TAL Leave Request Update
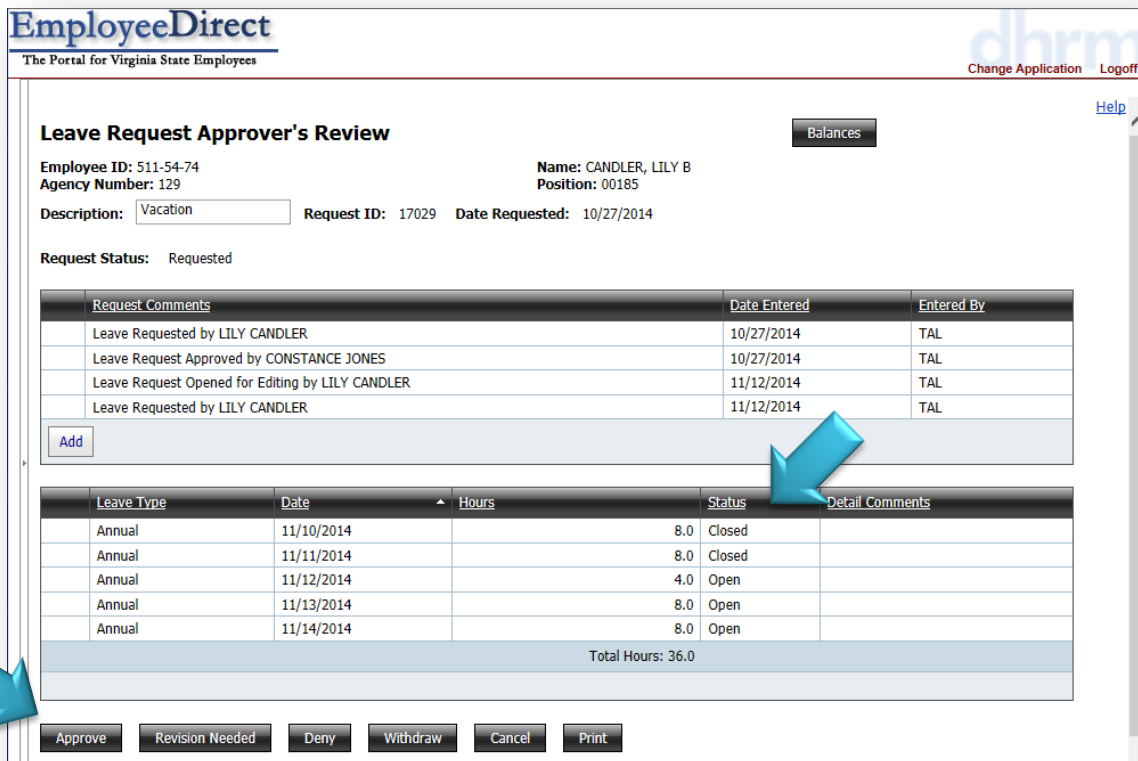# Revise or Withdraw: Supervisor

Based on user feedback, we have enhanced TAL to provide your employees with a way to revise or withdraw their submitted or approved leave requests. This new feature allows your employees to change leave requests back to a draft status and make revisions or to simply withdraw the request.

To support this feature a "**Status**" column has been added to leave requests to display the status of each entry in the leave request. For all open entries, your employees can make revisions as needed and they can also withdraw all the remaining open entries in a leave request by selecting the withdraw button. Your employees will always be required to submit any revised leave requests back to you (their supervisor) for review and re-approval.

Example

Below you can see an existing approved leave request that has been revised and submitted back to a supervisor for review and approval. The first two days of the request have a status of "**Closed**" and these entries cannot be revised or withdrawn – you will need to notify your TAL support contact if any changes need to be made to an entry that is in a "closed" status.

- You can simply approve the revised request by selecting the "**Approve**" button
- You can make revisions to any of the "**Open**" entries by selecting the "**Revision Needed**" button - please note we encourage you to direct your employees to make any needed revisions to their leave requests to help support a culture of employee self-service
- As in the past, you can deny the request by selecting the "**Deny**" button
- You can withdraw all of the open entries in the request by selecting the "**Withdraw**" button