SUPERVISOR:
REVIEW TIME OFF FOR EXEMPT EMPLOYEES

1. Navigate to your Workday **Inbox** to review Time Off Requests.

2. Each Time Off Request will show you the dates requested and number of hours requested. Please note that Workday will not allow an employee to make a request that is greater than their balance as of the date of the time off.

3. Press the **Approve** button to approve. The employee will receive an email notifying them that the request is approved.
    - There are buttons for **Send Back** and **Deny** that you can use. If you are denying or sending back the request to your worker, you are required to enter a comment. Please explain to the worker why the request needs to be edited, or why it cannot be accommodated.

To view your team's Time Off and Leave, go to the Workday **Home** screen and click on **Team Time Off**, and under View, click on **Time Off and Leave Calendar**. This will give you a monthly view of any time off that your team has. To see a list instead of a calendar, view **All Time Off** (all submitted) or **Approved Time Off** (all approved).