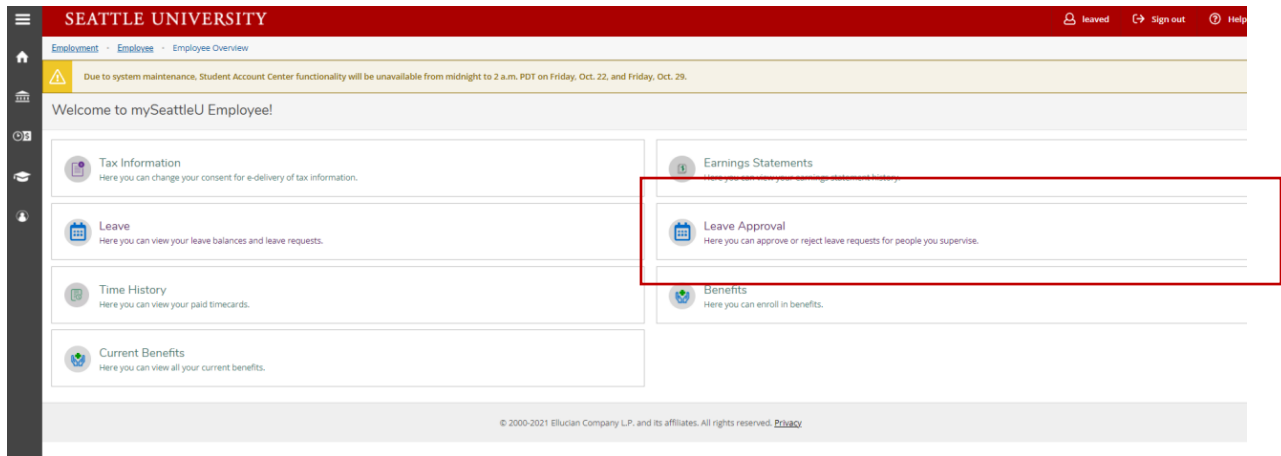# Approving Leave through mySeattleU – for Supervisors

Instructions for how to approve Leave requests in mySeattleU.

1. Select "Leave Approval" on the mySeattleU employee homepage

2. In the filter box on the left, select "**Leave Request**" and then "**Apply Filters**"
3. You should see your existing list of leave requests to review. Click "**View**" on any request to see the request details.
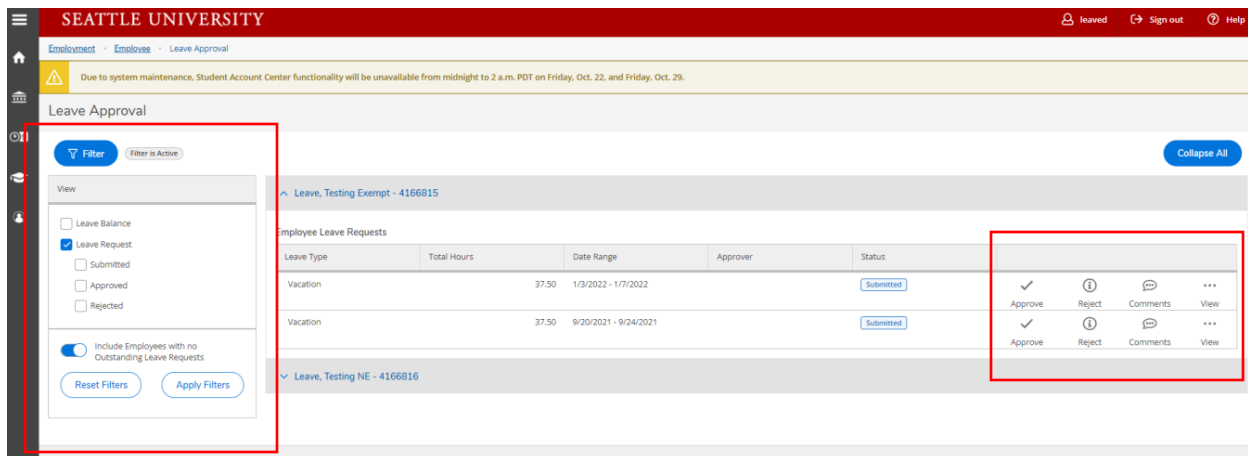
4. Click "**Approve**."

Note: You can "quick" approve or reject each request without having to view the details of each request

Instructions for Rejecting a Leave Request:

1. Select "**Leave Approval**" on the mySeattleU employee homepage

2. In the filter box on the left, select "**Leave Request**" and then "**Apply Filters**"

3. You should see your existing list of leave requests to review. Click "**View**" on any request to see the request details.

4. Click "**Reject**." You may also reject the request without viewing the request details.

5. Enter the **comment** (required entry) to reject the leave request. Once the status is 'rejected,' the employee may adjust or delete the request.