

# Airtable README - Leave Management - v3

This Airtable base automates leave management, including [Team Structure](#), leave entitlements, [Leave Requests](#), approval workflows, and calendar integrations. It calculates prorated leave, tracks accumulations, and integrates with Slack and calendar services (Outlook/Google Calendar) for notifications and events.

## Features

- **[Team Structure Management](#)**: Create and manage teams using forms.
- **[Leave Structure](#)**: Define leave groups, categories, entitlements, accruals, and approval processes.
- **[Team Members Information Management](#)**: Assign employees to teams and leave categories; track [Active](#) status and [Years of Employment](#).
- **Leave Calculation**: Automatically compute [Leave Available for Current Period](#) based on [Years of Employment](#), [Leave Structure](#), and accruals.
- **[Leave Requests](#)**: Employees submit full or half-day leave requests with optional notes and documents.
- **Approval Workflow**: Approvers approve/reject requests; notifications sent via Slack.
- **[Public Holidays Awareness](#)**: [Duration of Leave](#) excludes weekends and AI-fetched [Public Holidays](#).
- **Rollover Automation**: Unused leave rolls over to the next period via [Due for Restart](#).
- **Calendar Integration**: Approved leave syncs to team calendars with event IDs.

## Tables & Relationships

### Team Structure

**Purpose**: Manages team creation and populates form dropdowns.

**Links To**: [Team Members Information](#) for assigning employees to teams; used for grouped [Leave Requests](#) views.

**Note**: Must be set up for each organization before deployment.

### Team Name

- **Type**: Formula
- **Description**: Displays the team name for reference in forms and views.

### Team

- **Type:** Single Select
- **Description:** Dropdown for selecting a team.

## In Use

- **Type:** Single Select  
defaults "Yes"
- **Description:** Determines if team appear in [Create Team Member](#) form dropdowns (only active shown)  
accomplished with setting in form to display only entries from (locked view) filtered to `In Use = Yes`

## Message Approver Directly on Slack

- **Type:** Checkbox
- **Description:** Enables direct Slack notifications to approvers when checked  
used in rollup in [Slack Email of Approver - by Team](#)

## Leave Structure

**Purpose:** Defines leave groups, categories, entitlements, and approval workflows.

**Links To:** [Team Members Information](#) to assign employees to groups, determining approval and notification workflows.

**Note:** Must be set up for each organization before deployment.

## Group Name

- **Type:** Single Line Text
- **Description:** Specifies the name of the leave group.

## Category

- **Type:** Single Select
- **Description:** Distinguishes between leave requiring approval and auto-approved leave.  
Can reflect titles (e.g., "Dr"). Defaults to "Approval Required" or "Directly Approved."  
**Note:** May require setup.

## In Use

- **Type:** Single Select  
defaults "Yes"
- **Description:** Determines if group name appear in [Create Team Member](#) form dropdowns (only active shown)

