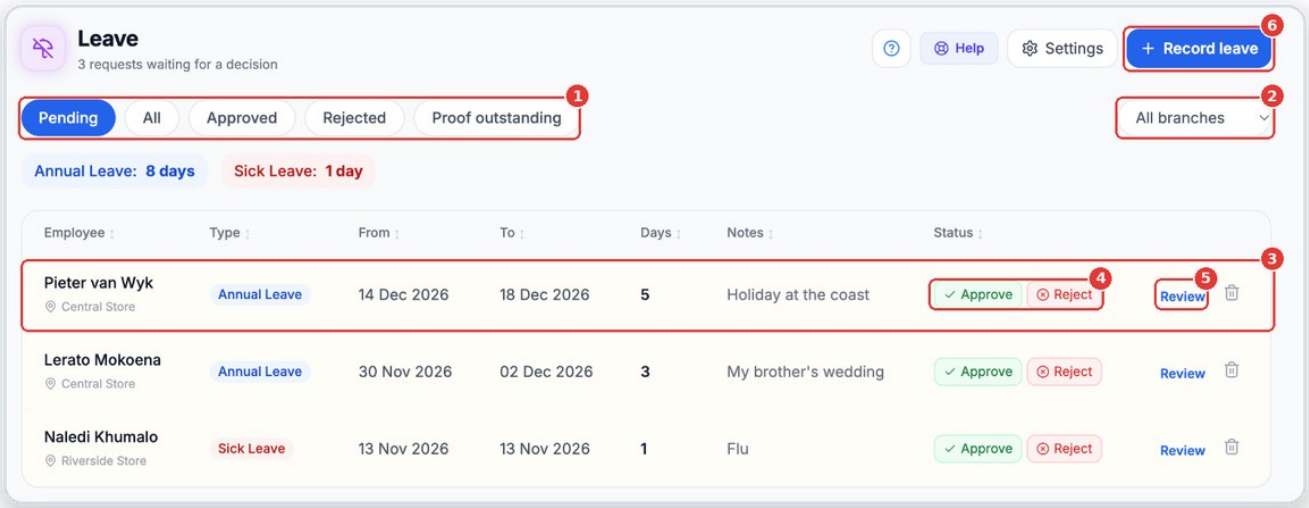
Approve leave

See every leave request, check the balance and history, and approve, reject or change it.

1. Requests waiting for you

1. Go to **Attendance → Leave**. **Pending** shows what is waiting.
2. Use the tabs for approved, rejected or proof still outstanding, and the branch filter on the right.
3. Quick decisions: **Approve** or **Reject** straight from the list. For more, click **Review**.
4. **Record leave** captures leave for someone, e.g. sick leave phoned in.

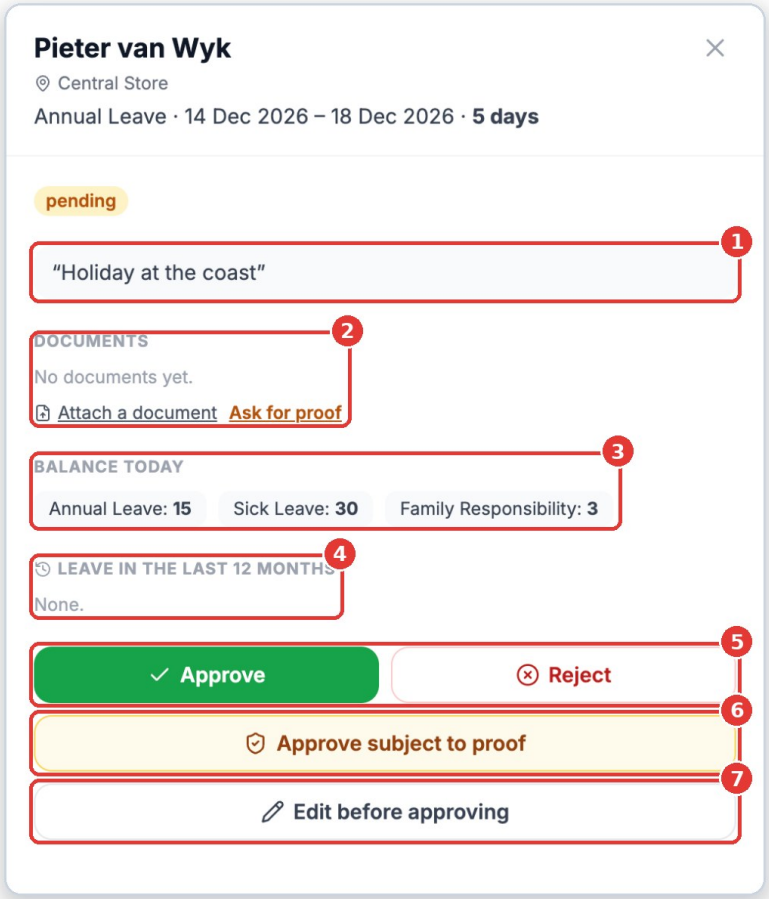


Attendance → Leave

1. Pending, all, approved, rejected, proof outstanding.
2. One branch only.
3. A request: who, type, dates, days and their note.
4. Approve or reject.
5. Review — everything about the request.
6. Record leave for someone.

2. Review and decide

1. Read the reason, check the **balance** and the last 12 months of leave.
2. Attach a document or **Ask for proof** (e.g. a doctor's note).
3. Decide: **Approve**, **Reject**, **Approve subject to proof**, or **Edit before approving** (type, dates or days — the person sees why).



Review a request

1. Their reason.
2. Documents — attach one or ask for proof.
3. Balance today.
4. Leave in the last 12 months.
5. Approve or reject.
6. Approve, but the person must upload proof.
7. Change the request first.

> **Tip:** The person gets a notification as soon as you decide. Leave types, yearly days, approval levels and peak periods are under **Leave → Settings**.

Still stuck? Use the feedback button in the TimeTap side menu, or ask us — we're happy to help.