How to approve/refuse a leave request
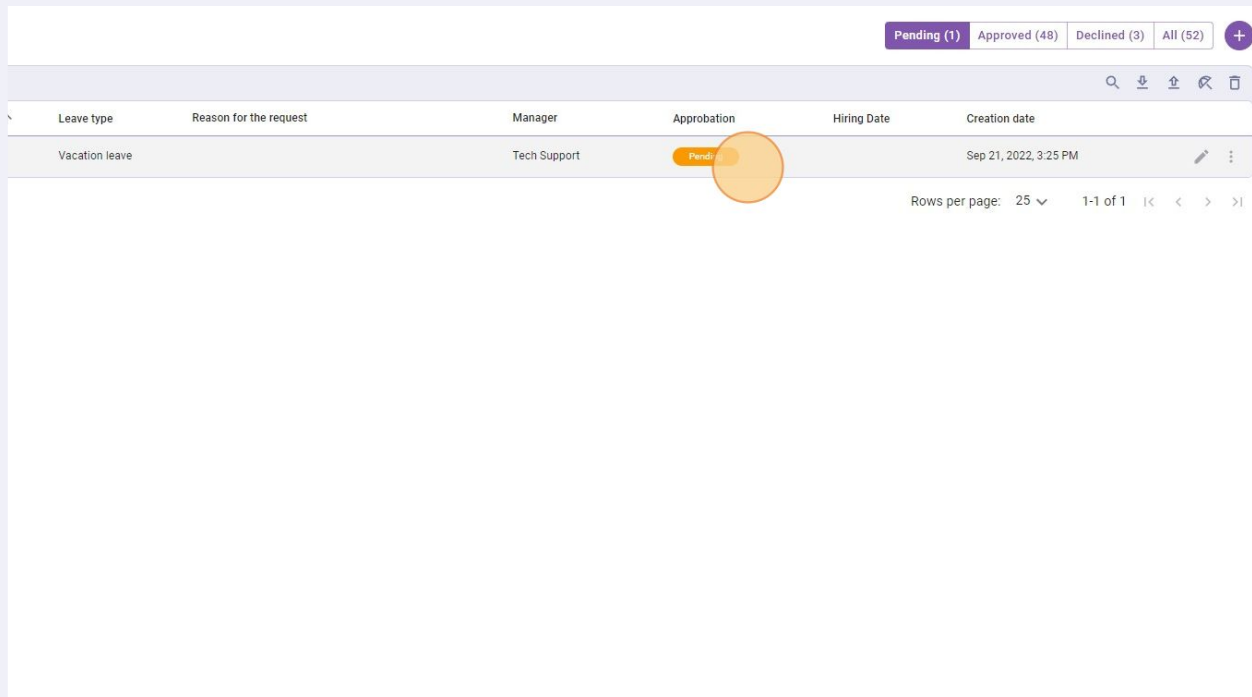
1 Navigate to the Voilà! web console https://console.voila.app/en/dashboard
