

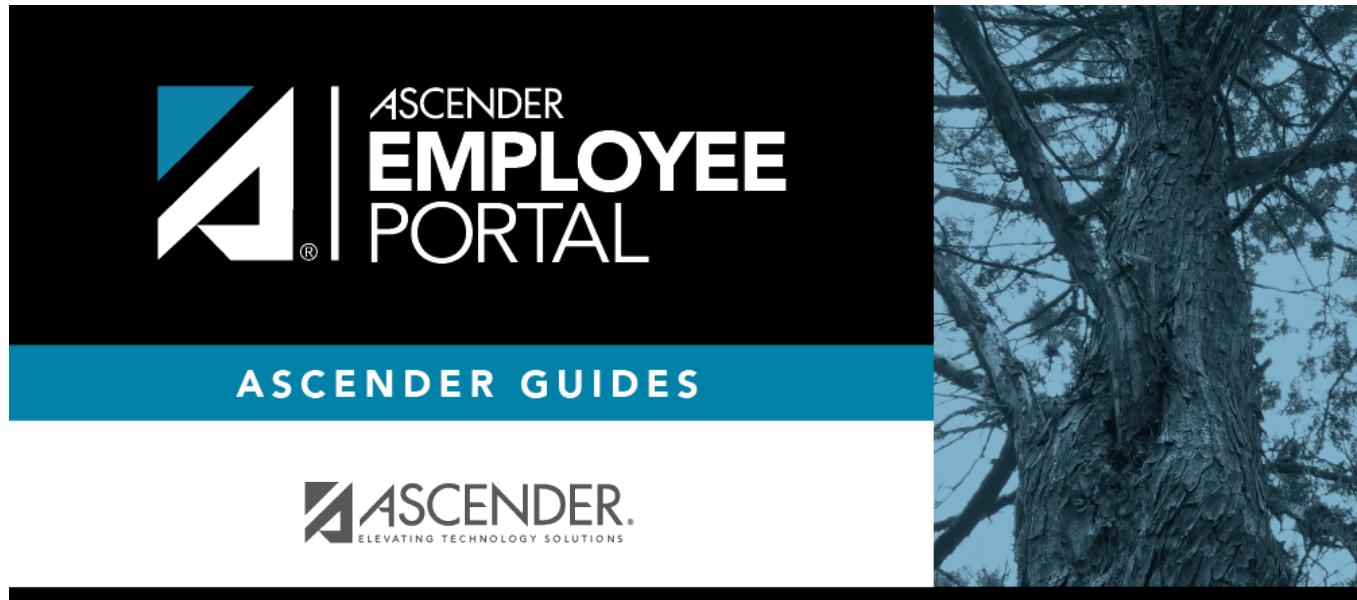




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<b>Start and End Date</b>	The start and end date range for the leave request is displayed in the MM-DD-YYYY format.
<b>Start and End Time</b>	The start and end time range for the leave request is displayed in the HH MM format and click  to select AM or PM.
<b>Leave Type</b>	The type of requested leave is displayed.
<b>Comment Log</b>	Any employee (requestor) comments that were added to the leave request are displayed.
<b>Status</b>	<p>The current status of the leave request is displayed.</p> <p>When a leave request is created, an email message is automatically sent to your direct supervisor notifying him of the request and prompting him to approve or disapprove the leave request. The status of the leave request is updated to <i>Pending Spvsr Approval</i>.</p> <p>After a leave request is approved by your supervisor, an email message is automatically sent to the email address listed on your demographic record notifying you of the action. The status of the leave request is updated to <i>Pending Payroll</i>.</p> <p>If a leave request is disapproved by your supervisor, an email message is automatically sent to the email address listed on your demographic record notifying you of the action. The status of the leave request is updated to <i>Disapproved</i>. You can edit and resubmit the leave request or delete the leave request.</p> <p>After a leave request is processed by payroll, it is no longer displayed on this page.</p>



## Back Cover