

# 05

## Manager Approval

Odoo 19 Enterprise · Time Off

Managers review and approve or refuse their team's leave requests.

### 1 Review leave requests

[Time Off](#) · [Managers](#) · [All Time Off](#)

The All Time Off view shows all submitted requests from your team. Requests pending approval are filtered by To Approve status. Click any request to review the details, check the employee's remaining balance, and see if there are other team members on leave at the same time.

### 2 Approve or refuse

**APPROVE**

Click Approve to approve the request. Status changes to Validated. The employee receives an email notification and their balance is deducted. Click Refuse to decline – enter a reason and the employee is notified. They can modify and resubmit.

**Team calendar check** – Before approving, click the team calendar icon to see who else is on leave during the requested period. Avoid approving if it would leave the team understaffed on a critical day.

### 3 Team overview

[Time Off](#) · [Overview](#)

The Overview page shows a calendar view of all approved leave across your team for the selected month. Different leave types appear in different colours. This is the best view for planning – print or export it for team scheduling meetings.