



Approve leave

Users who can approve leave can go to Main Men > Approve leave, to view leave applications.



All pending leave applications will be shown here.

Click the arrow to sort the applications by application date.

Staff (First leave day): Ivy Lee (29-Nov-2019) 
 Staff code: beauty
 Staff name: Ivy Lee
 Join date: 19-Sep-2013
 Annual leave balance: 0.00
 Pro rata annual leave balance: 0.00

Press <Approve> to approve leave. Leave balance will be updated immediately. The applicant and relevant users will be notified by email.

Apply leave record												
Leave type	Leave from	Leave to	Leave days	Original shift code	Original shift time	New shift code	New shift time	Application date	Leave document	Remark	Action	
Annual Leave	29-Nov-2019	29-Nov-2019	1	A	10:00-22:00			28-Nov-2019			<input type="checkbox"/> Edit <input type="button" value="Approve"/> <input type="button" value="Reject"/>	
Total leave days			1									

Press <Reject> to reject the application. The applicant and relevant users will be notified by email.

Approved leave count													
Staff leave type	Nov-2019	Oct-2019	Sep-2019	Aug-2019	Jul-2019	Jun-2019	May-2019	Apr-2019	Mar-2019	Feb-2019	Jan-2019	Dec-2018	Total count
Annual Leave	0	1	0	0	0	0	0	0	0	0	0	0	1
Marriage Leave	0	0	2	0	0	0	0	0	0	0	0	0	2
Total count	0	1	2	0	0	0	0	0	0	0	0	0	3

CWB staff shift status					
User group	Sales group	Therapist group	Therapist department	Position	Submit
All Account Department Admin	All Sales Sales Manager	All therapist group Therapist Senior Therapist	All BODY Doctor	All Manager Sales	<input type="button" value="Submit"/>
A 10:00-22:00					
On duty staff count			Ivy Lee	Awaiting for approval staff count	
29-Nov-2019 (Fri)			9	-1	0

Overlap leave list			
	Ivy Lee	Administrator	
29-Nov-2019 (Fri)	Annual Leave (10:00-22:00)	Annual Leave	