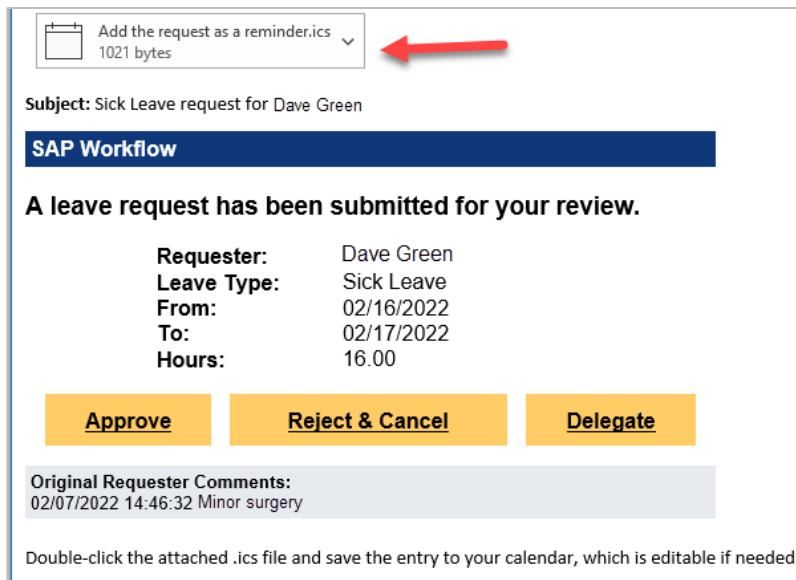


Enhancement to Leave Request Emails

An enhanced version for leave request email notifications will be available beginning Thursday, February 24, 2022.

For the Approver:

When an employee submits a leave request, the approver will receive the following email. As before, the approver can act on the request directly from the email. To add the leave to a calendar, double-click the .ics file attached to the email and click save. This will block out the time as **Free**. If needed, the calendar entry can be edited and saved.



Add the request as a reminder.ics
1021 bytes

Subject: Sick Leave request for Dave Green

SAP Workflow

A leave request has been submitted for your review.

Requester:	Dave Green
Leave Type:	Sick Leave
From:	02/16/2022
To:	02/17/2022
Hours:	16.00

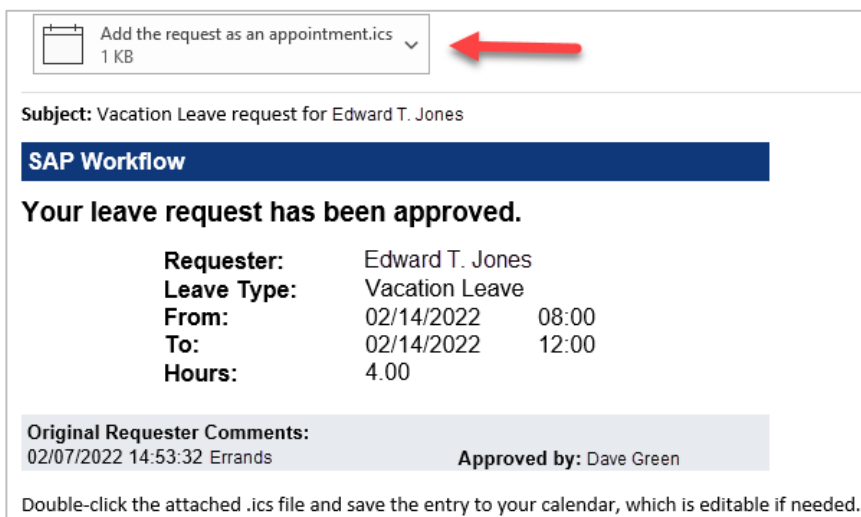
[Approve](#) [Reject & Cancel](#) [Delegate](#)

Original Requester Comments:
02/07/2022 14:46:32 Minor surgery

Double-click the attached .ics file and save the entry to your calendar, which is editable if needed.

For the Employee:

Once the leave request has been approved, the employee will receive a confirmation email. The employee can double-click the .ics file attached to the email and save the entry to a calendar. This will block out the time as **Busy**. If needed, the calendar entry can be edited and saved.



Add the request as an appointment.ics
1 KB

Subject: Vacation Leave request for Edward T. Jones

SAP Workflow

Your leave request has been approved.

Requester:	Edward T. Jones
Leave Type:	Vacation Leave
From:	02/14/2022 08:00
To:	02/14/2022 12:00
Hours:	4.00

Original Requester Comments:
02/07/2022 14:53:32 Errands **Approved by: Dave Green**

Double-click the attached .ics file and save the entry to your calendar, which is editable if needed.