**Access and action pending leave requests**

**(for SST Vice-Chairpersons)**

1. Log in to [MyGCHR](https://mygchr-mesrhgc.securise-secure.gc.ca/GC91PRD/signon.html) (consult the [Logging in to MyGCHR for the first time](https://wiki.gccollab.ca/images/1/15/Logging_in_to_MyGCHR_for_the_first_time_-_EN.docx) job aid if this is your first time logging in).
2. Use the following path: Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Absence Requests



1. Click on the member’s name in the Absence Requests table.



1. Click on the Forecast Balance button to determine if your member is eligible to take the leave submitted.



1. If the member is eligible, and if you approve the leave request, leave a comment in the comments section, e.g., “I approve”, then scroll down to the bottom of the page and click on “Forward”. If you do not approve, simply click on “Deny”.



1. If you approve the request in principle, forward the request to an employee in Member Services ([see current list](https://wiki.gccollab.ca/images/d/d2/SST_Member_Services_List.docx)). Click on the look-up button to search the name. Select the appropriate name from the look-up list, then click “OK”.



1. Click on “Yes”



1. Click “OK”



**Note:** By forwarding the request, it is understood your wish is for the Executive Director to certify (“Approve”) the leave.