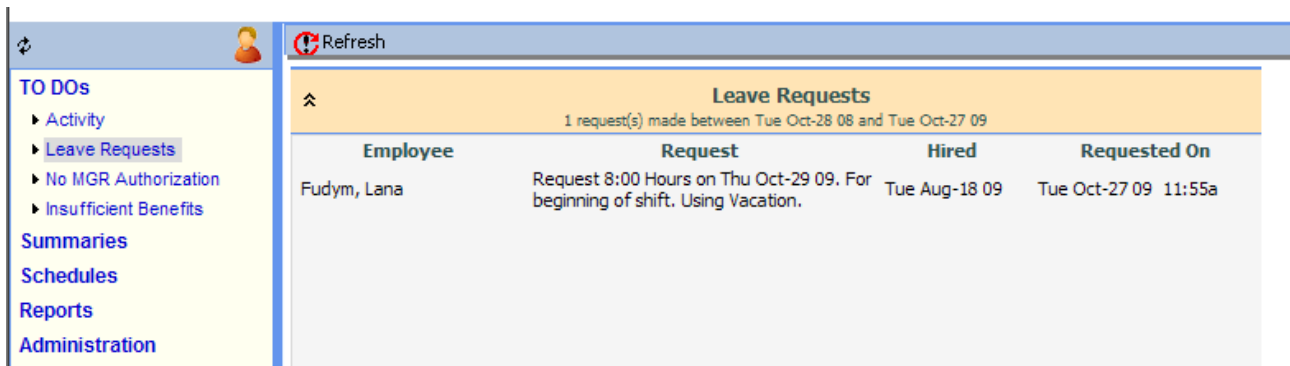


# Manager Approval Instructions

1. Log in to manager screen.
2. Under TO Dos, click on Leave Requests.
3. It will show you all the employees that have leave requests.



4. Click on the employee name.
5. All detailed info is in the red box.
6. Click Approve or Deny the request.