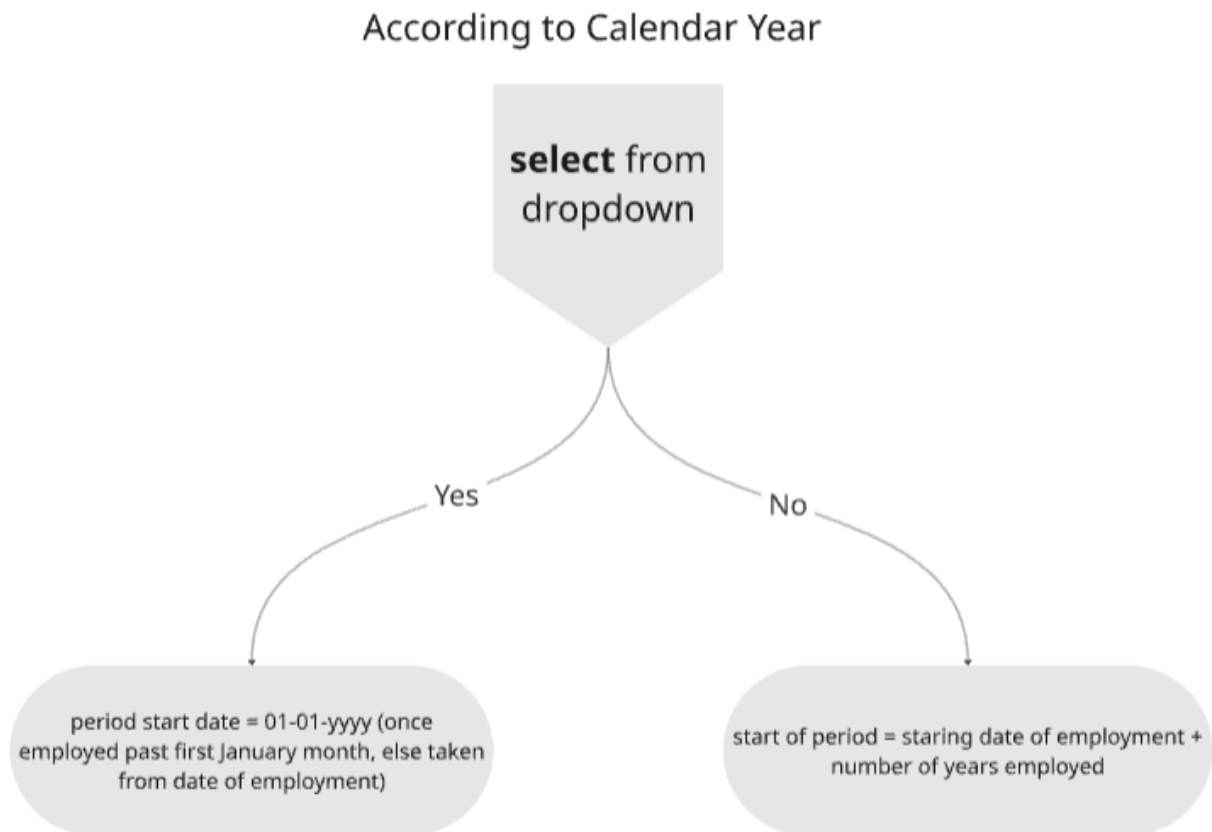
accomplished with setting in form to display only entries from (locked view) filtered to In Use = Yes

## Number of Days Leave

- **Type:** Number
- **Description:** Defines annual leave entitlement in days.

