



Leave review

Another Check-In · R05

Before the demonstration

Bertland Hope

- Your assigned responsibility
- The correct training record
- Evidence of the result

Today's outcome

A reasoned leave decision/revision and its balance consequences can be traced.

The submitted request

Berland Hope

- Open Admin > Attendance Calendar and locate the assigned submitted request

In this step

Find the request for the staff member in your scope. Check its current status before deciding what to do. The calendar provides context, but you still need the request details and its history.

Decision and reason

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- Check dates/type, supporting reason and balance context
- approve, reject with reason or return for correction

In this step

Review the dates, leave type, reason and balance context. Use return when correction is needed, rejection when the request is declined, and approval only within your authority. Give enough explanation for the employee to understand the next step.

Requests for staff

Bertrand Hope

- If authorized, create a request for an employee through the calendar flow
- it follows request/reservation rules

In this step

An authorized reviewer can create a request on behalf of an employee through the calendar workflow. That request still follows the normal reservation and request rules. Acting on behalf of someone does not bypass policy.

Amendment and cancellation

Bertrand Hope

- For changed dates use Amend with reason
- inspect preserved revision and pending reapproval
- cancel only with authority and reason

In this step

An amendment preserves the revision and can require approval again. Cancellation requires authority and a reason. Keep the original request and subsequent decisions traceable so that the balance changes can be explained.

Ledger and calendar result

Bertrand Hope

- Verify balance/calendar/history after the decision

In this step

Check the balance and history after the decision. Approved cancellation restores the corresponding ledger balance, so verify the actual result. Holiday maintenance is a separate calendar responsibility and should not be confused with an individual leave request.

Common problems

Bertland Hope

- Assuming return releases reserved balance
- expecting staff to self-amend
- using an attendance classification in place of a leave request

A useful support report

The task and record
The expected result
The actual message
The authorized next step

Guided practice

Berland Hope

- Return a fictional request, amend it through the reviewer workflow, approve the revision and explain how a separate cancellation affects the ledger

Evidence to show

The correct training case

The result or permitted decision

Your explanation of the next step

Practice debrief

Bertland Hope

- Correct context and permitted action
- A result you can trace
- A clear next step if blocked

Expected result

A reasoned leave decision/revision and its balance consequences can be traced.