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If you need to approve leave requests for any of your direct report supervisors, change the **Supervisor Hierarchy**.

Direct Report Supervisors	<p>If you have supervisors who report directly to you, click ▾ to view a list of the supervisors.</p> <p>Select the supervisor's name. The Next Level button is enabled. Click Next Level.</p> <p>The selected 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 the applicable leave requests.</p> <p>Click Previous Level to return to the list of pending leave requests for the previous level of supervisor hierarchy.</p>
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