Acknowledge a Leave Request

1. **Login to eLeave** and click on “Home”

   ![Login to eLeave](image)

2. **Locate the “Acknowledgements” section** at the bottom. It is just below the “Leave Balances” section.

3. **Check for leave requests.** Anything shown will require an Acknowledgement, regardless of the status listed. Note that you can perform an Acknowledgement at any time. The leave request does not need to be approved for an Acknowledgement to be performed.

4. **Click “View Leave” under “Action”** for each leave request shown and review the leave request for accuracy.

5. **Take action on each Acknowledgement** by scrolling to the bottom of the leave request.

   If the leave request is accurate then click “Acknowledge”.
   If the leave request needs to be adjusted then click “Edit”, make changes to the leave request and resubmit for approval.