

Manager Dashboard

Pending Tasks

Vacation Request - Omar Abdelrahman (E102)

Dates: 20/08/2025 - 25/08/2025 (5 days)

Status: **Pending Review**

Reason: Family Trip

15/08/2025 | Employee submitted request

16/08/2025 | Direct Manager Approved

17/08/2025 | HR Approved

18/08/2025 | Awaiting General Manager action

Approve

Reject

Delegate for Opinion

Forward Responsibility

Request More Info

Vacation Cancellation - Ahmed Mostafa (E115)

Original Dates: 05/09/2025 - 06/09/2025 (2 days)

Status: **Pending Review**

Approve

Reject

Delegate for Opinion

Forward Responsibility

My Requests

- Vacation Request | 01/09 - 05/09 (5 days) | Status: Awaiting HR
- Vacation Request | 15/10 - 20/10 (6 days) | Status: Approved

[View Details](#)

Notifications & Alerts

- ✔ Your request (01/09 - 05/09) has been approved.
- ✖ Request (Sara Hassan, 12/09 - 14/09) was rejected by HR.
- ⚠ Reminder: 2 requests pending > 2 days.
- 🔔 Pre-emptive Delegation active → Ali Hassan

[View All](#)

Settings

Delegation Rules

Log Out