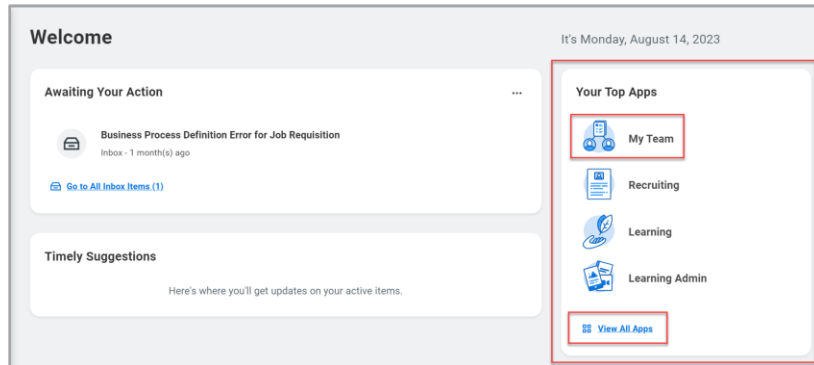# View and Approve My Team's Leaves
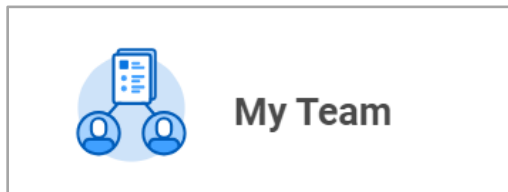
How to View Employee Leaves in Workday

From the homepage:
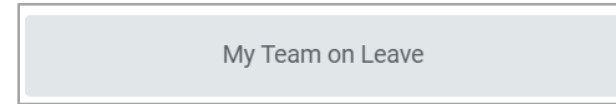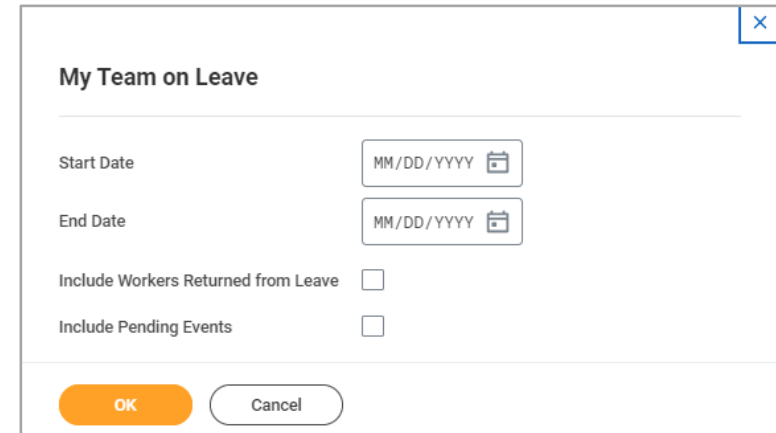
1. Access the **My Team** Application

Note: if **My Team** is not in your top 4 apps you can click on **View All Apps** to access it

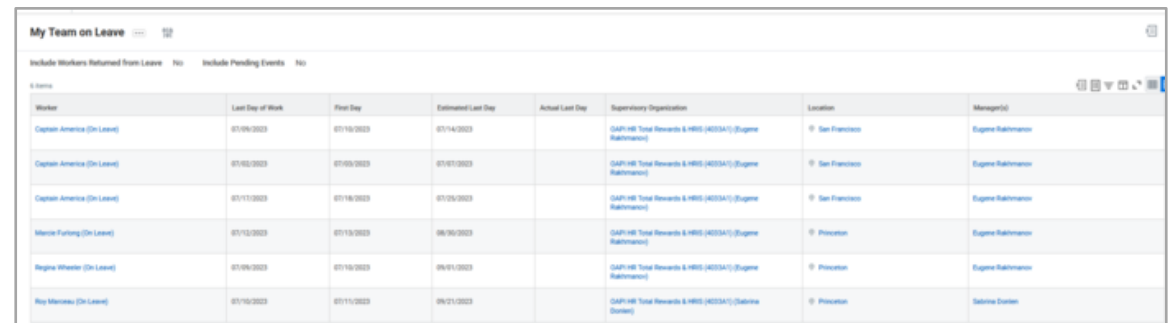2. Select the **My Team on Leave** Report under **View**

