How to Edit a Leave Request

1. **Locate the leave request** by logging into eLeave. It will most likely be under “My Recent Requests” at the bottom of the Home page.

   ![My Recent Requests Table]

   You can also locate all leave you have submitted by using “Search” and your employee ID as a parameter.

2. **Select the leave request** that needs to be edited by clicking on “View Leave” from “My Recent Requests”.

   ![Search Leave Request]

   If you used the search feature, you can select the leave request by clicking on your name from the search list.

3. **Check the leave request** to make sure you have the correct one open by looking at the “Leave Details”.

   ![Leave Details]

   Total Hours Leave: 6.0

4. **Edit the leave request** by scrolling to the bottom and clicking “Edit”. The tool will warn you that you need to get approval again if you edit your leave.

   ![Edit Button]
5 Correct the leave request with the new details. Please note that if you pick a different Leave Designation, you will need to reenter Leave Details.

![Leaf Details](image)

In rare cases the tool will not let you change or delete a row. To correct for this, enter zero hours for the date in question and add a new line to make your change.

6 Enter a comment if you need to communicate with your leave approver. Please note that comments are public record. They cannot be deleted and can be viewed by anyone.

7 Read and Acknowledge the statement at the bottom when you have completed your editing.

![Actions](image)

8 Click “Submit For Approval” when you are ready.

9 IMPORTANT – eTimesheet Users: After you receive approval for your leave request, you must sign into eTimesheet to ensure that you don’t have to resubmit any timesheets that may have been affected by editing a leave request.