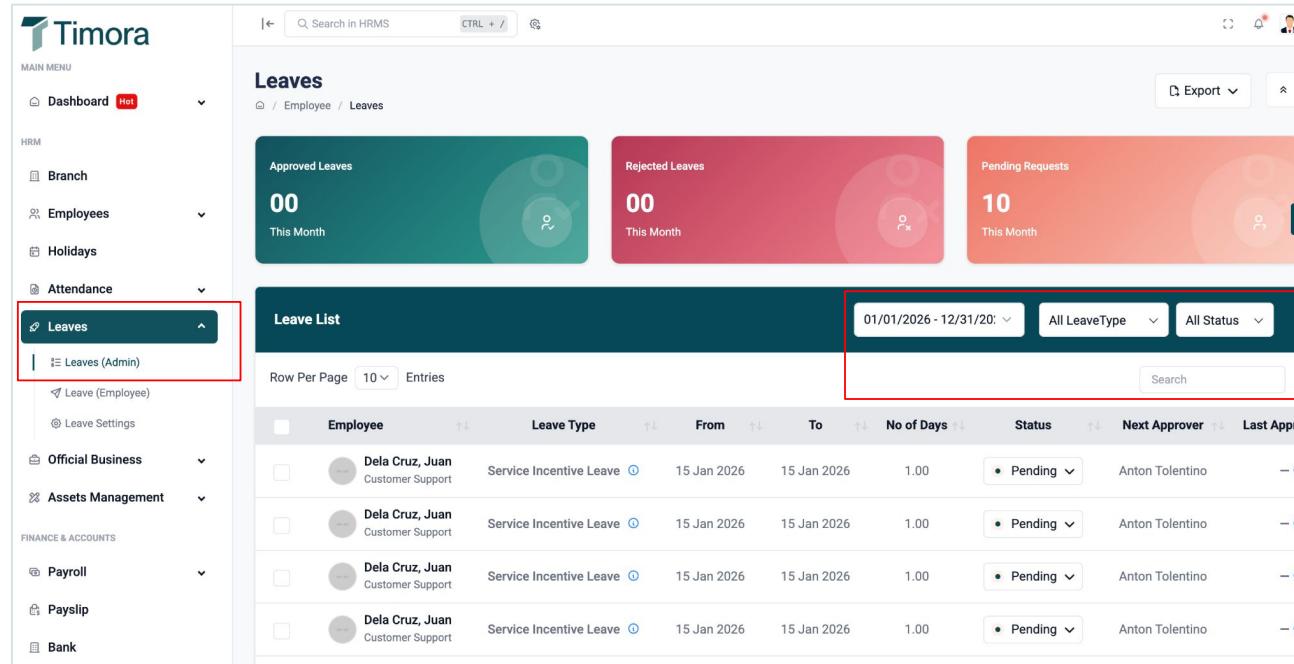




HOW TO APPROVE LEAVE

HOW TO APPROVE EMPLOYEES' LEAVE



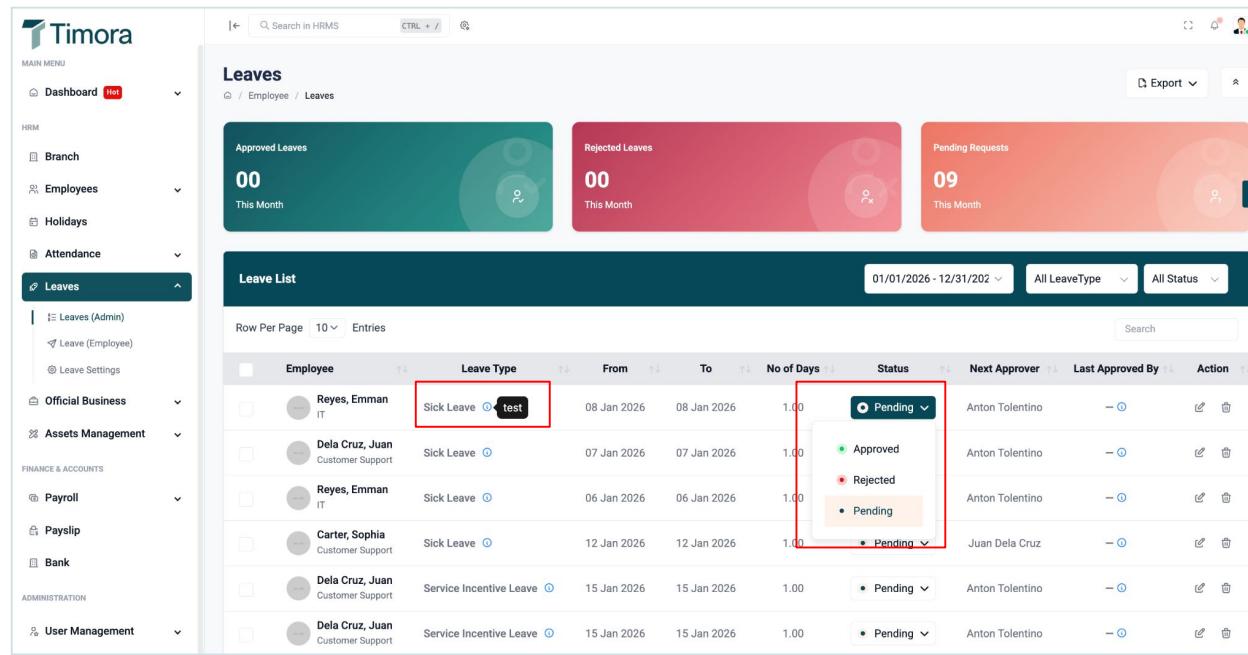
The screenshot shows the Timora HRMS software interface. The left sidebar is open, showing the 'Leaves' option under the 'Leave' category. The main area displays the 'Leaves' module. At the top, there are three summary cards: 'Approved Leaves' (00), 'Rejected Leaves' (00), and 'Pending Requests' (10). Below these is the 'Leave List' table. A red box highlights the filter and search bar at the top of the table. The table has columns for Employee, Leave Type, From, To, No of Days, Status, Next Approver, and Last Approver. There are four rows in the table, all for 'Dela Cruz, Juan' with 'Service Incentive Leave' from 15 Jan 2026 to 15 Jan 2026, 1.00 days, 'Pending' status, and 'Anton Tolentino' as the next approver.

Employee	Leave Type	From	To	No of Days	Status	Next Approver	Last Approver
Dela Cruz, Juan Customer Support	Service Incentive Leave	15 Jan 2026	15 Jan 2026	1.00	Pending	Anton Tolentino	
Dela Cruz, Juan Customer Support	Service Incentive Leave	15 Jan 2026	15 Jan 2026	1.00	Pending	Anton Tolentino	
Dela Cruz, Juan Customer Support	Service Incentive Leave	15 Jan 2026	15 Jan 2026	1.00	Pending	Anton Tolentino	
Dela Cruz, Juan Customer Support	Service Incentive Leave	15 Jan 2026	15 Jan 2026	1.00	Pending	Anton Tolentino	

On the left sidebar, navigate to Leave > Leave (Admin).

Go to **Leaves** and click **Leave Admin** to view all **pending**, **approved**, and **rejected** leave requests. Use the **filter** and **search bar** to easily find specific records.

