

## Evaluate and Approve a Leave Case

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To evaluate an employee with an open leave case, access the employee's case in the Leave of Absence Case Editor, check eligibility, assign rules, and finally approve.

**Navigation:** Home Page > Employee Search

**Navigation:** Main Menu > Time > Leave of Absence

**Navigation:** Home Page > Manage Leave of Absence Tile > Go To Leave of Absence

1. From the **Leave of Absence** view, select the **Submitted Category**.
2. Select the check box next to the employees.
3. Select **Editor**.
4. Select **Eligibility & Rules**.
5. Employee's eligibility is automatically checked. Additional information may be required. Select **Edit Eligibility**.
6. Review and answer question(s) on the **Edit Eligibility** panel.
7. Select **Save**.
8. Select **Yes** to the **Warning** message.
9. (Optional) Rule Assignments can be applied automatically based on the leave category and reason, but in some circumstances leave cases do not have an automatic rule assignment. You will have to apply one manually. Select **Assignment Rule**. Under **Leave types** select the **Paid Leave Types** for the leave case. Select **Save**.
10. Select **Case Details**.
11. Select **Edit**.
12. Review the information, scroll down, and select the **Case Approval Status** drop-down list.
13. Select **Approved**.
14. Select **Apply**.
15. Select **Landing Page**.
16. From the **Leave of Absence** view, select the **Open Category**.

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