

LEAVE USER MANUAL

Create Leave Request Page



Home

Employee

Attendance

Leave

Payroll

APPLY FOR LEAVE

No. of Day(s) Applied: 0

MySelf

Leave Type

Select Leave Type

From Date

dd/mm/yyyy

Full Day

Reason

write your message

Approval By :

Lakshmi Punarvasu

Executive Assistant

Submit

Cancel

Leave

Planned

Unplanned

To Date

dd/mm/yyyy

Full Day

LEAVE BALANCE

Earned Leave	8.5
Casual/ Sick Leave	5.75
Bereavement Leave	5
Study Leave	5
Paternity Leave	5
Community Service leave	2
Birthday/ Anniversary Leave	1

Holidays

Dummy One

DummyOne (Employee)

Activate Windows

2

Leave Transactions



**Dummy One** ▾
DummyOne (Employee)


Home


Employee


Attendance


Leave


Payroll

 **LEAVE TRANSACTIONS**

10 ▾ records

Search:

Requested By ▴	Applied Date & Time ▾	Leave Type ▴	From Date ▴	To Date ▴	Days ▴	Reason ▴	Approval By ▴	Approver's Remarks ▴	Approved On ▴	Status ▴
Dummy One	10-Jan-2019 12:23pm	Casual/ Sick Leave	11-Jan-2019	15-Jan-2019	5	CLSL test leave application	Lakshmi Punarvasu			Cancelled
Dummy One	10-Jan-2019 1:09pm	Casual/ Sick Leave	11-Jan-2019	15-Jan-2019	3	CLSL test leave	Lakshmi Punarvasu			Cancelled
Dummy One	10-Jan-2019 1:11pm	Earned Leave	16-Jan-2019	24-Jan-2019	7	EL test leave	Lakshmi Punarvasu			Cancelled
Dummy One	03-Jan-2019 5:40pm	Casual/ Sick Leave	02-Jan-2019	02-Jan-2019	1	test	Lakshmi Punarvasu		03-Jan-2019 5:57pm	Approved

Showing 1 to 4 of 4 entries

First < 1 > Last

Activate Windows

Leave Balance

savills



savills



Dummy One ▾
DummyOne (Employee)



Home



Employee



Attendance



Leave



Payroll

Leave Balance (15-Jan-2019 01:07 PM)

Leave Type	Opening Balance	Added till Date	Availed till Date	Adjustment	Balance as on Date	Yet to Accrue	Year-end Balance	Year-end Lapsed Balance
Earned Leave	0	8.5	0	0	8.5	2.5	11	0
Casual/ Sick Leave	0	6.75	1	0	5.75	2	7.75	7.75
Bereavement Leave	0	5	0	0	5	0	5	5
Study Leave	0	5	0	0	5	0	5	5
Paternity Leave	0	5	0	0	5	0	5	5
Community Service leave	0	2	0	0	2	0	2	2
Birthday/ Anniversary Leave	0	1	0	0	1	0	1	1

THANK YOU
