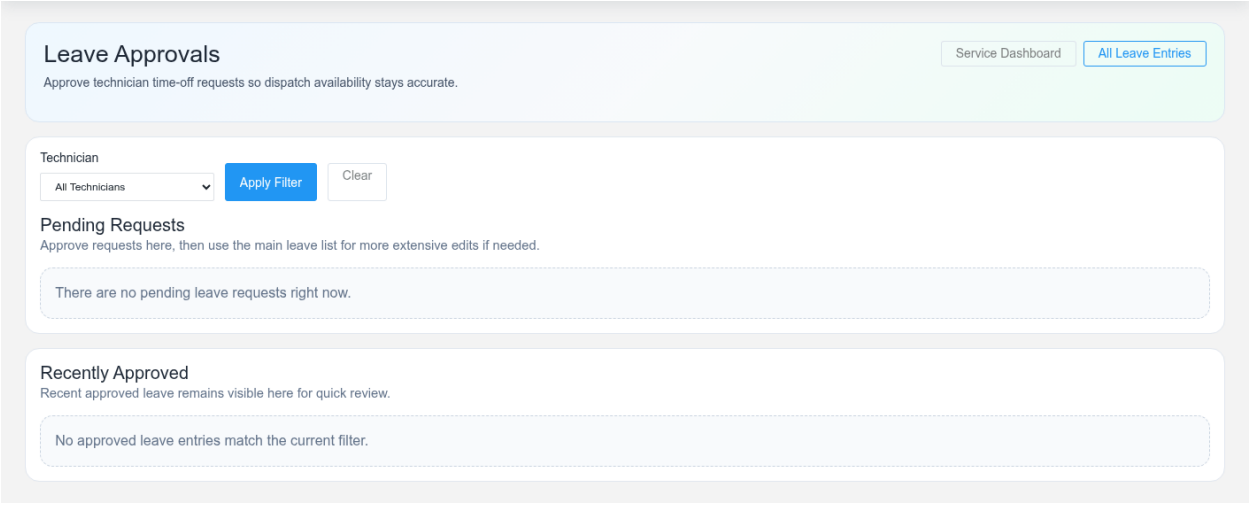
Technician Leave Approvals

Technician Leave Approvals

Purpose and when to use this screen

Technician Leave Approvals lets authorized supervisors review pending service leave before it blocks dispatch capacity. The screen requires permission to change service leave and shows up to 50 pending requests plus 20 recently approved requests, optionally filtered to one active technician.

Process leave requests



The Technician Leave Approvals approvals screen in the Brisk documentation demo.

1. Filter by **Technician** when reviewing one person, or leave the filter open to work the shared pending queue.
2. Confirm technician, leave type, start, end, notes, and whether the request overlaps another absence.
3. Review the dispatch board, today/upcoming bookings, and working-hours coverage for the requested interval.
4. If details are wrong or incomplete, use **Edit** and resolve the request with the technician. Do not approve it merely to remove it from the pending list.
5. Select **Approve** once the operational decision is made. Brisk marks the request approved, records its modification time, and notifies the technician.

Understand scheduling impact

Approved leave communicates that the technician should not be treated as available during that interval. Existing bookings do not automatically become somebody else’s responsibility. Reassign or reschedule affected work deliberately and communicate customer-facing changes through the normal dispatch process.

Correcting an approval

The approval action is idempotent: selecting it again reports that the request is already approved. If approved dates or status need correction, use the supervisor-authorized leave record workflow rather than asking the technician to cancel it; technicians can cancel their own pending requests but cannot rewrite approved leave.

Approval controls

Apply the organization’s leave policy consistently, keep sensitive medical details out of general notes, and separate policy approval from dispatch coverage work. Never share supervisor credentials to make the Approve button appear.

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