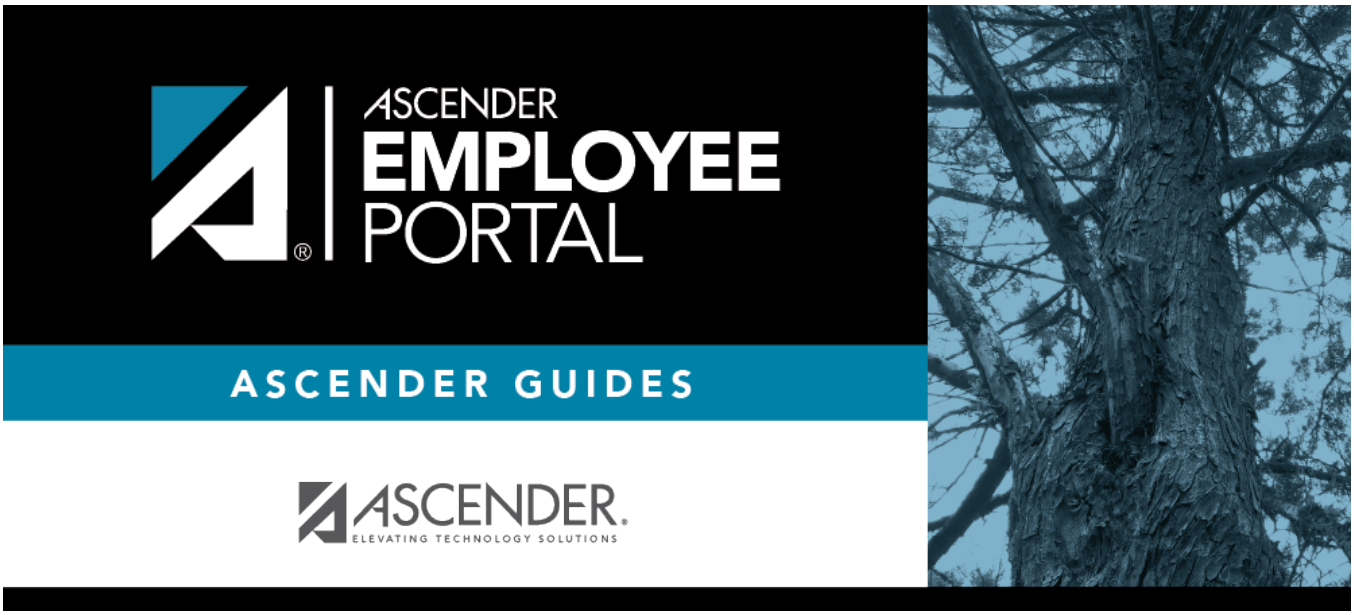
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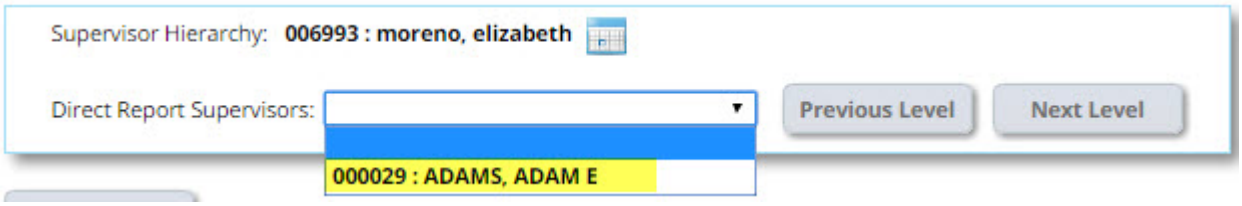
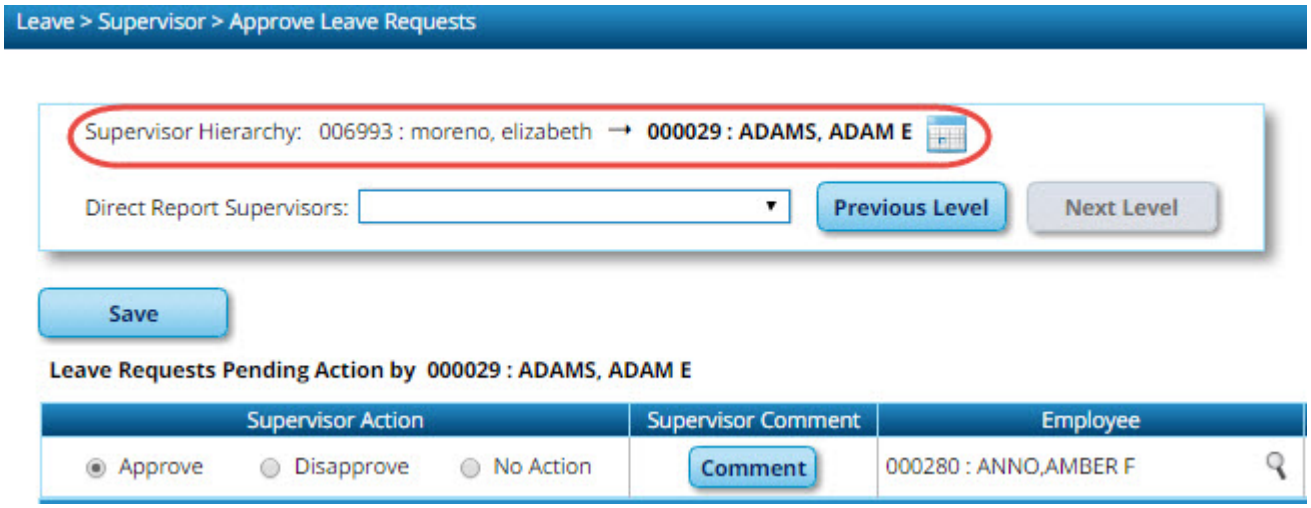
Click ˅ to view a list of your direct report supervisors.

