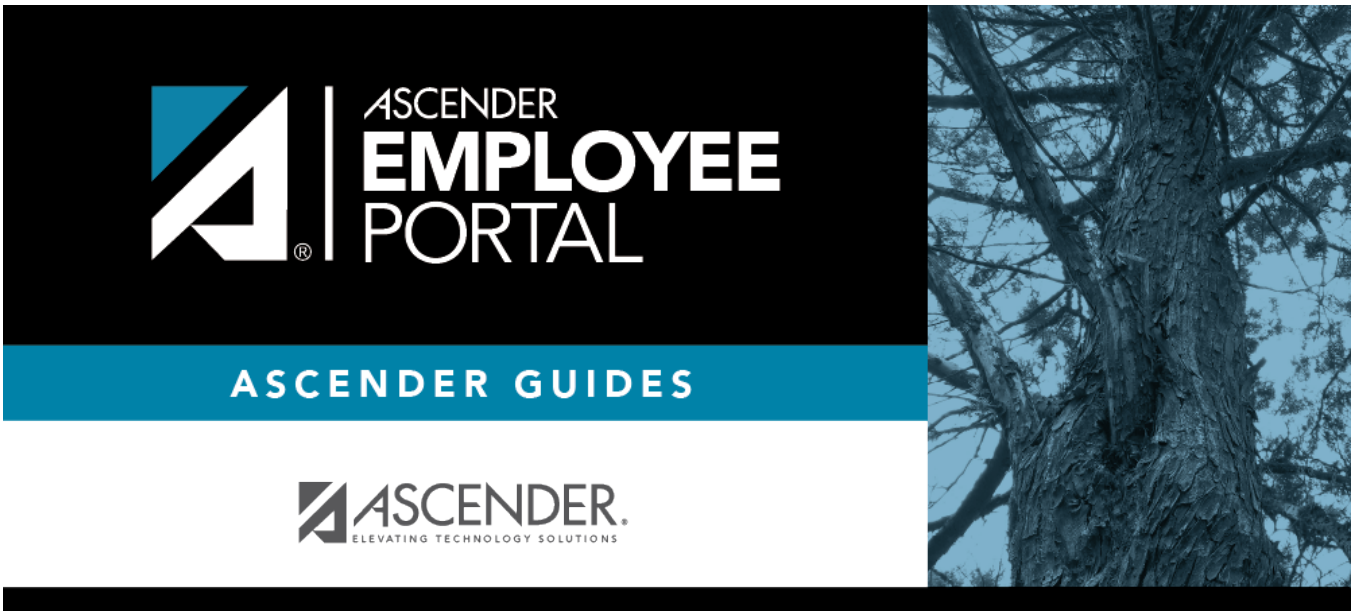
View leave requests:

When you access the 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.


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