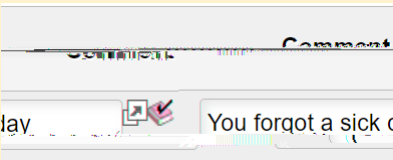# Manager Approve No Leave Taken

Overview

This job aid shows managers how to approve or deny their employee's no leave taken (NLT) submission.

Approve or Deny No Leave Taken

Action	Information

Action	Information
3. Select the employees to approve or deny.	You can select individual employees, or use the Select All button to select all employees.
4. Optional: Enter a Comment.	
5. Take action on selected employees.	Click _____ to approve No Leave Taken. Click _____ to deny No Leave Taken. The user can submit an absence or can resubmit NLT if no correction is needed.