

# Review Employee's Leave Reports – Manager

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Managers can view an employee's missing leave reports. Missing leave reports can result in a sick leave balance reduction for the employee.

## Leave Reports

1. Access the [Time/Absence Dashboard](#).
2. Click **Leave Reports** in the left side bar.
3. Click the name of the employee.  
**NOTE:** To change search results, enter information in the search options fields and click Search.
4. View the list of missing reports (leave reports appear for the last fiscal year plus 6 months)  
**NOTE:** If no reports are missing, this section will be blank.
5. A report is removed from the list only when absence(s) or No Leave Taken, have been submitted through the Request Absence tab, they are approved and overnight processing has run.