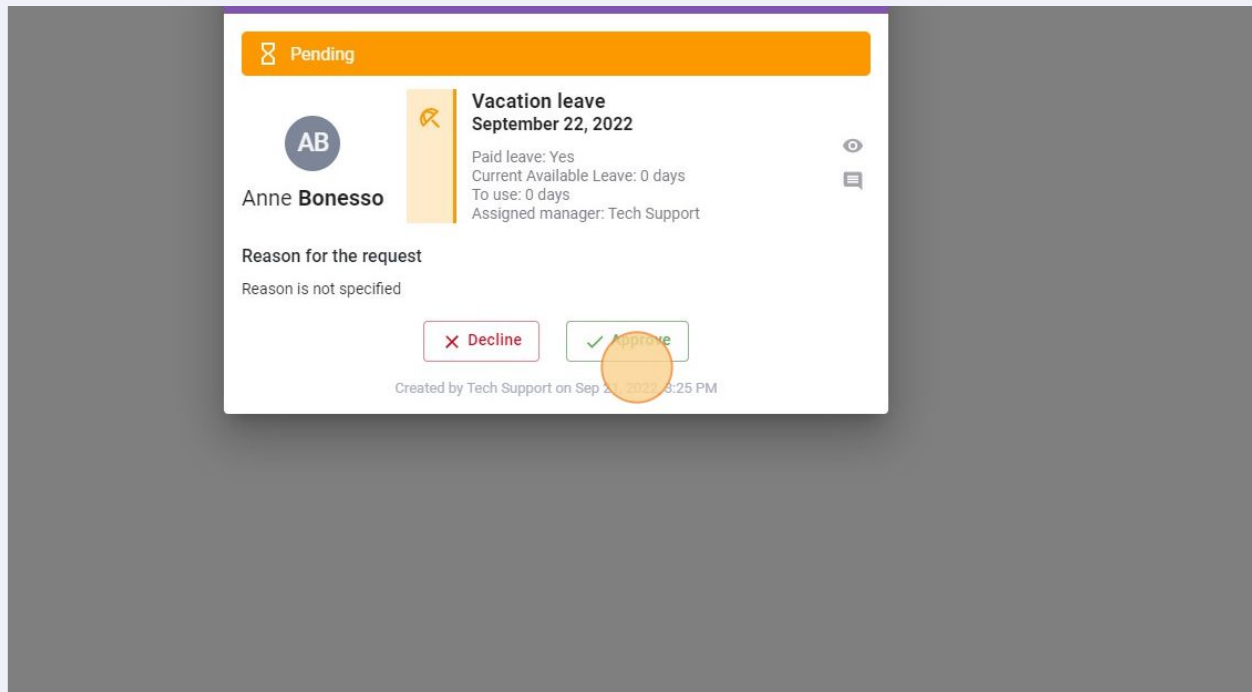
2 Go into the Requests section.
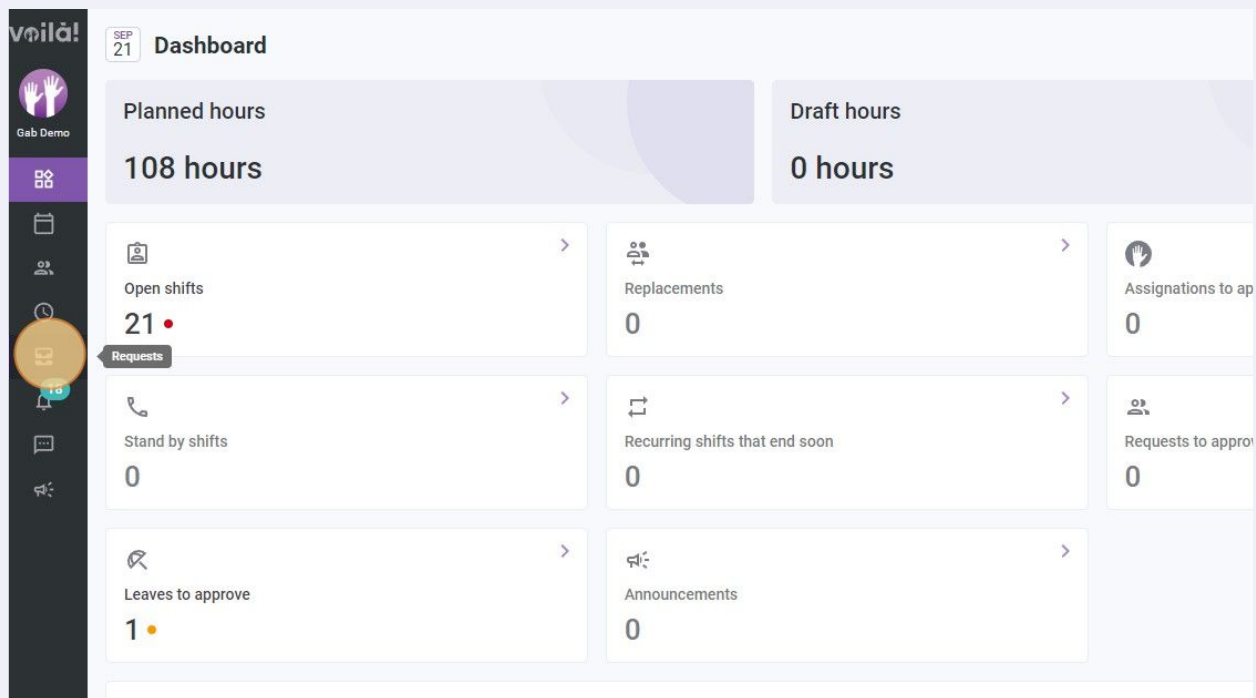
3 Click on the vacation leave you want to approve/refuse.

