HR-Software ENG

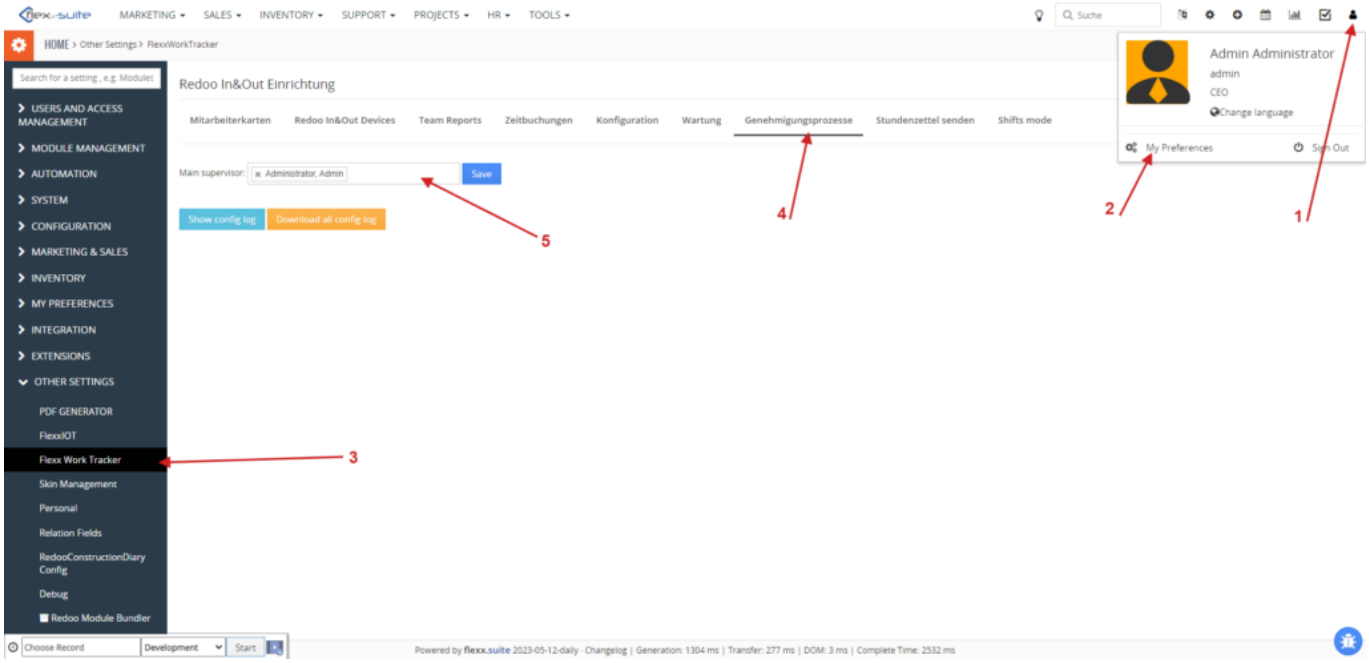
Approval process

Copyright © 2022 Redoo Networks GmbH

Approval of employee leave requests is a two-step process.

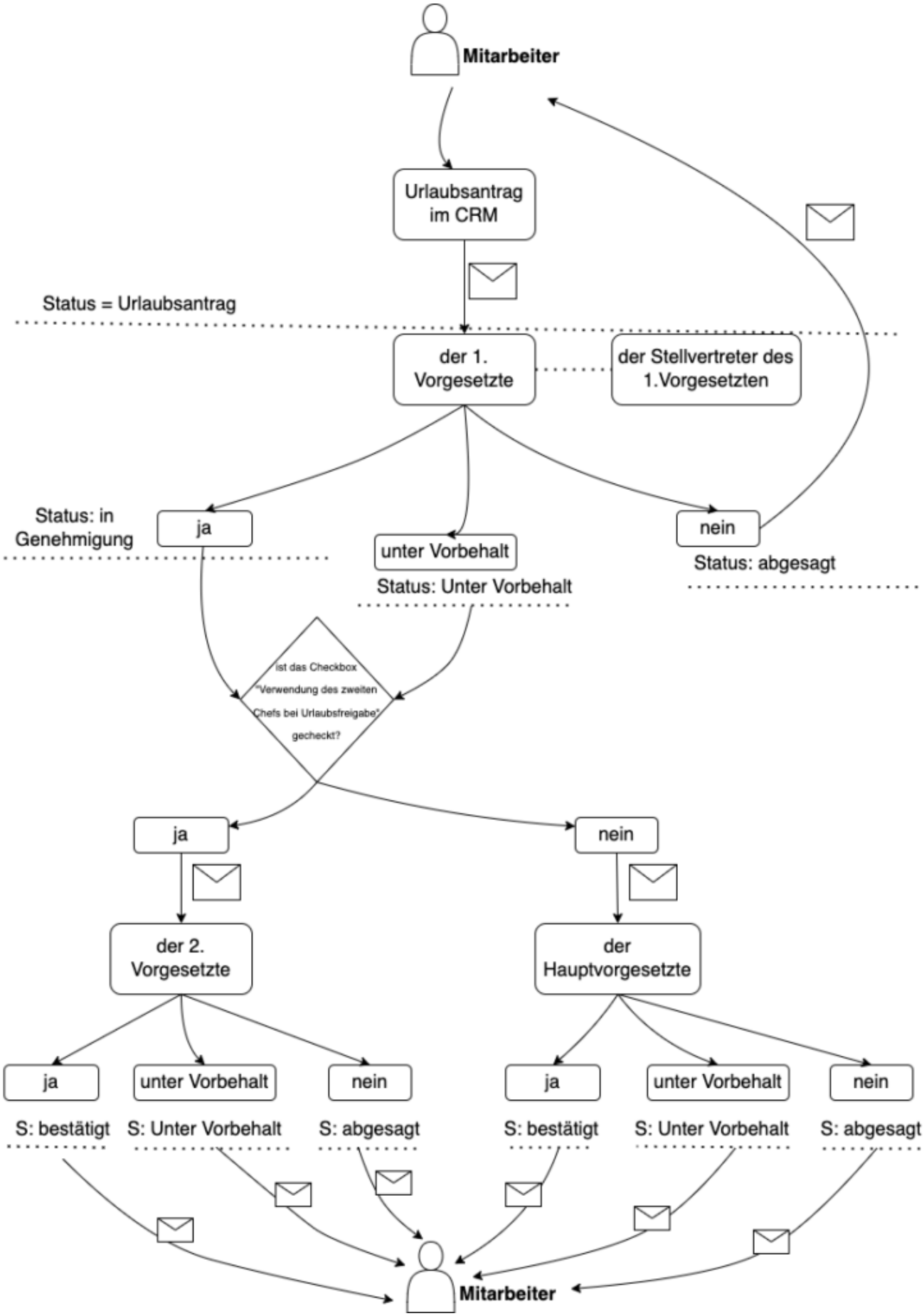
> “Deputy supervisor 1” has identical functions, rights and approval permissions as the first supervisor (in case of sick leave, vacation, any absence) he could approve everything just like supervisor 1 himself.

