How to Modify a Leave Request in Unanet

- When you log in you will see your leave request history on your dashboard.
- If you need to MODIFY your leave, select the pencil icon to edit the leave request you've submitted.
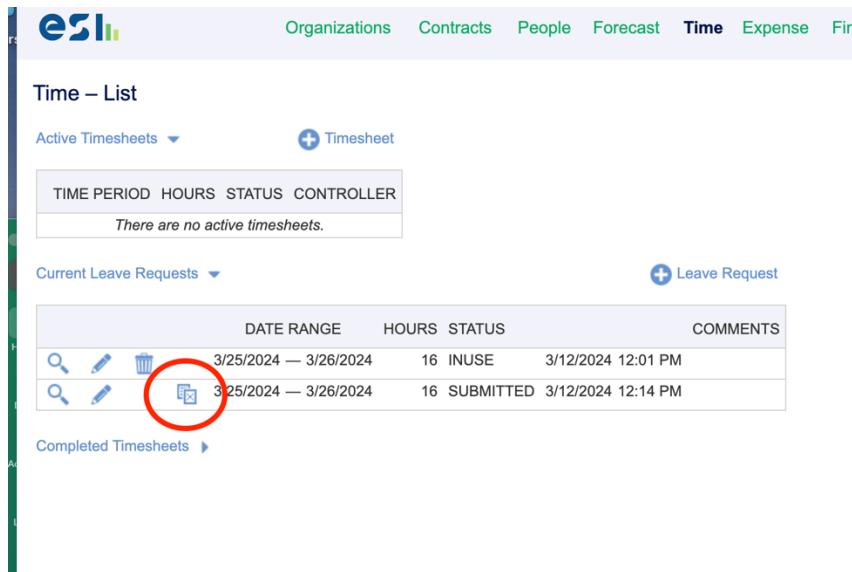
- Click OK on the Pop Up.
- Edit your leave as necessary. Include comment if it's vacation, sick leave, etc.
- SUBMIT your leave once you've made the necessary changes.
- SUBMIT once again.

How to Cancel a Leave Request

- Select the icon with the X (See image below).

- Verify you want to proceed with canceling your leave request and click **OK** on the pop up (see image below).

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WARNING: This will cancel the leave request for 3/25/2024.

Are you sure you want to continue?

Cancel   OK

- Your leave request will now be removed from your current leave requests.