	Leave type	Reason for the request		Manager	Approbation	Hiring Date	Creation date	
	Vacation leave			Tech Support	Pending		Sep 21, 2022, 3:25 PM	

Pending (1) Approved (48) Declined (3) All (52)

Rows per page: 25 ∨   1-1 of 1 |< < > >|

4 Decide if you want to approve/decline by clicking on the Approve or Decline button. For this example, we will approve the leave request.

⧗ Pending

AB

Anne **Bonesso**
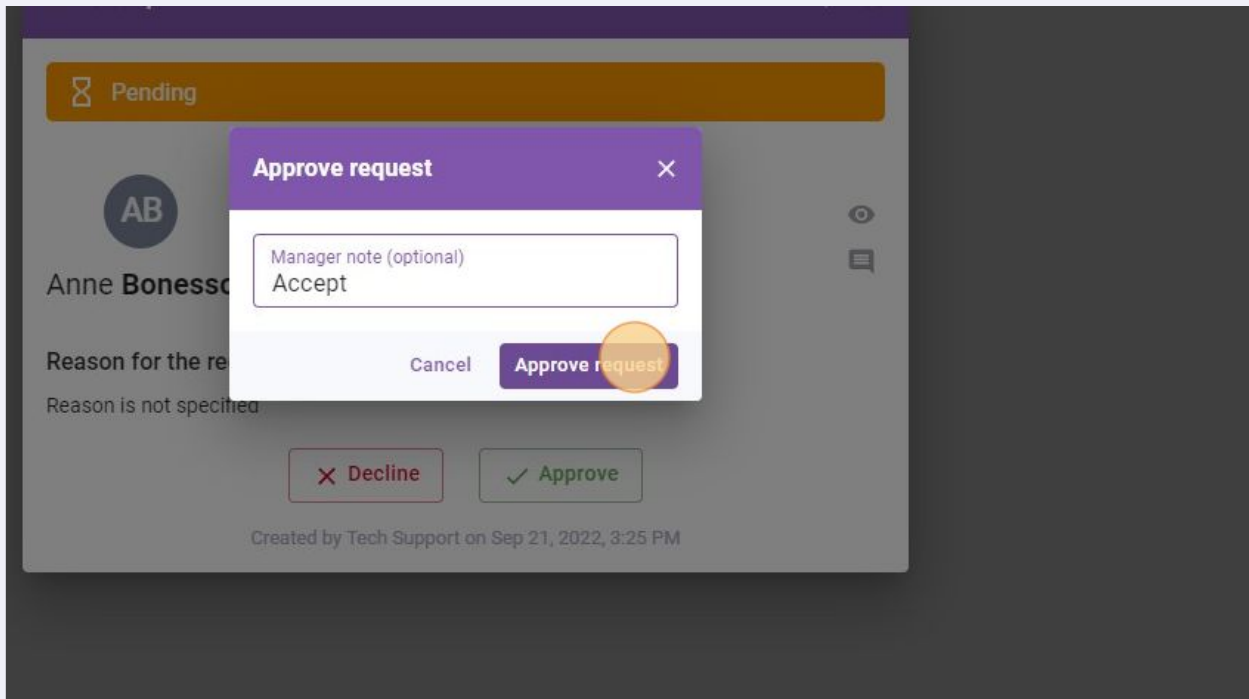
Vacation leave
September 22, 2022

Paid leave: Yes
Current Available Leave: 0 days
To use: 0 days
Assigned manager: Tech Support

Reason for the request

Reason is not specified

✕ Decline   ✓ Approve

Created by Tech Support on Sep 21, 2022, 3:25 PM

5　Enter a note (optional) and click on Approve request.

6　The request is now approved, click on the (x) to come back to the request section.