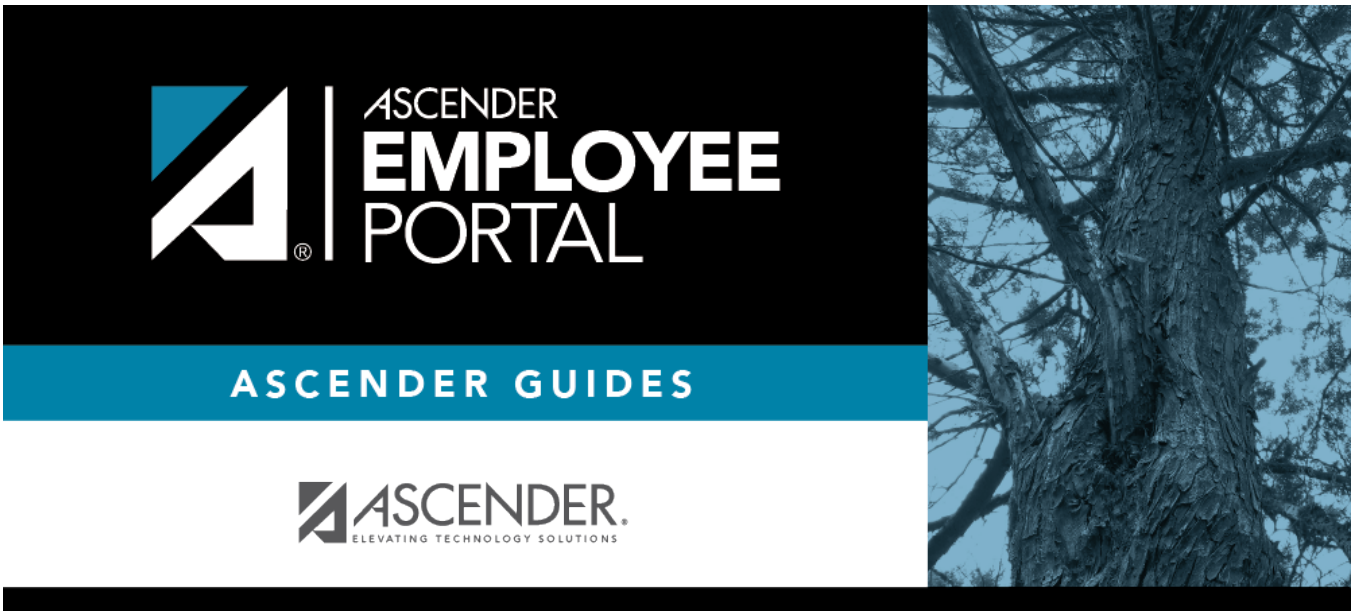
Select a supervisor name, and click **Next Level** to view pending leave requests from the selected supervisor's direct report employees.



The selected supervisor name is moved to the **Supervisory Hierarchy** level, and a list of pending leave requests for the selected supervisor is displayed. Follow the steps in the Approve or disapprove a leave request section to take action on each leave request.



Click **Previous Level** to return to the previous supervisor's pending leave requests.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