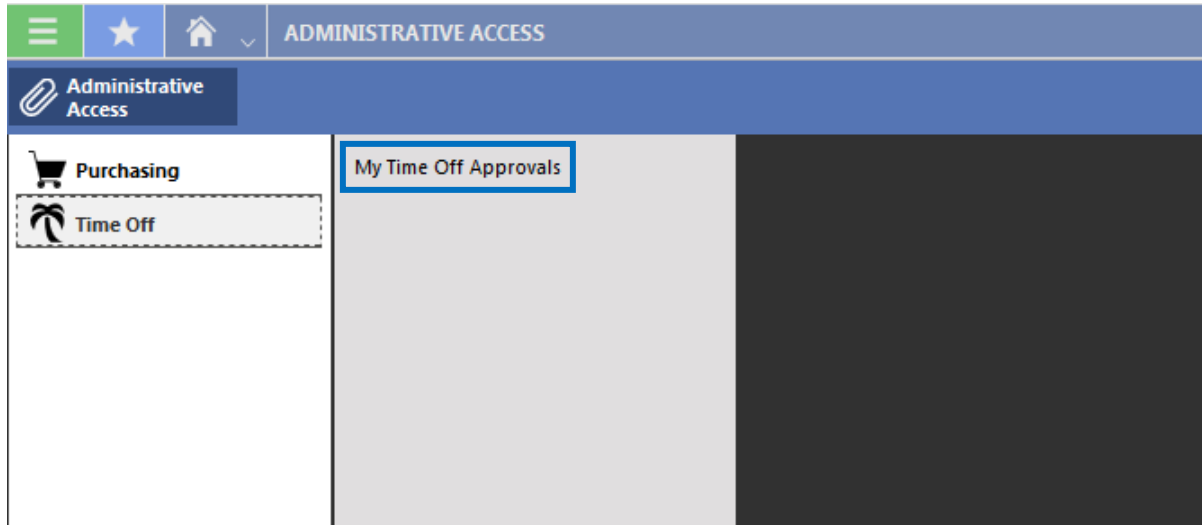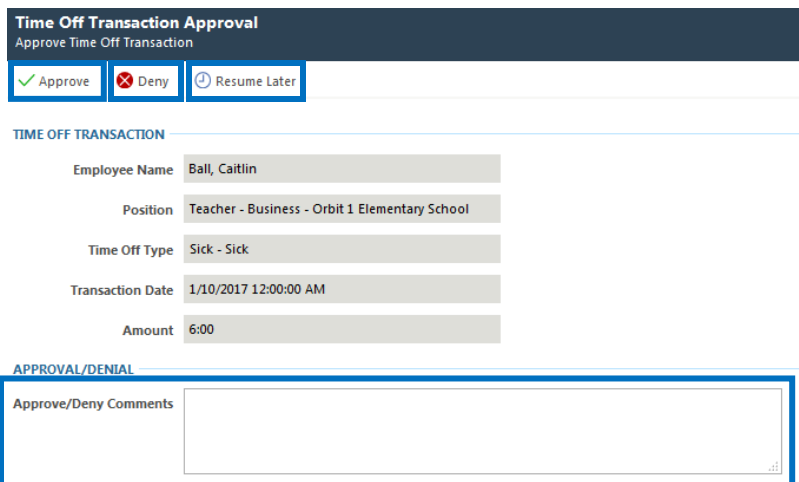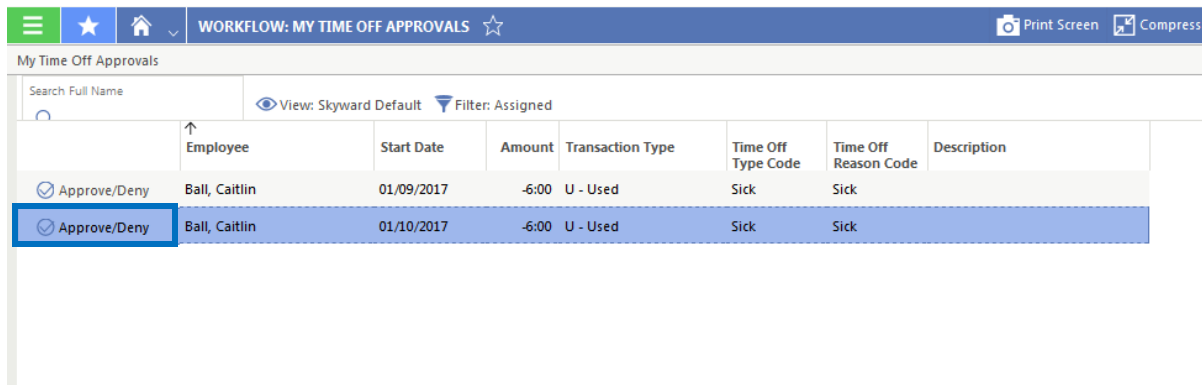# Qmlativ – Time Off Approval

Select ☰ -> Administrative -> Time Off -> **My Time Off Approvals.**

Select the **Approve/Deny** icon

When approving a Time Off Request, you have three options to choose from:

1. **Approve**
2. **Deny**
3. **Resume Later**

If you choose **Approve**, the Time Off Request will be approved at this approval level.

If you choose **Deny**, you will need to enter a Denial Comment within the **Approve/Deny Comments** section.

If you choose **Resume Later**, you are stating you will be approving the Time Off Request at a later time.

As soon as you approve the Time Off Request, it will no longer appear under the **My Time Off Approvals** area.