Approving Absence Request or Cancellation of Absence Request

Supervisors must approve the absence requests and absence cancellation requests of their employees in MyU. Supervisors should be familiar with the governing contracts and rules surrounding employment classifications of all of their employees.

**ABSENCE REQUESTS**

1. Navigate to: MyU > Manager Info.
2. Under Absence, click <Approve Absence> to view absences submitted by your employees.
3. Click the employee name to review request.
4. Review the absence request, keeping the following questions in mind.
   a. Is the start date and end date reasonable for the absence type?
   b. Is the absence name and reason appropriate for this type of employee?
   c. Is the total duration calculating accurately?
Approving Absence Request or Cancellation of Absence Request (cont.)

5. Review Absence Request History if needed.
   a. Absence history can be useful when making determinations on absence requests.

6. Click <Approve>, <Deny>, or <Push Back>.
   a. <Approve> saves and processes the request.
   b. <Deny> returns the request to the employee.
   c. <Push Back> returns the request to the employee for editing.
CANCELLATION OF ABSENCE REQUESTS

An employee may submit a request to cancel an absence for the following types of absences: Vacation, Comp Time, or Personal Holiday. Submitted, Approved, and Pushed Back absence requests may be cancelled until the biweekly time and absence deadline. The supervisor must approve or deny the cancellation.

1. Navigate to: MyU > Manager Info.
2. Under Absence, click <Approve Absence> to view absences submitted by your employees.
3. Click the employee name to review request.
4. Review the request details. (Note that the Comments field is not used.)
5. Click <Approve> or <Deny>.
   a. <Approve> saves and processes the cancel request.
   b. <Deny> returns the cancel request to the employee and no changes are made to the status of the absence.