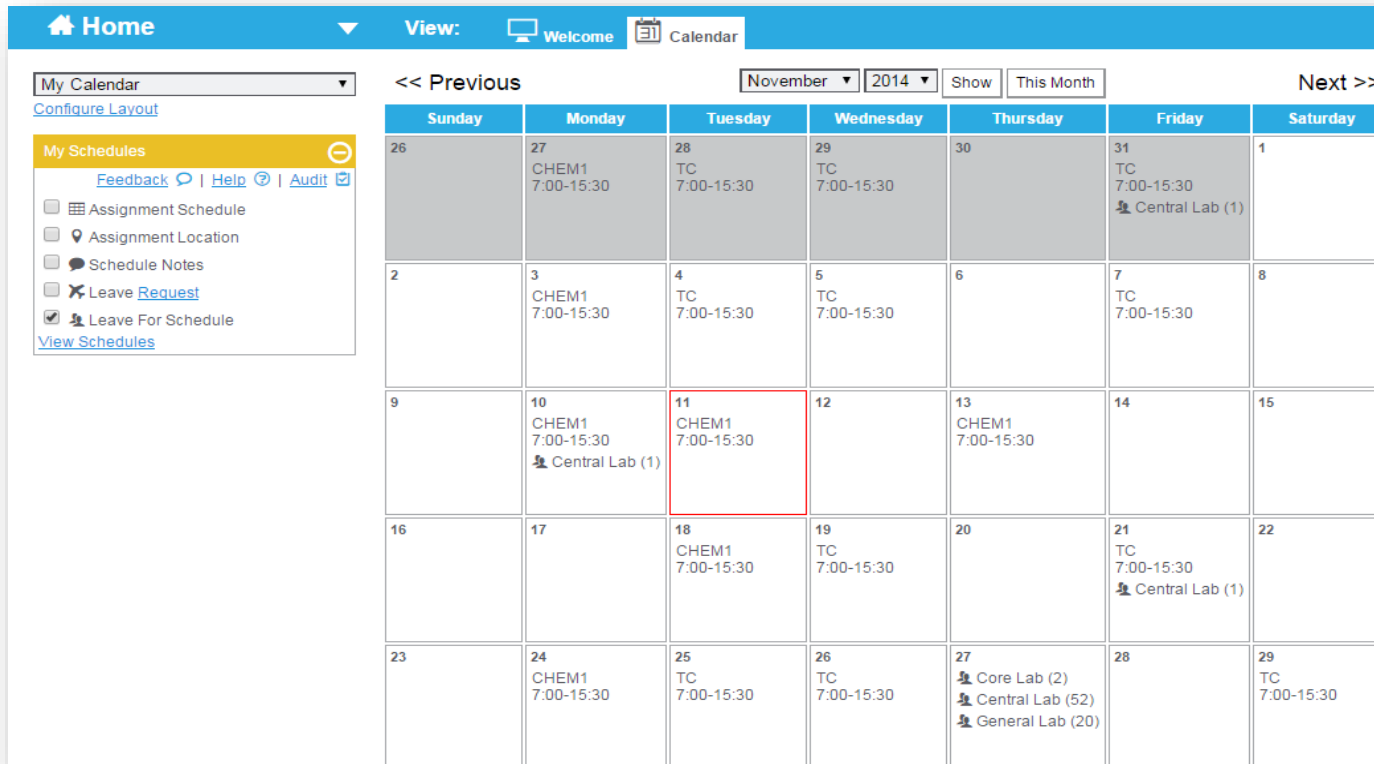# Calendar View
Leave for Schedule

This reference guide provides a process overview of the **Leave for Schedules** submenu within the **Calendar** view in the StaffReady Scheduling Module. The following process steps and instructional information are provided within this document
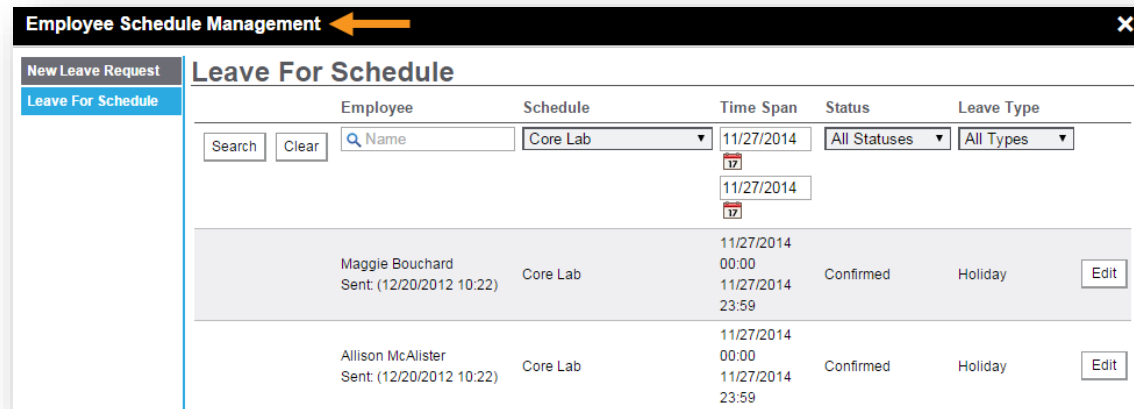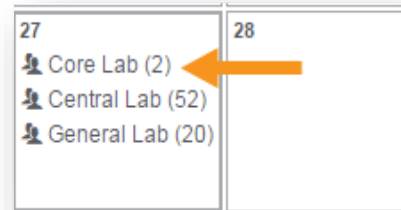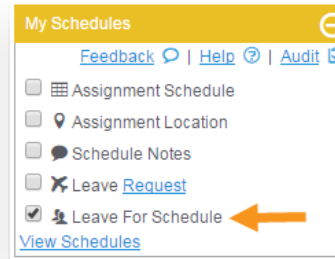
- Leave for schedule

Leave for Schedules

1. In the **My Schedule** side menu, check the **Leave for Schedule** check box.

2. Click on any of the **Leave for Schedule** notifications on the **Calendar Grid.**

3. **Employee Schedule Management** window will display.

4. Click the drop down menus to filter information.

5. Enter the employees name to search leave for an employee.

6. Click **Confirm** to approve the leave request.

7. Click **Deny** to deny the leave Request.

8. Click **Edit** to make changes or view additional information about the leave requests.

Employee Schedule Management   ✕