## According to Calendar Year

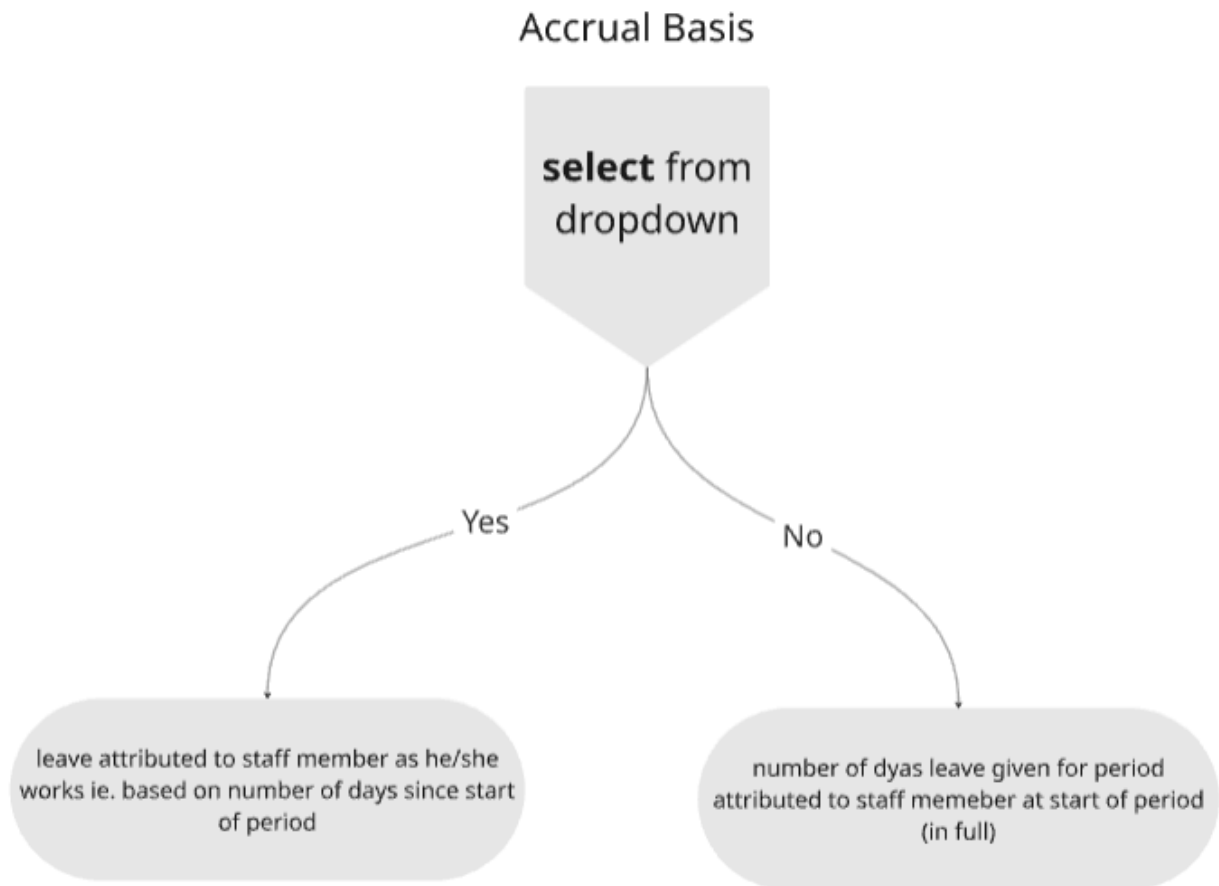
- **Type:** Single Select
- **Description:** Indicates if leave periods align with the calendar year (Jan 1–Dec 31).



## Accrual Basis

- **Type:** Single Select

- **Description:** Specifies if leave accrues over time rather than being granted upfront.



## Message Approver Directly on Slack

- **Type:** Checkbox
- **Description:** Enables direct Slack notifications for approvers.  
used in rollup in [Slack Email of Approver - by Category](#)

**Note:** Create groups to cover all combinations of approval requirements, leave days, [According to Calendar Year](#), and [Accrual Basis](#).

## Team Members Information

**Purpose:** Tracks employee details and leave entitlements.

**Links To:** [Leave Requests](#) for linking leave requests to employees; [Accumulated Leave](#) for leave accumulation records.

## Team

- **Type:** Link to [Team Structure](#)  
(may define approval flow - conditions on automations)

## REQUIRED

### Team ()

- **Type:** Lookup from [Team](#) from [Team Structure](#)
- **Description:** Required for automation (to set conditions)

### Category

- **Type:** Link to [Leave Structure](#)  
(defines formula for [Leave Available for Period](#))

## REQUIRED

### Active

- **Type:** Single Select  
defaults "Yes"
- **Description:** Determines if employee IDs appear in [Leave Application](#) form dropdowns (only active employees shown)  
accomplished with setting in form to display only entries from (locked view) filtered to  
`Active = Yes`

### Years of Employment

- **Type:** Formula
- **Description:** Calculates years of employment.

#### Formula:

```
DATETIME_DIFF(TODAY(), {Employment Start Date}, "years")
```

Subtracts [Employment Start Date](#) from the current date to compute years employed, used in [Leave Available for Current Period](#) and [Current Period Start & End Date](#)

### Employment Start This Year

- **Type:** Formula
- **Description:** Determines if employee started this year for leave entitlement.

#### Formula:

```
IF(YEAR({Employment Start Date}) = YEAR(TODAY()), "Yes", "No")
```

Used in [Leave Available for Current Period](#).

### Current Period Start & End Date

- **Type:** Formula
- **Description:** Defines the leave period.

