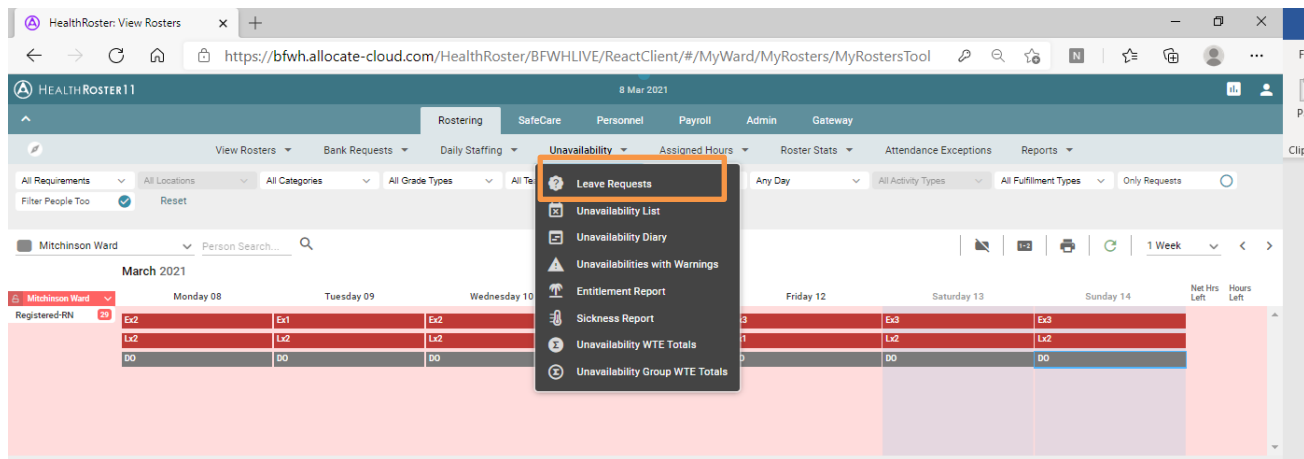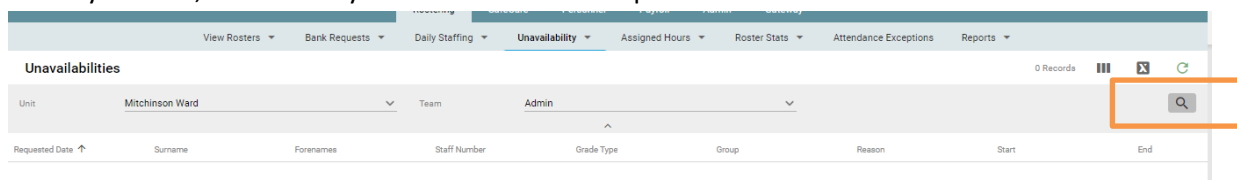**Approving Annual Leave Requests**

Click the 'Rostering' Tab then the 'Unavailability tab' in the middle of the screen. Select 'Leave Requests'

Select your unit, then select your Team from the drop down list:

Click the spy glass at the right hand side

This will then populate a list of all annual leave requests that have not yet been approved in the system for your selected roster.

By clicking on each one you will be able to see any overlaps for that requested day (this is for any reason, not just annual leave)

If you are happy to approve the leave, select 'Approve Request' in the top right hand corner of the screen.

If you do this each week before you lock the rosters down (or on a Friday) you should be able to lock the rosters down on Monday with no problems.