

## Guidance for Campus User Approving and Denying Absences:

### For Employee's Direct Supervisor

1. Go to Absences
2. Select Approve
3. Select Date Range
4. Select Status (only those that apply)
5. Hit Search
6. Select Approve, Deny, or Deny Part

\*Comment Box will pop up when selecting one of the above options.

\*For CSEA regular vacation leave if you are denying request, you must enter reason for denying absence. Must match the one provided in the CSEA Vacation Leave request.

### For SOM or Administrative Assistants (DO) approving or denying absences on behalf of the employee's supervisor

1. Go to Absences
2. Select Approve
3. Select Date Range
4. Select Status (only those that apply)
5. Hit Search
6. Select Approve, Deny, or Deny Part (**Sick Leave does not need approval**)
7. Comment Box will pop up when selecting one of the above options. You will enter as follows:
  - a. **Approver- Per [supervisor name] approved on [date]**
  - b. **\*Deny- Per [supervisor name] denied on [date] if appropriate enter reason why**
  - c. **\*Deny Part- Per [supervisor name] denied on [date] if appropriate enter reason why**

\*For CSEA regular vacation leave if you are denying request, you must enter reason for denying absence. Must match the one provided in the CSEA Vacation Leave request.

Frontline Training Website: <https://www.oxnardsd.org/Page/14693>

Approving or Denying an Absence (Video and Printable PDF): <https://absence-help.frontlineeducation.com/hc/en-us/articles/115003384188-Approving-or-Denying-an-Absence>