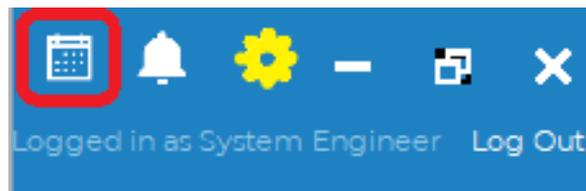# APPROVE LEAVE AND AVAILABILITY

- Previously in WageLoch Cloud Roster, you would go to 'Leave' or 'Availability' to submit or approve requests for staff.

- This can now be found on the home screen by clicking the calendar icon in the **top right** corner. This is a combined Leave/Availability section which will allow you to control requests from the Staff Portal as well as input manual approvals.

- The Calendar now provides you a combined view of both approved leave and staff availability

- The approving/declining process is still very much the same, just simplified – all you do is click approve or decline.