You will have the option to enter in dates and/or select markers for the report such as pending events and workers returned from leave
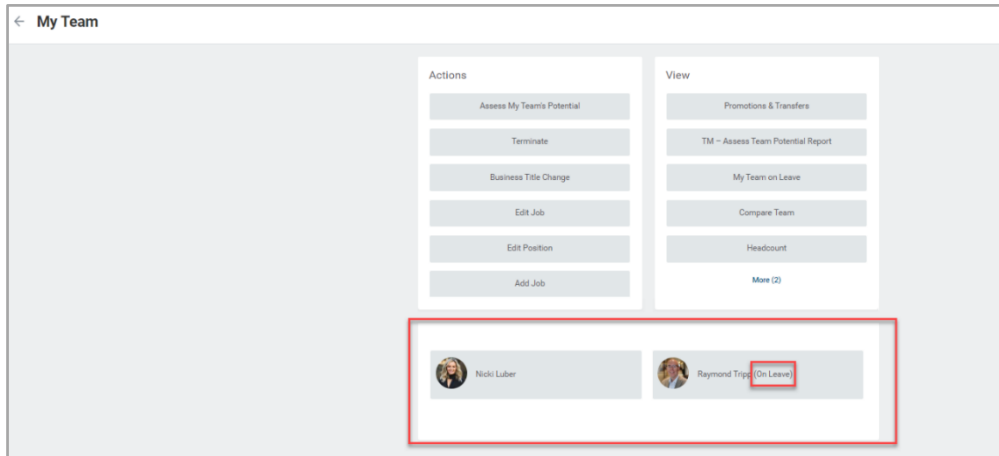
3. Click **OK** to view results

Additionally, you can see a list of direct reports from the **My Team** application. Those who are on leave will be indicated with text next to their name that states "(On Leave)".
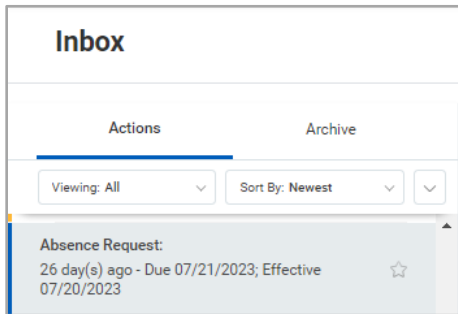
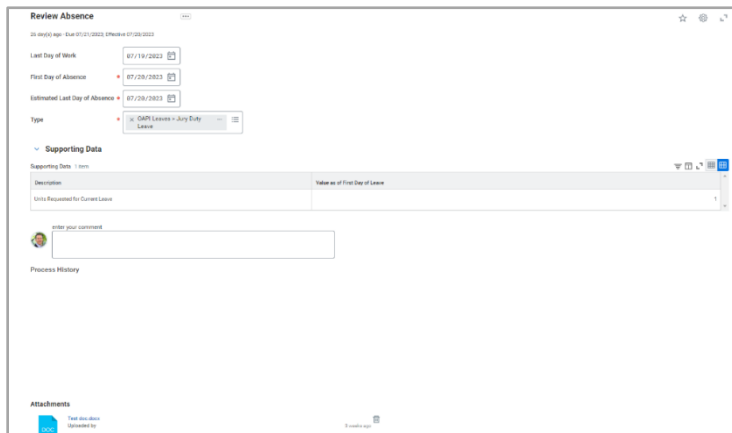## How to Approve a Personal Leave in Workday

Note: Once an Employee submits a personal leave request, the Manager receives an Inbox task to **Approve, Send Back, or Deny**.

From the Inbox:

1. Click on the **Absence Request** approval.

2. Review details of the absence request and view any attachments.

3. Click **Approve**, **Send Back**, or **Deny.** All options will notify the employee of your action.

Approve – this will route the transaction to the HR Operations Team for processing.

Send Back – use this to send the request back to the employee for more information (e.g. missing attachment, looking for more clarity, etc.) enter what you need and any questions in the comments.

Deny – use this option to deny the transaction. Enter your reason for denying in the comments section and discuss with your employee.