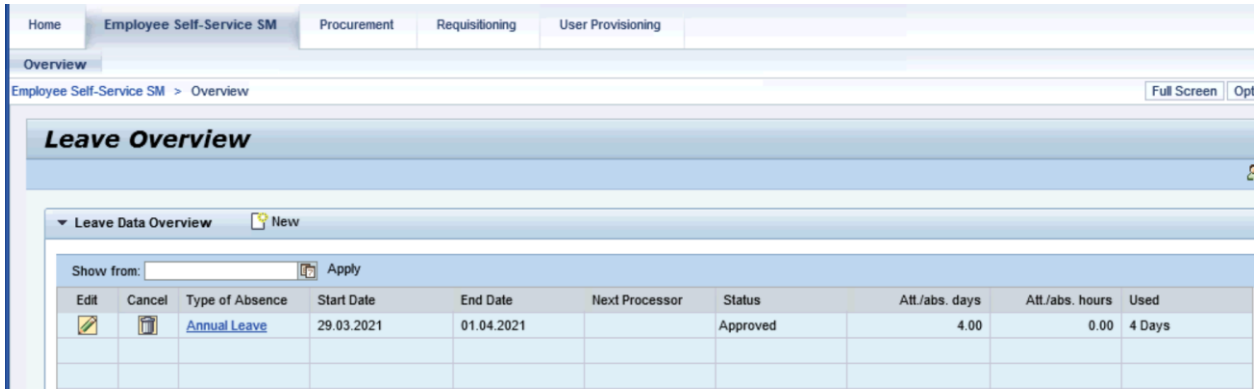# RETRIEVING OLDER/HISTORICAL LEAVE REQUESTS FOR STAFF

By default, a staff member's view of submitted leave request is limited to the current calendar year as shown in the first screenshot below.

To view past leave request, select the year and date you would like to look back to, and select 'Apply'. Once this view is applied, use the scroll bar provided to view any unapproved leave request, including details of the next processor.