The 1st supervisor receives the employee’s request (by email and in Team Evaluation -> Approval Processes) first. After his decision, the request will be received by the 2nd supervisor… It is possible in the system to select the main supervisor who is allowed to make the final decisions in the company instead of 1st and 2nd supervisor.



When the 1st supervisor has approved the leave request, the request goes to the 2nd supervisor or to the selected supervisor for final approval. The employee will see his request with the status “in approval” and once approved by the 2nd instance – “confirmed”. If the 1st supervisor has rejected the request, the employee will immediately receive a rejection email.

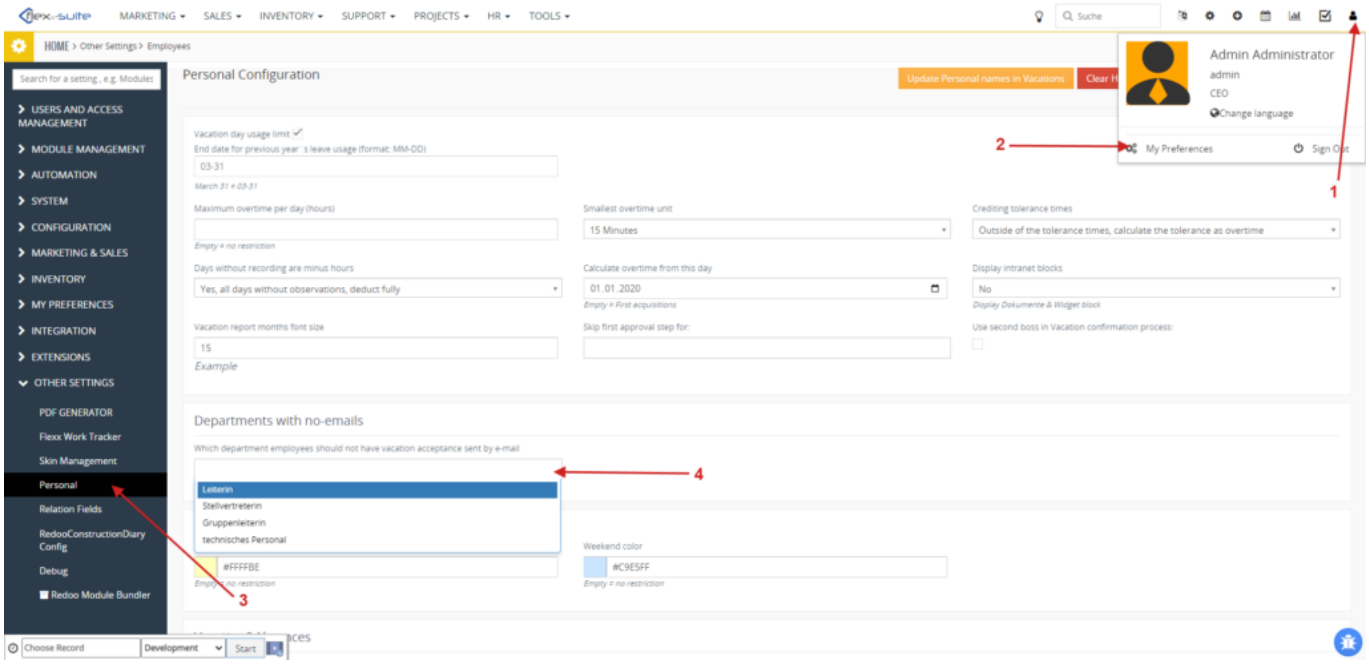
Copyright © 2026 Redoo Networks GmbH



 Copyright © 2026 Redoo Networks GmbH

A personnel report is sent along by email so that it can be seen who is on vacation at this location during the same period.

If the employees of some departments in the company should not get an email, but the 1st supervisor, these departments are defined in settings. Then the rejection/confirmation is sent to the first supervisor who can print it.



 Copyright © 2026 Redoo Networks GmbH

Copyright © 2026 Redoo Networks GmbH