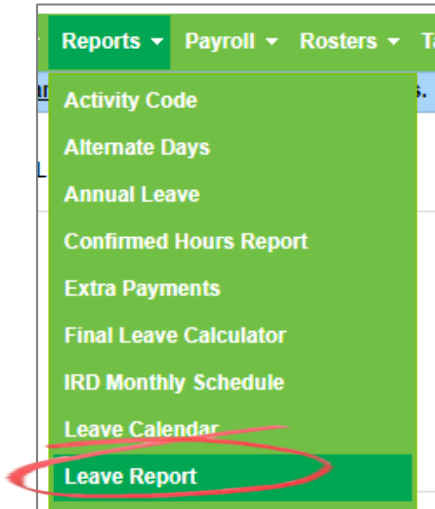


APPROVING OR DECLINING A SICK LEAVE REQUEST

Hover on Reports and click on Leave Report



The following screen will appear:

Employee	Type	Application Date	Leave Start Date	Leave End Date	Days	Status	Supervisor
Nadia Kominichi	Sick	Sep 21 2018	Oct 03 2018	Oct 10 2018	8	pending	

The above screen shows who has applied for Sick Leave.

To approve or decline the request, click anywhere in the table to bring up the following screen:

Leave Details

Team Member : Nadia Kominichi

Leave Start Date : Oct 03 2018

Leave End Date : Oct 10 2018

Applicant Comments : Wisdom Teeth Removal

Admin Comments :

Type : Sick
Status : Pending

Available Annual Leave : 17.5 day(s) - projected on Oct 03 2018
Available Sick Leave : 15 day(s) - projected on Oct 03 2018
Available Alternate Leave : 2 day(s) - projected on Oct 03 2018
Applied For : 8 day(s)

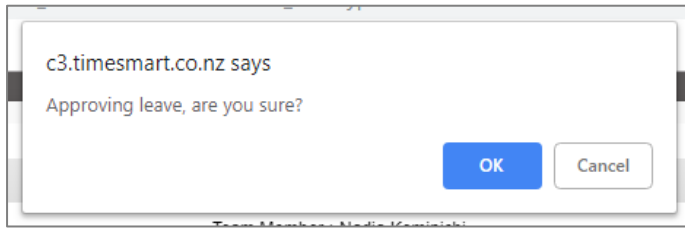
Take Leave As

Date	AL (17.5)	SL (7)	TIL (2)	RTO	SH	UL
Oct 03 2018	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oct 04 2018	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oct 05 2018	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oct 06 2018	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oct 07 2018	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oct 08 2018	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oct 09 2018	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oct 10 2018	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Totals :	0	8	0	0	0	0

Create Timesheets : never, I will add manually

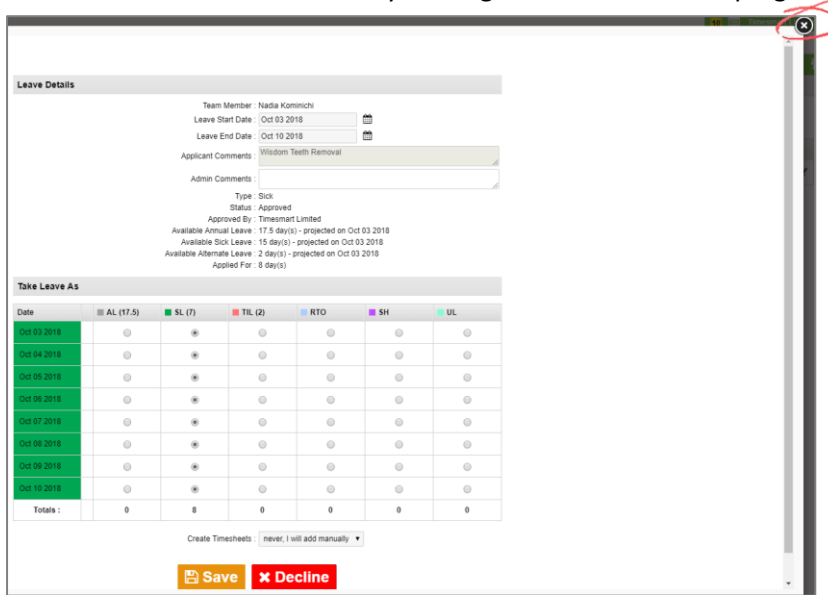
Save **Approve** **Decline**

Here you can see all the team member's leave details and can approve or decline it by clicking the corresponding button. Once action has been taken, the following sign will appear:



Click OK.

You can now exit that window by clicking the X icon on the top right-hand side:



The Sick Leave Report will now show that you have approved the team member's request:

Employee	Type	Application Date	Leave Start Date	Leave End Date	Days	Status	Supervisor
Nadia Kominichi	Sick	Sep 21 2018	Oct 03 2018	Oct 10 2018	8	approved	Timesmart Limited

The team member will be notified via their Messages.

The approved leave will now show on the Leave Calendar:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3 Nadia Kominichi - Sick Leave	4	5	6
7	8	9	10 Nadia Kominichi - Sick Leave	11	12	13

It will also show on the Roster Calendar:

October 2018						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
Neil Celocia				Mick Ramsay		
Jack Motuaka			Neil Celocia			Jack Motuaka
Mick Ramsay			Neil Celocia			Jack Motuaka
Nadia Kominichi			Nadia Kominichi - Sick Leave			Jack Motuaka
Nadia Kominichi - Sick Leave			Mick Ramsay			Neil Celocia
Mick Ramsay			Neil Celocia			Jack Motuaka
Neil Celocia			Nadia Kominichi			Jack Motuaka
Jack Motuaka			Nadia Kominichi			Neil Celocia