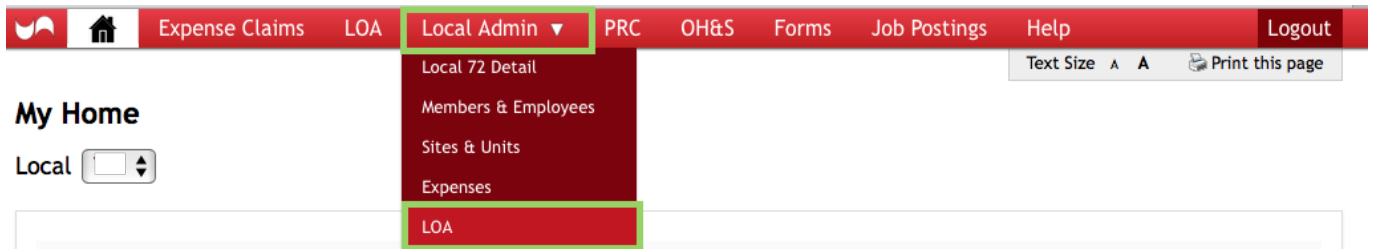
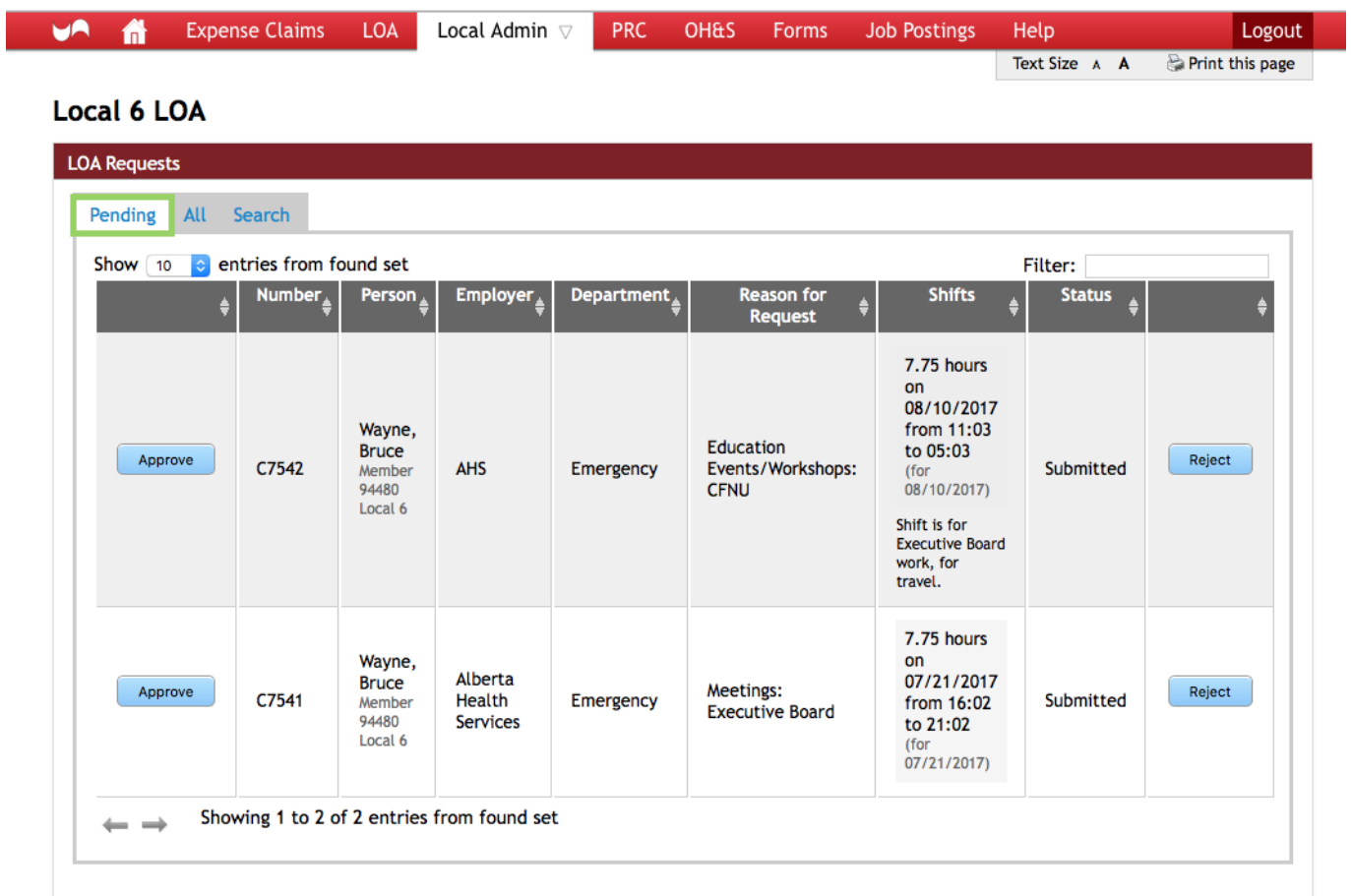


