VDW LEAVE APPLICATION PROCESS

Employee

Start → Planned?

Planned? —No→ Emergency/Sick —No→ Subject to Disciplinary Action

Emergency/Sick —Yes→ (up, to File Leave Application in Salarium)

Planned? —Yes→ Notify TL on Planned Leave

Reschedule —Yes→ Notify TL on Planned Leave

Reschedule —No→ Cancel

File Leave Application in Salarium

Require Supporting Documents —Yes→ Attach Document

Require Supporting Documents —No→ Submit Application

Attach Document → Submit Application

Team Leader

Send email request to Client

Forward client approval to Employee

Client

Approved? —No→ (to Reschedule / Cancel)

Approved? —Yes→ (to File Leave Application in Salarium)

Assigned Approver

Approve Application in Salarium → End