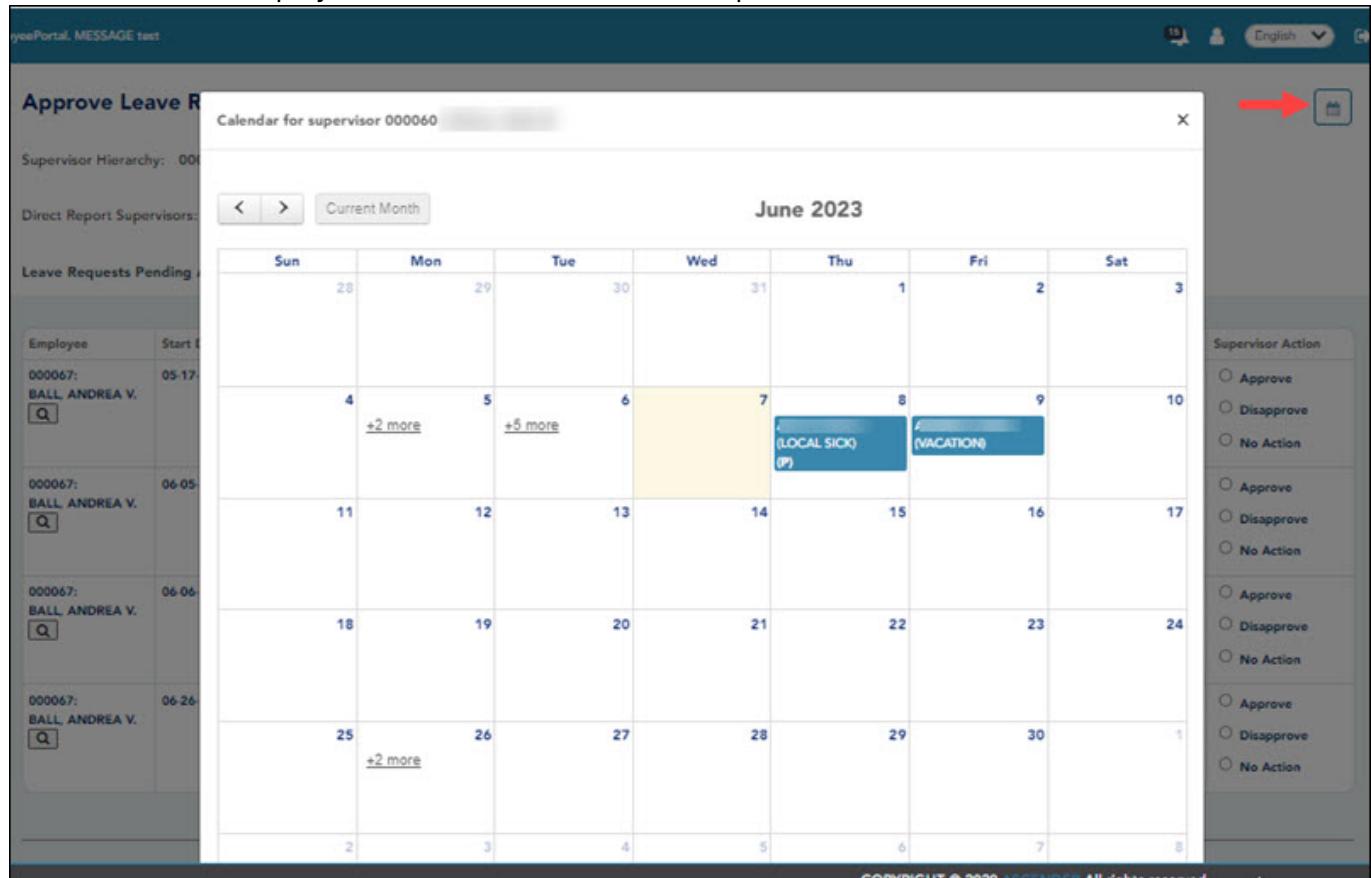




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In the upper-right corner, click  to view leave requests in a calendar format. A view of the current month is displayed with all submitted leave requests.



The screenshot shows a modal window titled 'Approve Leave Requests' for 'Supervisor Hierarchy: 000060'. The window contains a 'Leave Requests Pending' table and a 'Calendar for supervisor 000060' for June 2023. The calendar highlights specific dates with different colors: yellow for 'LOCAL SICK (P)', blue for '(VACATION)', and grey for 'Approved'. The 'Supervisor Action' column on the right shows radio buttons for 'Approve', 'Disapprove', and 'No Action' for each row. A red arrow points to the 'Print' icon in the top right corner of the calendar area.

- This page provides a view of all leave requests for yourself, your direct report employees, and any employees who report to them.
- Click a leave request entry from the calendar to open a window with the leave request 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 **Close** to close the calendar view and return to the table view.

Note: You may have to scroll down to view the **Close** button.



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