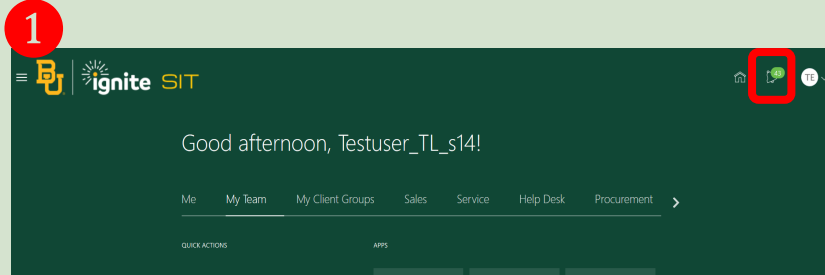


## Approving or Rejecting Time Off for Exempt Employees

Line managers must approve or reject certain types of absence requests. This guide explains how to do so.



### Instructions

1 On the Ignite main page, select the **bell icon** to view your notifications.

2 Once the notifications menu drops down, select the absence request that requires attention to view details.

3 A pop-up window will appear. It will show you the details of the request.

4 You can choose to click on **Approve** or **Reject**.

