NAPA VALLEY COLLEGE
Department of Human Resources

# Supervisor User Guide: Self Service Leave Reporting

## How to Approve, Reject, or Edit a Leave Request

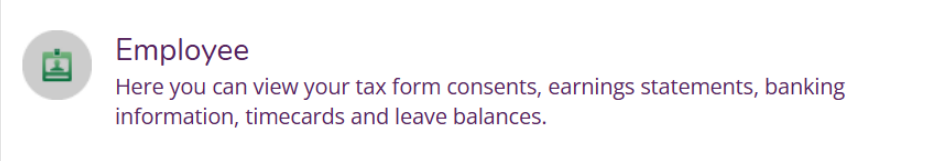
1. When an employee submits a leave request in Self-Service, the supervisor receives an email notification from HR@napavalley.edu.

> From: HR@napavalley.edu <HR@napavalley.edu>
> To: [SUPERVISOR]
> Subject: Leave Request Submitted
>
> Dear Supervisor,
>
> [EMPLOYEE] has submitted the following leave request:
>
> Vacation
> 8.00 hours
> 02/07/2025 - 02/07/2025
>
> Please log into NVC Self Service to approve/deny the request.
>
> If you have any questions, please contact Human Resources at HR@napavalley.edu.

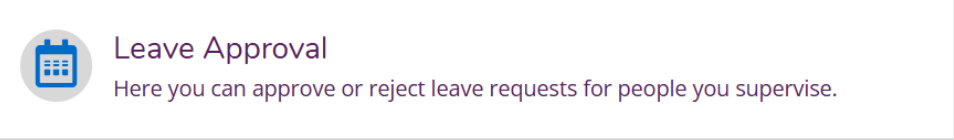
2. Log into MyNVC. Click **MyNVC self service**.




3. Click **Employee**

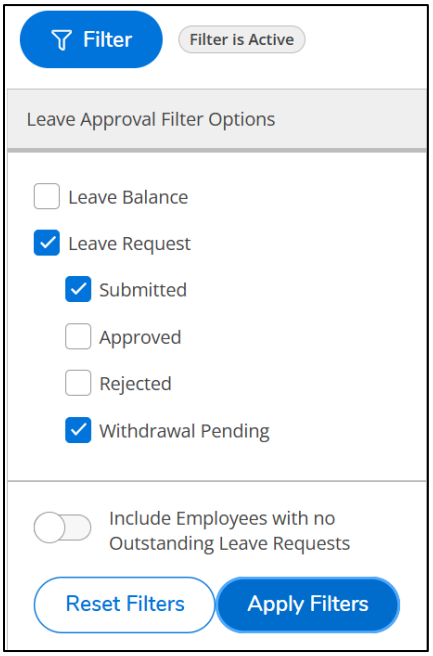



4. Click **Leave Approval**

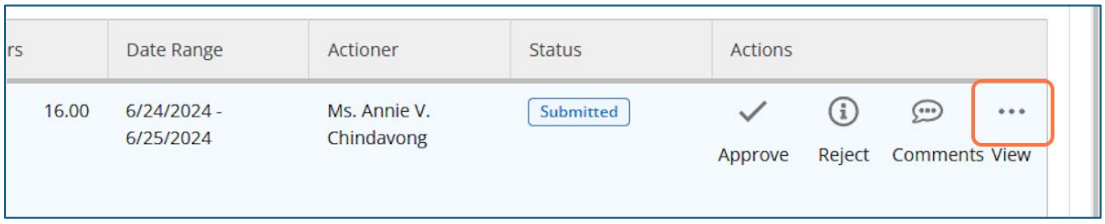


5. Various filters are available. To review pending requests, select **Leave Request**, **Submitted**, and **Withdrawal Pending**. Then click **Apply Filters**.

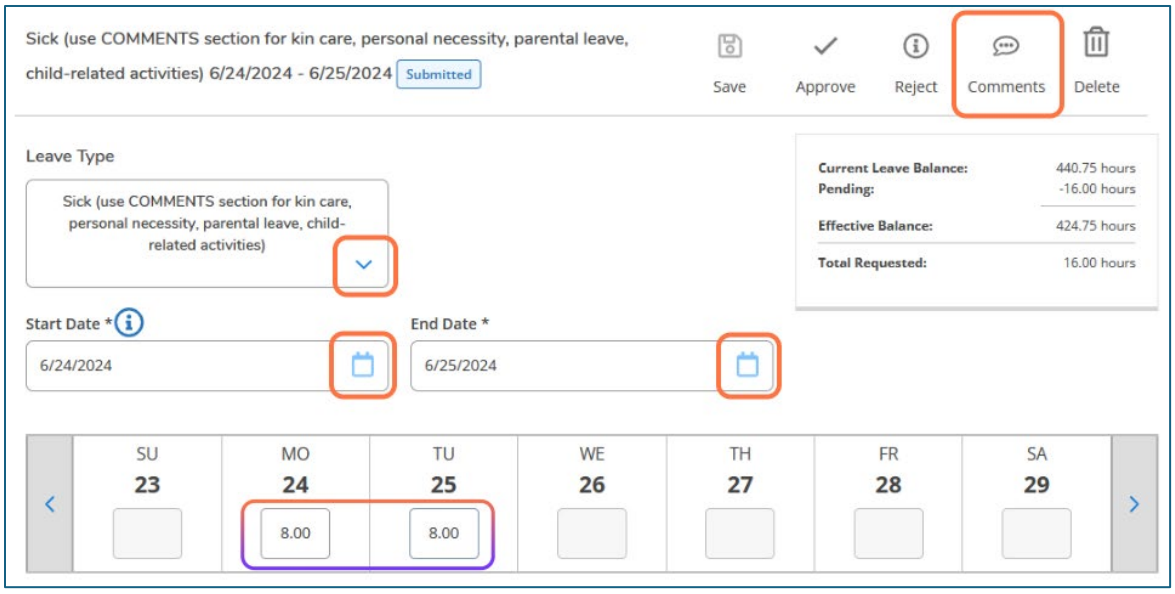
   - **Submitted** = employee has submitted a leave request
   - **Withdrawal Pending** = employee has requested to withdraw a previously approved leave request




6. Click the three-dot icon to view details of each request.




7. The supervisor has the option to edit and/or add comments to the leave request.



8. Click **Approve** or **Reject**. The employee will receive an email notification informing them the request has been approved/rejected.




## How to View Employee Leave Balances

1. To view leave balances for your staff, return to the Leave Approval page.

   Select **Leave Balance** and toggle on **Include Employees with no Outstanding Leave Requests**.

   Click **Apply Filters**.