Leaves of Absence (LOA) are created by a member and need to be either approved or rejected a member on the Local Executive. ** Note that if you are taking a corresponding LOA on a date other than Event Date, it should be scheduled after the Event. **

To **Approve** or **Reject** an LOA, you need to log into **DMS Web** and go to **Local Admin**, then to **LOA**.



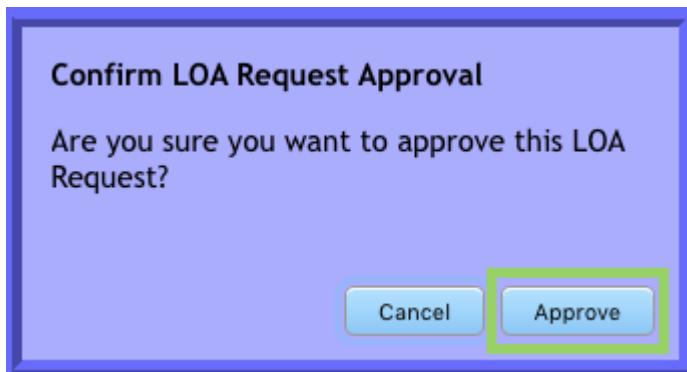
The **LOA Requests** screen will open and show all LOAs that are **Pending**.



Review the request. If you **Approve**, click on the **Approve** button.

	Number	Person	Employer	Department	Reason for Request	Shifts	Status	
<input type="button" value="Approve"/>	C7542	Wayne, Bruce Member 94480 Local 6	AHS	Emergency	Education Events/Workshops: CFNU	7.75 hours on 08/10/2017 from 11:03 to 05:03 (for 08/10/2017) Shift is for Executive Board work, for travel.	Submitted	<input type="button" value="Reject"/>

A **Confirmation** screen will open. Click on **Approve**.



The request will be removed from the pending list and a message will appear indicating request is approved.

Show 10 entries from found set Filter:

Number	Person	Employer	Department	Reason for Request	Shifts	Status
Request C7542 has been approved.						
	Wayne, Bruce	Alberta		Meetings:	7.75 hours on	

If you review the request and do not approve the request, it will need to be **Rejected**. (For example, because the member is to be funded by Provincial). Click on the Reject button.

<input type="button" value="Approve"/>	C7541	Wayne, Bruce Member 94480 Local 6	Alberta Health Services	Emergency	Meetings: Executive Board	7.75 hours on 07/21/2017 from 16:02 to 21:02 (for 07/21/2017)	Submitted	<input type="button" value="Reject"/>
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Showing 1 to 2 of 2 entries from found set

A **Confirmation** screen will open, enter a **rejection reason**, and click on **Reject**.

Confirm LOA Request Rejection

Are you sure you want to reject this LOA Request?

Specify an optional reason for the rejection:

The request will be removed from the pending list and a message will appear indicating request is rejected.

show 10 entries from found set

Number	Person	Employer	Department	Reason for Request	Shifts	Status
Request C7541 has been rejected.						

Showing 1 to 1 of 1 entries from found set

Once all requests have been **Approved** or **Rejected**, there will be no more **LOA requests** under **Pending**.

Local 6 LOA

LOA Requests

Pending All Search

No LOA Requests for review