



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 photograph of a tree trunk with rough bark, set against a blue sky with some foliage visible at the top.

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Calendar

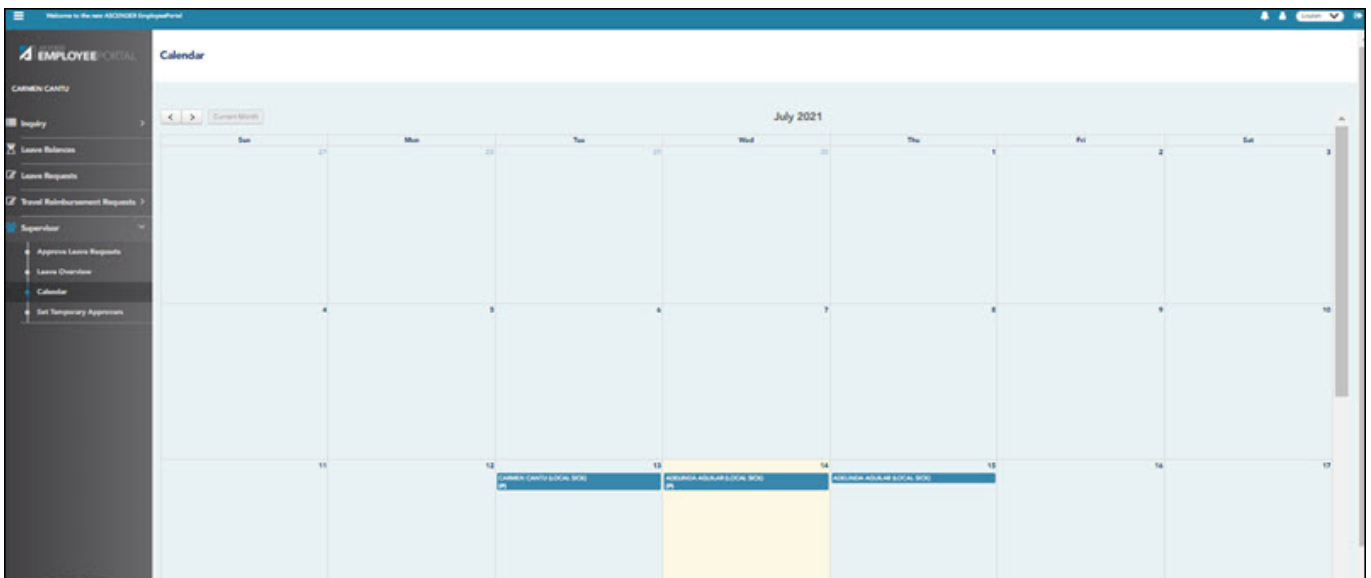
EmployeePortal > Supervisor > Calendar

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



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.

[En español](#)



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