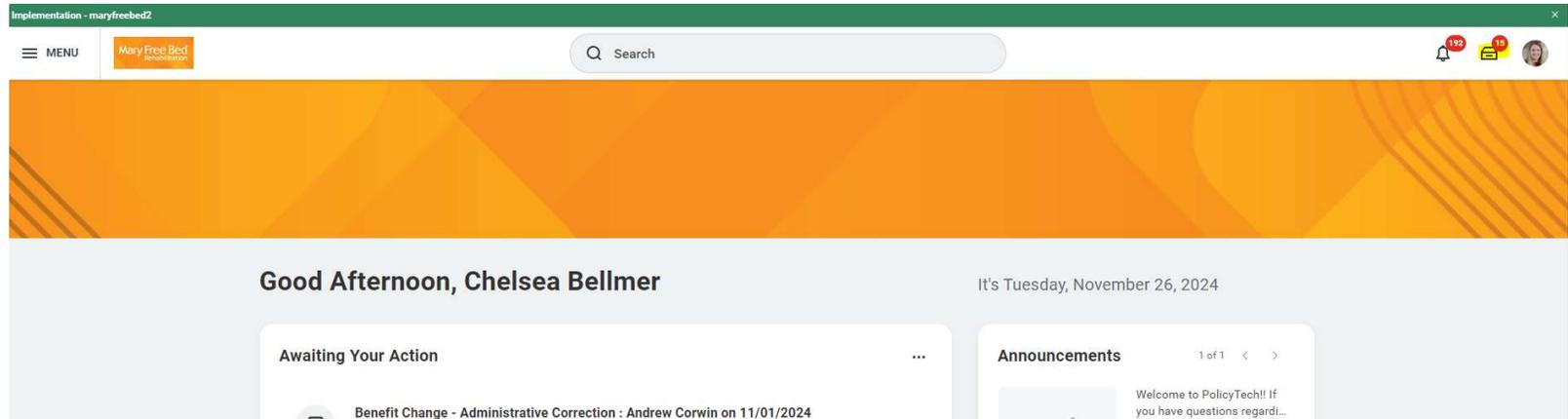


# Manage Team's Absences- How to Approve, Deny, and Send Back Absence Request

As a manager, you have the option to approve, deny, or send back absence requests.

To view an absence request:

1. Navigate to **My Tasks** (Folder Icon at the top right-hand side of the screen)



- a. **Benefit Change - Administrative Correction : Andrew Corwin on 11/01/2024**
2. Select the **Absence Request** item.
  - a. It will Type and Employee Name
3. (Optional) Select the **View Balances** button to view an employee's time off balances.
4. Select the **Approve, Send Back, Add Approvers** or **More** button. From the More menu, you can select **Deny**, or **Cancel**.

**All Items** 32 items

Created: 08/21/2024 | Due: 08/23/2024 | Effective: 08/22/2024

Search: All Items

**Advanced Search**

- Absence Request: Beth Liu** 08/21/2024 ☆  
Due: 08/23/2024  
Effective: 08/22/2024
- Compensation Review: Annual Compensation 2024** 03/22/2024 ☆  
Effective: 01/01/2024
- Onboarding Setup for Contract: Erica Milton [C] - Facilities Administrator on 09/01/2023** 02/01/2024 ☆  
Due: 02/02/2024  
Effective: 09/01/2023
- Onboarding Setup for Contract: Matthias Blom [C] - Customer Service Representative on 01/01/2024** 01/30/2024 ☆  
Due: 01/31/2024  
Effective: 01/01/2024
- Manage Lesson: Ben Adams** 01/16/2024 ☆  
Due: 01/18/2024
- Print Checks: BofA Checking for Supplier Payment (Check) on 01/15/2024** 01/15/2024 ☆  
Due: 01/15/2024
- Offer for Job Application: Chris Snow - R-00430 Operations Business Analyst** 01/02/2024 ☆

**Review** Absence Request: Beth Liu

For: Beth Liu

Overall Process: Absence Request: Beth Liu

Overall Status: In Progress

Due Date: 08/23/2024

**Details to Review**

First Day of Time Off: 08/22/2024

Last Day of Time Off: 08/26/2024

Total: 16 hours - U.S. Intermittent FMLA (Hours)

Request Details: 2 items

Date	Day of the Week	Type	Requested	Unit of Time	Severity	A Problem Exists With	Problem/Solution
08/22/2024	Thursday	U.S. Intermittent FMLA (Hours)	8	Hours		Time Off Entry	-FMLA requires 1,250 hours worked in last 12 months. Estimated scheduled h...more
08/26/2024	Monday	U.S. Intermittent FMLA (Hours)	8	Hours		Time Off Entry	-FMLA requires 1,250 hours worked in last 12 months. Estimated scheduled h...more

**View Balances**

**Previous Time Off Requests**

enter your comment

**Deny**  
Cancel

**Approve** Send Back Add Approvers ...