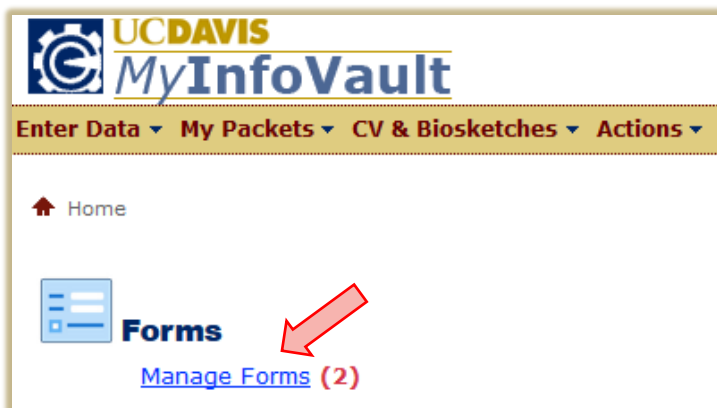


## How to Make a Recommendation or Decision on a Leave Request in MyInfoVault (MIV)

1. You will receive an email notification when a leave request is ready for your review in MIV.
2. To review the leave, log in to MIV and select the *Manage Forms* link on the top left of your home page. You will notice that to the right of the link is a red number in parentheses, indicating how many forms are awaiting your review.



3. Leave requests awaiting your recommendation or decision will be listed in the *Available Work* section. Select an applicant's name to view their leave form.

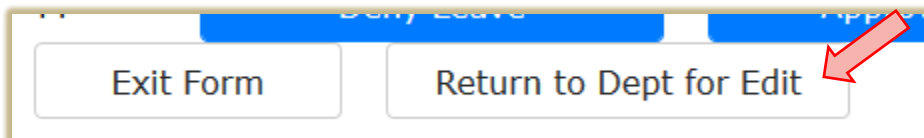
**Available Work**

Forms in-process that are available for me to act on.

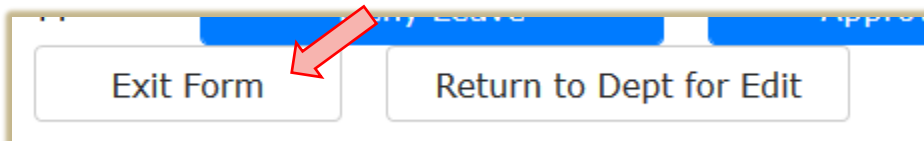
Show  entries Find in all :

Pinned	Name	Type	Details	Department	Start Date	End Date	Status
	<a href="#">Philip H Kass</a>	Leave	Faculty Sabbatical in Residence	Population Health & Reproduction	2018-10-01	2018-12-31	Department Chair
	<a href="#">Martin H</a>			Population Health			Department

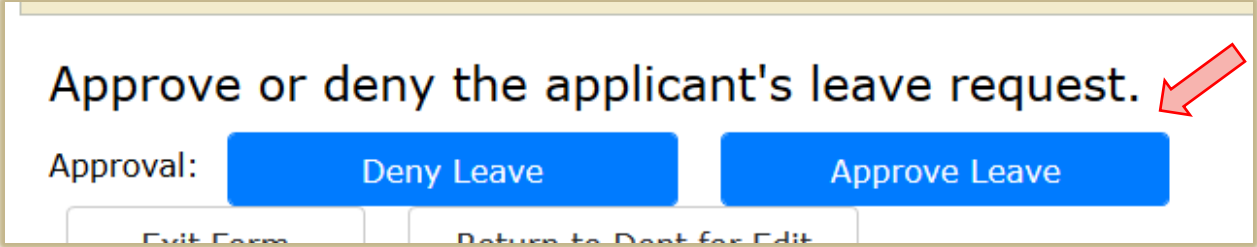
4. Review the contents of the form. Inform your staff if you believe the form contains inaccurate information. They may request that you return the leave to them for correction. You can do this by selecting the *Return to Dept for Edit* button at the bottom of the form.



5. If you would like to exit the form without returning it to the department or making a recommendation/decision, select the *Exit Form* button at the bottom of the form.



- When you are ready to sign, go to the bottom of the form and select the *Recommend Denial* or *Recommend Approval* button (for recommendations), or the *Deny Leave* or *Approve Leave* button (for decisions).



A screenshot of a web form with a light beige border. At the top, the text "Approve or deny the applicant's leave request." is displayed in a bold, black font. A red arrow points to the end of this text. Below the text, the word "Approval:" is followed by two blue buttons: "Deny Leave" and "Approve Leave". At the bottom of the form, there are two more buttons: "Exit Form" and "Return to Desk for Edit", both in a lighter blue color.

- If you have made a recommendation, the leave request will now automatically route to the next reviewer. If you have made a decision, the leave will automatically be archived and the applicant will receive an email notification of the decision.