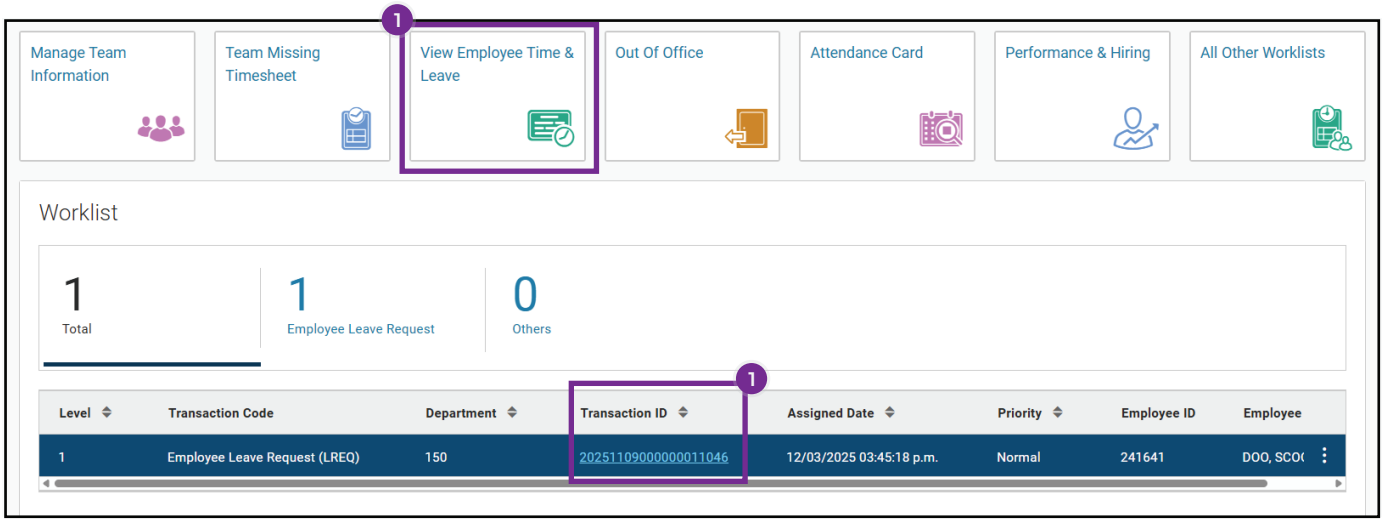
Vantage Learn
quick reference guide

Approve or Reject Leave Requests

Instructions

You can access pending requests in two ways:

1. Click on the **View Employee Time & Leave** tile on the Manager Dashboard landing page, OR select the Transaction ID in your Worklist, where any new requests will appear.

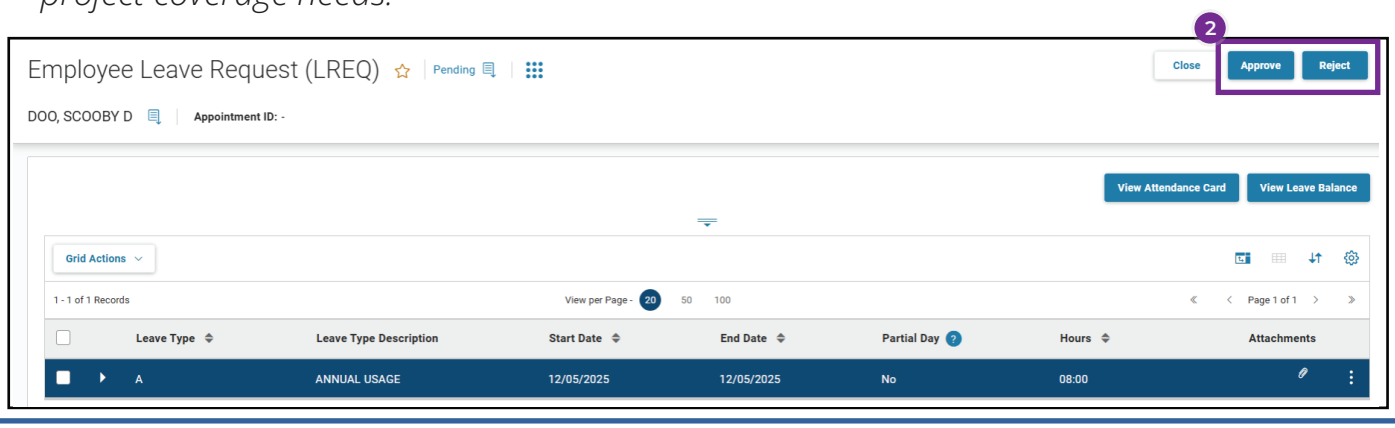


This opens the Employee Leave Request **(LREQ)** page. Review key information, including:

- The requested dates
- The type of leave, such as annual, sick, comp leave
- Any comments or attachments provided by the employee

2. If the request can be accommodated, select **Approve**. This sends the request forward for processing.

   If the request cannot be accommodated, select **Reject**. You'll be prompted to provide a reason, which will be shared with the employee. Be sure to use clear, professional language when giving feedback. For example: '*Request cannot be approved due to project coverage needs.*'



After you take action, the request status will update automatically. Employees will receive a notification, and you can view their full history under the **View Leave Request** tile.

TIPS FOR SUCCESS

- Review requests promptly so employees can plan ahead.
- If you notice discrepancies in your history, contact HR or Payroll.
- Communicate openly if a request conflicts with business needs.
- Encourage employees to provide as much detail as possible when submitting their Requests.
- Remember: once approved, the employee will still need to code their leave in their timesheet.