Introduction
This guide explains how to approve or reject annual leave requests. The process also applies to other leave types (Personal appointments, study leave, TOIL etc).

Audience
Line managers of non-academic staff.

Steps to approve or reject an annual leave request

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the Tasks icon in the toolbar and select the relevant task (Absence Approval Name: .....). The Absence approval window opens.</td>
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<tr>
<td>2.</td>
<td>In the Absence Approval window, click on each row to review the details of each request. Note: you can view the workflow map from this window.</td>
</tr>
</tbody>
</table>
| 3.   | To approve a request:  
|      | a. Check the box to the left of the row  
|      | b. Click the Approve button  
|      | c. The line is flagged as ‘Approve’  
|      | To reject a request:  
|      | a. Enter the reason for rejection in the Comments box.  
|      | b. Check the box to the left of the row  
|      | c. Click the Reject button  
|      | d. The line is flagged as ‘Reject’ |
4. Click Save at the bottom of the page.

5. Click OK to confirm.

What happens next?
If a request is **approved**, it moves from **In progress** to **Approved** in the requestor’s **Absences** window.

The requestor receives an alert to let them know their request has been approved.

If a request is **rejected** it is routed back to the requestor for amendment. It remains **In progress**.

**Where to go for help**
If you need help please submit a query through ASK on My Birkbeck for Staff.