Applaud

Withdrawing Leave Request

WestVirginiaUniversity.
INFORMATION TECHNOLOGY SERVICES

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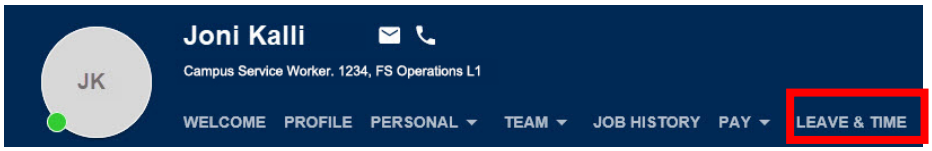
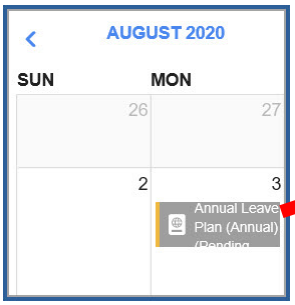
Employees can withdraw or cancel their own leave requests. You will choose **Withdraw** if your supervisor has not yet approved the request. You will choose **Cancel** if the approver has already approved the request. You can only withdraw/cancel a request for the current or future pay period, or for the two prior pay periods.

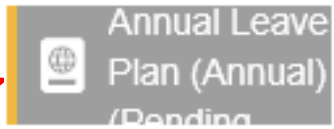
Withdrawing a Pending Leave Request

1 Click the **Leave & Time** link.



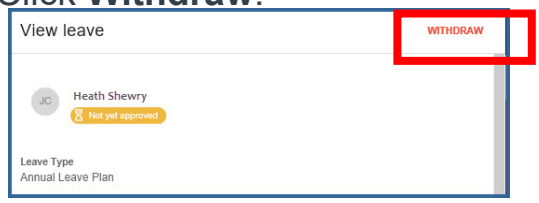
2 In the Calendar, click the date with the leave you need to cancel.



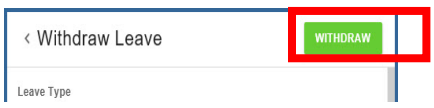


Pending leave will be in a gray box.

3 Click **Withdraw**.



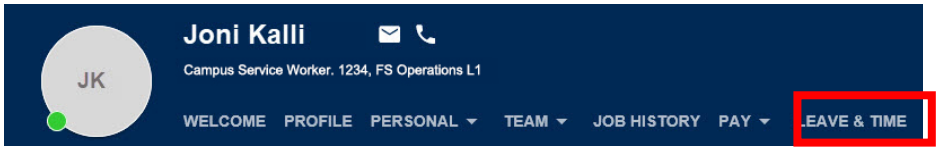
4 Click **Withdraw again**.



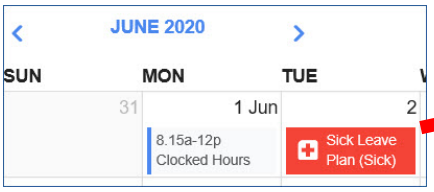
5 A success message will be displayed.

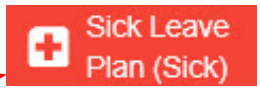
Canceling an Approved Leave Request

1 Click the **Leave & Time** link.



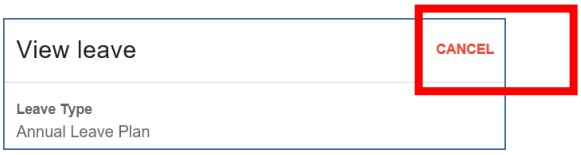
2 In the Calendar, click the date with the leave you need to cancel.





Approved sick leave will be in a red box. Approved annual leave will be in a green box.

3 Click **Cancel**.



4 Click **Submit**.

5 Click **Submit** again.

6 A success message will be displayed.

When leave has already been approved by the supervisor, the cancellation will need to be approved by the supervisor. Until then, the cancellation will be in a **Pending** status. The leave balance will change after the supervisor has approved the cancellation.