How to approve leave request?

V@ilà!

Learn how to approve leave request with Voilà!

1 Navigate to https://console.voila.app/en



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Click the leave request you want to approve

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Employee	Leave request date ↑	Leave type	Reason for the request	Manager	Approbation	Hiring Date	Creation date		
Marco Chenard Admin Full-Time	April 9, 2022	Vacation		Anthony Michaud	Pending		Apr 8, 2022, 3:07 PM		
Anthony Michaud 🔺	May 11, 2022	Vacation		Anne Bonesso	Pending		May 10, 2022, 8:49 AM		7
Bruno Aldik Admin Full-Time	May 23, 2022	Sick Leave		Anthony Michaud	Pending	Oct 14, 2010	May 11, 2022, 4:41 PM		
Marco Chenard Admin Full-Time	June 8, 2022	Sick Leave		Anne Bonesso	Pending		Jun 8, 2022, 4:10 PM		
Marco Chenard Admin Full-Time	June 9, 2022	Vacation	Je suis malade	Anne Bonesso	Pending		Jun 9, 2022, 2:48 PM		
Marco Chenard Admin Full-Time	June 30, 2022	Sick Leave		Anne Bonesso	Pending		Jun 30, 2022, 10:40 AM		
Bruno Aldik 🔺	July 6, 2022	Vacation	Je veux aller au mexique	Diane Smith	Pending	Oct 14, 2010	Jun 8, 2022, 4:02 PM		
Jennifer Fernandes ID: 2298 - Full-Time	July 6, 2022	Absent		Anne Bonesso	Pending	Mar 4, 2015	Jul 6, 2022, 9:41 AM		
Marco Chenard Admin Full-Time	July 7, 2022 - July 11, 2022	Absent	Je m'en vais à Tulum!	Anne Bonesso	Pending		Jul 6, 2022, 11:23 AM		
Manager ID: 2205 - Full-Time	July 7, 2022	Stat Holiday		Diane Smith	Pending	May 20, 2018	Jul 6, 2022, 1:27 PM		
Diane Smith Admin Full-Time	Jul 22, 2022, 12:30 AM	Absent		Diane Smith	Pending		Jul 20, 2022, 2:54 PM		
Oliane Smith Admin Full-Time	Jul 22, 2022, 4:45 AM - July 23, 2022	Absent		Diane Smith	Pending		Jul 20, 2022, 2:35 PM		4
Bruno Aldik 🔺 Full-Time	July 24, 2022	Absent		Diane Smith	Pending	Oct 14, 2010	Jul 28, 2022, 1:25 PM		
Marco Chenard Admin Full-Time	July 26, 2022	Absent	Je suis malade	Marco Chenard	Pending		Jul 26, 2022, 11:27 AM		1
K Nicole Fernandez	July 27, 2022	Stat Holiday		Anne Bonesso	Pending	Feb 11 2018	Int 27, 2022, 3:09 PM		

4 Click Approve

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ee	Leave request date 🛧	Leave type	Reason for the request		Manager	Approbation	Hiring Date	Creation date	
Marco Chenard ^{Admin} Full-Time	April 9, 2022	Vacation			Anthony Michaud	Pending		Apr 8, 2022, 3:07 PM	1
Anthony Michaud 🔔 Full-Time	May 11, 2022	Vacation			Anne Bonesso	Pending		May 10, 2022, 8:49 AM	13
Bruno Aldik Admin Full-Time	May 23, 2022	Sick Leave			Anthony Michaud	Pending	Oct 14, 2010	May 11, 2022, 4:41 PM	1
Marco Chenard Admin Full-Time	June 8, 2022	Sick Leave	Leave request		: ×	Pending		Jun 8, 2022, 4:10 PM	1
Marco Chenard Admin Full-Time	June 9, 2022	Vacation	Pending			Pending		Jun 9, 2022, 2:48 PM	1 3
Marco Chenard Admin Foll-Time	June 30, 2022	Sick Leave	MC R	Vacation April 9, 2022		Pending		Jun 30, 2022, 10:40 AM	1
Bruno Aldik 🔔 Full-Time	July 6, 2022	Vacation	Marco Chenard	Current Available Leave: 60 ho To use: 8 hours Assigned manager: Anthony N	urs 💿	Pending	Oct 14, 2010	Jun 8, 2022, 4:02 PM	1
Jennifer Fernandes ID: 2298 - Full-Time	July 6, 2022	Absent	Reason for the request	Assigned manager. And only in	incitudu.	Pending	Mar 4, 2015	Jul 6, 2022, 9:41 AM	/
Marco Chenard Admin Full-Time	July 7, 2022 - July 11, 2022	Absent	Reason is not specified			Pending		Jul 6, 2022, 11:23 AM	1 1
Anne Bonesso Manager 10: 2205 - Full-Time	July 7, 2022	Stat Holid	×	Decline Approve		Pending	May 20, 2018	Jul 6, 2022, 1:27 PM	1
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Diane Smith Admin Full-Time	Jul 22, 2022, 4:45 AM - July 23, 2022	Absent			Diane Smith	Perding		Jul 20, 2022, 2:35 PM	1
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Leave a note if required

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y 24, 2022	Absent			Diane Smith		Pending	Oct 14, 2010

Click Approve request

2022	Sick Leave						Oct 14, 2010	M
2022	Sick Leave	Leave request			: ×			
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