HOW TO APPROVE EMPLOYEES' LEAVE

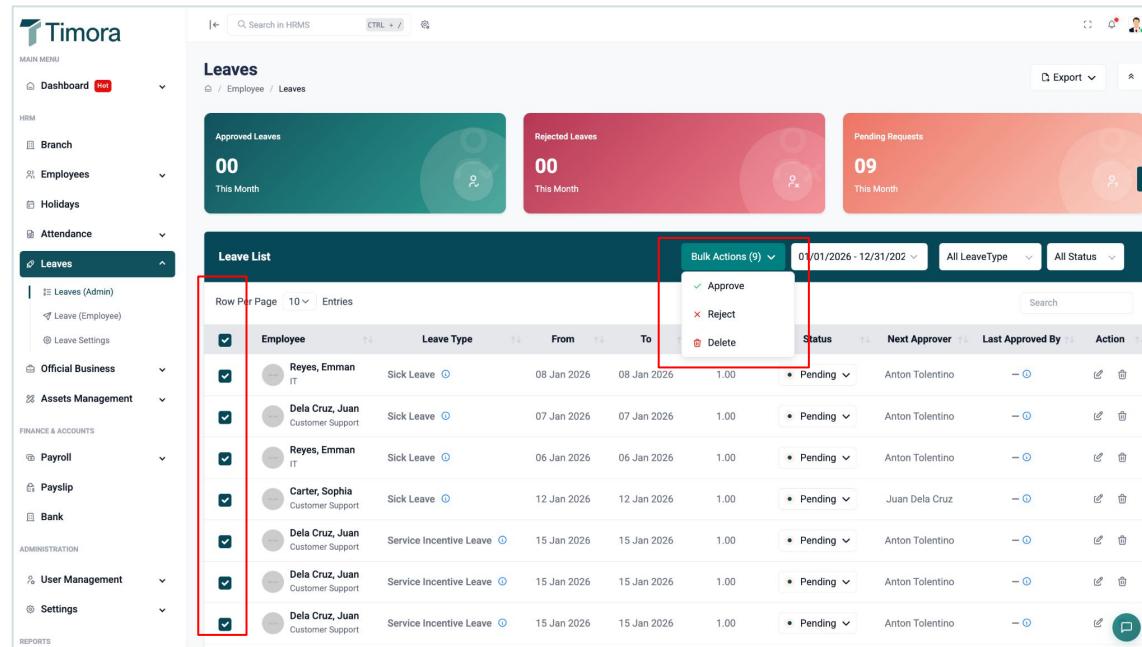


Employee	Leave Type	From	To	No. of Days	Status	Next Approver	Last Approved By	Action
Reyes, Emman IT	Sick Leave test	08 Jan 2026	08 Jan 2026	1.00	Pending	Anton Tolentino		Approve Reject Cancel
Dela Cruz, Juan Customer Support	Sick Leave	07 Jan 2026	07 Jan 2026	1.00	Approved	Anton Tolentino		Approve Reject Cancel
Reyes, Emman IT	Sick Leave	06 Jan 2026	06 Jan 2026	1.00	Rejected	Anton Tolentino		Approve Reject Cancel
Carter, Sophia Customer Support	Sick Leave	12 Jan 2026	12 Jan 2026	1.00	Pending	Juan Dela Cruz		Approve Reject Cancel
Dela Cruz, Juan Customer Support	Service Incentive Leave	15 Jan 2026	15 Jan 2026	1.00	Pending	Anton Tolentino		Approve Reject Cancel
Dela Cruz, Juan Customer Support	Service Incentive Leave	15 Jan 2026	15 Jan 2026	1.00	Pending	Anton Tolentino		Approve Reject Cancel

When approving employee leave requests, you can **hover over the blue icon** in the **Leave Type** column to view the **reason** for filing the leave.

To update the request status, click the **Status dropdown** and select **Approved**. If adjustments are needed, select **Rejected** so the employee can **refile the leave request** with the necessary corrections.

HOW TO APPROVE EMPLOYEES' LEAVE



The screenshot shows the 'Leaves' section of the Timora HRMS interface. On the left is a sidebar with various HRM categories like Branch, Employees, Holidays, Attendance, and Leaves (which is currently selected). The main area displays three summary cards: 'Approved Leaves' (00), 'Rejected Leaves' (00), and 'Pending Requests' (09). Below these is a 'Leave List' table with columns for Employee, Leave Type, From, To, Status, Next Approver, Last Approved By, and Action. A 'Bulk Actions' dropdown menu is open over the table, showing options: Approve, Reject, and Delete. A red box highlights the 'Bulk Actions' button and the dropdown menu. Another red box highlights the checkbox column on the far left of the table, where multiple checkboxes are selected for the listed leave requests.

Employee	Leave Type	From	To	Status	Next Approver	Last Approved By	Action
Reyes, Emman IT	Sick Leave	08 Jan 2026	08 Jan 2026	1.00	Pending	Anton Tolentino	Edit Delete
Dela Cruz, Juan Customer Support	Sick Leave	07 Jan 2026	07 Jan 2026	1.00	Pending	Anton Tolentino	Edit Delete
Reyes, Emman IT	Sick Leave	06 Jan 2026	06 Jan 2026	1.00	Pending	Anton Tolentino	Edit Delete
Carter, Sophia Customer Support	Sick Leave	12 Jan 2026	12 Jan 2026	1.00	Pending	Juan Dela Cruz	Edit Delete
Dela Cruz, Juan Customer Support	Service Incentive Leave	15 Jan 2026	15 Jan 2026	1.00	Pending	Anton Tolentino	Edit Delete
Dela Cruz, Juan Customer Support	Service Incentive Leave	15 Jan 2026	15 Jan 2026	1.00	Pending	Anton Tolentino	Edit Delete
Dela Cruz, Juan Customer Support	Service Incentive Leave	15 Jan 2026	15 Jan 2026	1.00	Pending	Anton Tolentino	Edit Delete

Note: You can **approve leave requests in bulk** by ticking the **checkbox** on the left side of each record, then clicking **Bulk Actions** and selecting **Approve**.

You may also adjust **Rows Per Page** to display more employee leave requests at once for easier review.