New Leave Request

Leave For Schedule

Leave For Schedule

	Employee	Schedule	Time Span	Status	Leave Type
Search	🔍 Name	All Schedules ▾	11/01/2014 📅 01/31/2015 📅	All Statuses ▾	All Types ▾
Confirm Deny	Angela Reed Sent: (10/30/2014 00:07)	Central Lab	11/21/2014 00:00 11/21/2014 23:59	See Schedule	PTO Edit
Confirm Deny	Angela Reed Sent: (10/30/2014 00:10)	Central Lab	11/10/2014 00:00 11/10/2014 23:59	See Schedule	Jury Duty Edit
Confirm Deny	Angela Reed Sent: (10/31/2014 18:45)	Central Lab	12/08/2014 00:00 12/10/2014 23:59	Request	PTO Edit
Confirm Deny	Angela Reed Sent: (10/31/2014 18:45)	Central Lab	12/16/2014 00:00 12/19/2014 23:59	Request	PTO Edit
Confirm Deny	Dennis Alverez Sent: (10/31/2014 20:31)	Central Lab	12/11/2014 14:00 12/11/2014 18:00	Request	PTO Edit
	Alicia Chou Sent: (01/04/2012 17:05)	General Lab	11/27/2014 00:00 11/27/2014 23:59	Confirmed	Holiday Edit
	Brian Livingston Sent: (01/04/2012 17:05)	General Lab	11/27/2014 00:00 11/27/2014 23:59	Confirmed	Holiday Edit

WICKET AJAX DEBUG

11/27/2014

StaffReady