Leave Application

Apply for own leave

Main menu > Apply own leave

Application date	5-Sep-2018	The system defaults the application date to be today and displays the staff's join date and current availability leave balance.
Staff	Ivy	
Join date	28-Jun-2011	
Current availability annual leave balance	15.0 - 1.0 (Approved future leave) = 14.0	1. Select the appropriate holiday type.
Leave type	年假	
Leave date	From 26 / Sep / 2018 to 28 / Sep / 2018 Details	2. Enter the leave date directly or press the calendar to select the start and the end date. The system will calculate the leave days in real time.
Leave days	2	
Remark		3. Enter the remark as needed. (Maximum 500 characters)

Submit   Reset   Close

4. Press <Submit> to hand in the application.

If the user wants to apply for different leave types within the same day or the same period,

or even apply for the half-day leave, you can go to Main menu > Apply own leave

Apply own leave		Upload	List	Balance
Application date	5-Sep-2018			
Staff	Ivy			
Join date	28-Jun-2011			
Current availability annual leave balance	15.0 - 1.0 (Approved future leave) = 14.0			
Leave type	年假 ▼			
Leave date	From 26 ▼ / Sep ▼ / 2018 to 28 ▼ / Sep ▼ / 2018 Details			
Leave days	2			

1. Enter the leave date or press the calendar to select the start and the end date.

2. Press <Details>. According to leave date and type, Details of leave days will be updated.

Edit the leave days.

Select appropriate leave type.

While applying for the half-day leave, user can select new shift.

Date	Leave days	Leave type	Original shift	New shift (Valid for not enough one day leave)
26-Sep-2018(Wed)	0.5	Sick leave ▼	A (09:00 am - 10:15 pm)	PM (02:00 pm - 06:00 pm) ▼
27-Sep-2018(Thu)	1	Annual leave ▼	A (09:00 am - 10:15 pm)	Please select ▼
28-Sep-2018(Fri)	1	Annual leave (Approved)		

If there is duplicate leave application, the system will notify the user.

Press <Submit> to update the leave days.

Submit   Cancel

Remark		
		(Maximum 500 characters)

3. Enter the remark as needed.

Submit   Reset   Close

4. Press <Submit> to hand in the application.