Table of Contents

Start and End Date	The start and end date range for the leave request is displayed in the MMDDYYYY format.
Start and End Time	The start and end time range for the leave request is displayed in the HH MM format.
Leave Type	The type of leave requested is displayed.
Comment Log	Any requestor comments that were added to the leave request are displayed.
Status	The current status of the leave request is displayed.

When a leave request is created, the status is *Pending Spvsr Approval*. After a leave request is approved by your supervisor, the status is changed to **Pending Payroll**. After a leave request is processed by payroll, it is no longer displayed on this page.

Back Cover