KNOWLEDGE BASE ARTICLE

How to Approve or Reject an Absence Request

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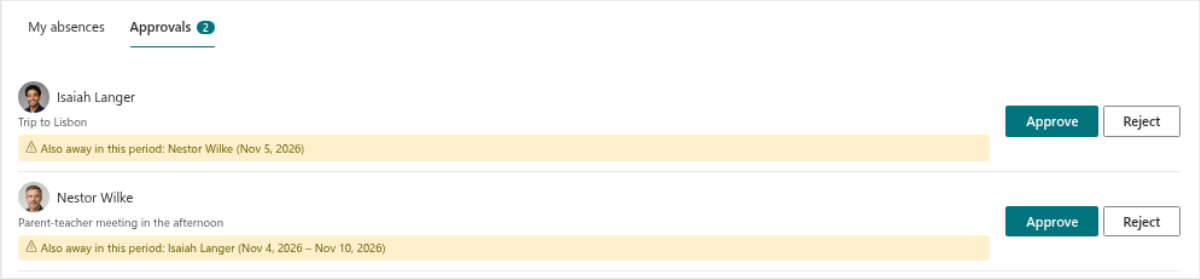
Overview

When an employee submits an absence request for a type that needs approval by another person, the request gets the status **Pending approval** and appears in the **Approvals** tab of the **My Absences web part** of the approver. This article shows how to find the requests that are waiting for your decision, how to approve or reject them, and what happens afterwards.

The approver of a request is normally the employee's manager, or the fallback approver if the employee has no manager in **Microsoft Entra ID** (KB10336. Who Approves Absence Requests: Manager, Fallback Approver and Self-Approval). The approver is fixed when the request is submitted.

Open the Approvals tab

The web part shows two tabs, **My absences** and **Approvals**, to a person who has requests to decide or who has direct reports in Microsoft Entra ID. Employees with neither direct reports nor assigned pending requests see only their own requests. A badge on the **Approvals** tab shows how many requests are waiting for you.



The Approvals tab with two pending requests

If nothing is waiting, the tab says *There are no requests waiting for your decision.*

Review a request

Each request in the **list** shows:

Element	Meaning
Photo and name	The employee who asks for time off
Type · period · days	For example *Vacation · 9 Nov 2026 – 13 Nov 2026 · 5 d*; half days are included in the number

Element	Meaning
Comment	The text the employee typed in the **Comment** field, if any
Substitute: …	The colleague the employee named, if any
Also away in this period: …	Warning with colleagues who have overlapping absences

Look at the warning line before you decide. It lists people with pending or approved absences in the same period; how to use it is described in KB10335. How to Check Team Conflicts Before Approving a Request.

Approve a request

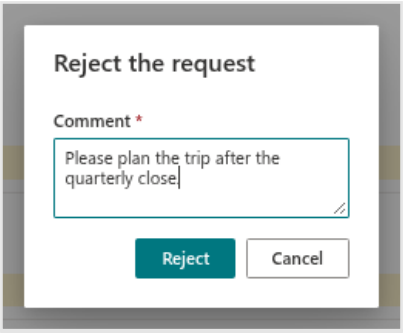
1 Click **Approve** in the row of the request.
2 In the dialog **Approve the request**, enter a **Comment** if you want to tell the employee something. For an approval the comment is optional.
3 Click **Approve** in the dialog.

The web part shows *The request was approved.* and the request disappears from the **Approvals** tab. Its status becomes **Approved**, the days are counted as used in the balance of the employee, and the absence appears in the Team Absence Calendar as a solid, not hatched, bar.

Reject a request

1 Click **Reject** in the row of the request.
2 In the dialog **Reject the request**, enter the reason in the **Comment** field. A rejection requires a comment: without it the dialog shows *Please enter the reason.* and does not continue.
3 Click **Reject** in the dialog.

The web part shows *The request was rejected.* The status becomes **Rejected** and the days are released, so they no longer count against the balance of the employee.



The dialog for rejecting a request with a required comment

What the employee and others see

Who	After approval	After rejection
The employee	Status **Approved**; the comment appears in the row as *Reply: …*	Status **Rejected**; the comment appears as *Reply: …*
The substitute	A substitution for the dates of the request is created with the status **Waiting for confirmation**, if the employee named a substitute	Nothing is created
The calendar	The absence is shown as approved	The absence disappears

The employee does not receive an e-mail or a Teams message, so tell them that the decision has been made. They see the result in the **My requests, 2026** section the next time they open the web part.

Note

The web parts do not send notifications in this version. The badge on the **Approvals** tab is the only signal an approver gets, so open the tab regularly.

After the decision

There is no button for reopening a request or changing your decision. An approved request can be cancelled by the employee while its end date has not passed, which releases the days and cancels the substitution (KB10330. How to Cancel an Absence Request). A rejected request stays rejected; the employee can submit a new one.

Warning

Think before you click **Approve** or **Reject**: the decision and the comment are saved at once, and the web part has no undo button. If a decision was a mistake, ask the employee to cancel any incorrectly approved request before submitting a replacement, or ask the administrator to correct the request in the list.

Terms

List
A list is a storage unit in SharePoint. A list can contain columns of different types, content types, and views. A document library is a special type of list and therefore inherits the functionality of a list.

Microsoft Entra ID
Microsoft Entra ID (formerly Azure Active Directory) is a cloud-based identity and access management service offered by Microsoft. It allows organizations to efficiently manage and secure their users' identities and access to a variety of resources, both internal and external. These resources include Microsoft 365, the Azure platform, and thousands of other software-as-a-service (SaaS) applications.

Web Part
A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.