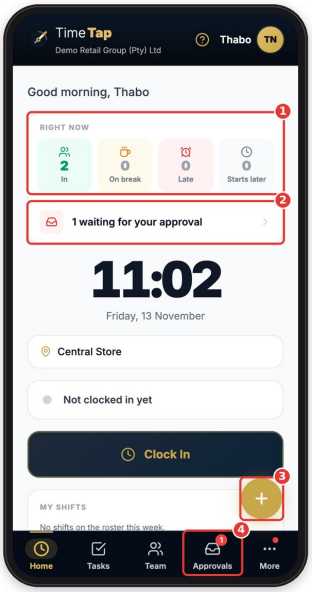
Approve leave (team leaders)

For team leaders and managers: approve, decline or change leave requests from your phone.

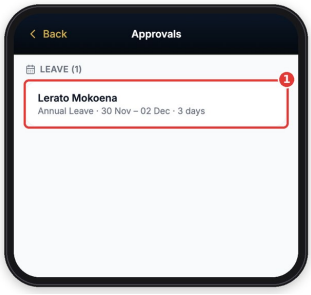
1. See what is waiting

1. When someone applies for leave you get a notification. Tap it, or tap **Approvals** in the bottom menu.
2. The red number shows how many requests are waiting for you.
3. Tap a request to open it.



Home for team leaders

1. **Right now** — who is in, on break, late or still to start.
2. Requests waiting for your approval.
3. Quick-add button.
4. **Approvals** — the red number is what is waiting.

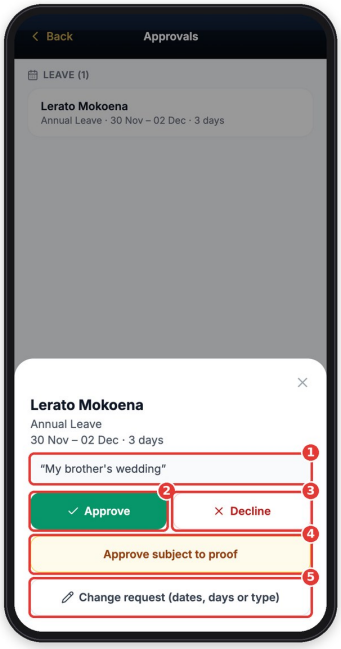


Approvals

1. A leave request: who, what type, which dates and how many days.

2. Decide

1. Read the request and the reason the person gave.
2. Tap **Approve**, or **Decline** if it cannot work.
3. **Approve subject to proof** approves it but asks the person to upload proof (for example a doctor's note).
4. **Change request** lets you fix the dates, days or leave type before you approve.

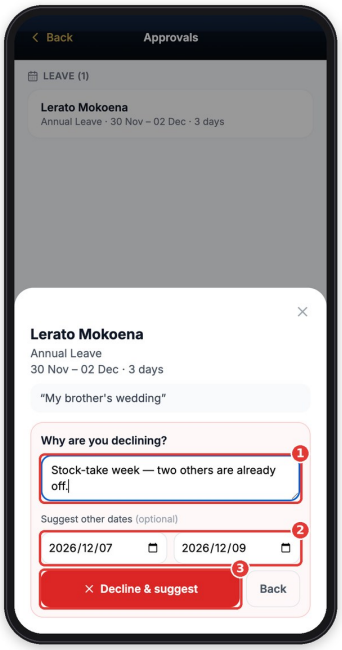


The request

1. The reason they gave.
2. Approve.
3. Decline.
4. Approve, but ask for proof.
5. Change the dates, days or leave type first.

3. Decline with a reason

1. Tap **Decline**.
2. Type why — the person sees this, so keep it clear and kind.
3. If other dates would work, pick them under **Suggest other dates**.
4. Tap **Decline & suggest** (or **Decline** if you did not suggest dates).



Declining

1. Why you are declining — they will see this.
2. Other dates that would work (optional).
3. Send your decision.

Tip: The person gets a notification straight away. If you suggested dates, they can apply again for those dates in one tap.

Still stuck? Ask your team leader or HR — they can see what TimeTap shows for you.