**Access and action pending leave requests**

**(for Chairpersons)**

1. Log in to MyGCHR <add link> *(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 eligible, scroll down to the bottom of the page and click on “Forward”.



1. Enter your Executive Director’s Supervisor ID (click on the look-up button to find your ED), then click “OK”.



1. Click on “Yes”



1. Click “OK”



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