



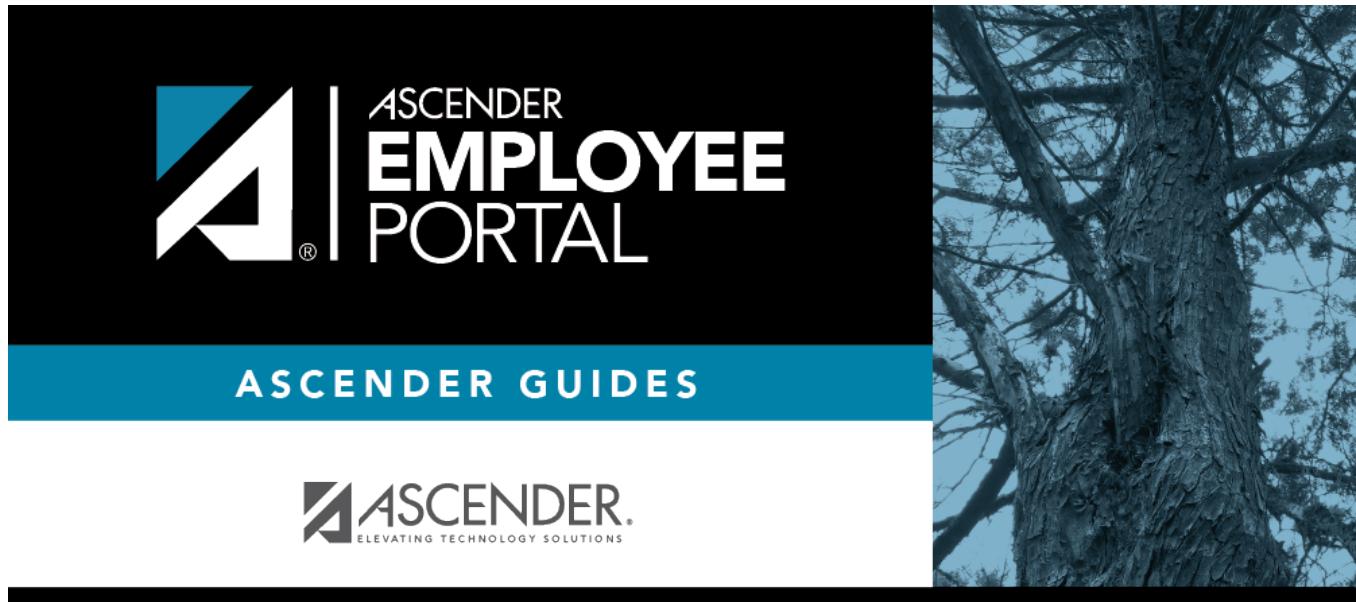


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Click  to view a list of your direct report supervisors.

- To view a list of pending leave requests for a specific supervisor, select the supervisor name and click **Next Level**. The supervisor's name is moved to the **Supervisor Hierarchy** level and a list of leave requests pending their approval 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 list of pending leave requests for the level of supervisor hierarchy.



## Back Cover