**Formulas:**

- **Start:**

```
IF({According to Calendar Year} = "Yes",
  DATETIME_FORMAT(DATEADD({Employment Start Date}, {Years of
Employment}, "years"), "YYYY-01-01"),
  DATEADD({Employment Start Date}, {Years of Employment}, "years")
)
```

- **End:**

```
DATEADD({Current Period Start Date}, 1, "year")
```

Sets period start to Jan 1 (if [According to Calendar Year](#)) or [Employment Start Date](#) plus [Years of Employment](#); end is one year from start.

## Due for Restart

- **Type:** Formula
- **Description:** Triggers leave rollover.

**Formula:**

```
IF(TODAY() = {Current Period End Date}, "Yes", "No")
```

Checks if today matches [Current Period Start & End Date](#) end to initiate rollover.

## Total Leave Taken for Current Period (prior to onboarding)

- **Description:** Leave taken in this current period (before onboarding onto system) - used to subtract from leave available so that not necessary to input all prior leave within this period for calculation to reflect true value  
used to populate [Historic Leave Available](#) in [Accumulated Leave](#) with "Accumulation Type" as From Initial Setup via automation [New Team Member \(via form\)](#) using [Leave Balance \(upon onboarding\)](#)
- **Formatting:** 2 decimal places and allowing negative numbers

## Total Leave Accumulated in Previous Period(s) (prior to onboarding)

```
leave accumulated thus far for period PRIOR TO current period;
ie. if working according to calendar basis and form completed in March, input
leave accumulated up to 1st January of same year
```

⚠ **CRITICAL FOR THIS NOT TO INCLUDE ANY LEAVE ACQUIRED FOR CURRENT PERIOD (ie. period in which onboarding is taking place)**

the leave each individual is entitled to for current period will be calculated by [Leave Available for Current Period](#)

- **Type:** Number
- **Description:** Manually entered leave accumulated before the current period (in which members onboarded).  
used to populate [Historic Leave Available](#) in [Accumulated Leave](#) with "Accumulation Type" as From Initial Setup via automation [New Team Member \(via form\)](#) using [Leave Balance \(upon onboarding\)](#).
- **Formatting:** 2 decimal places and allowing negative numbers

### ☰ Example

#### Facts

- work according to calendar year
- system onboarding March

#### Required Data

assuming [According to Calendar Year](#) = "Yes"

- amount of leave member x is entitled to as of 1st of January for [Total Leave Accumulated in Previous Period\(s\) \(prior to onboarding\)](#)
- amount of leave taken from 1st of January (start of new period) till March (onboarding date) for [Total Leave Taken for Current Period \(prior to onboarding\)](#)

## Leave Balance (upon onboarding)

NOTE: this is likely to be negative but is corrected for in [Leave Available for Current Period](#) moving into [Total Leave Available](#)

```
{Total Leave Accumulated in Previous Period(s) (prior to onboarding)} -  
{Total Leave Taken for Current Period (prior to onboarding)}
```

- **Formatting:** 2 decimal places

## Leave Available for Current Period

- **Type:** Formula
- **Description:** Calculates available leave.

**Formula:**

```
IF({According to Calendar Year} = "Yes",
  IF({Employment Start This Year} = "Yes",
    IF({Accrual Basis} = "Yes",
      (DATETIME_DIFF(TODAY(), {Employment Start Date}, "days")) * ({Number
of Days Leave per Period}/365) - {Leave Taken for Period},
      (DATETIME_DIFF({Current Period End Date}, {Employment Start Date},
"days")) * ({Number of Days Leave per Period}/365) - {Leave Taken for
Period}
    ),
    IF({Accrual Basis} = "Yes",
      (DATETIME_DIFF(TODAY(), {Current Period Start Date}, "days")) *
({Number of Days Leave per Period}/365) - {Leave Taken for Period},
      {Number of Days Leave per Period} - {Leave Taken for Period}
    )
  ),
  IF({Accrual Basis} = "Yes",
    (DATETIME_DIFF(TODAY(), {Current Period Start Date}, "days")) *
({Number of Days Leave per Period}/365) - {Leave Taken for Period},
    {Number of Days Leave per Period} - {Leave Taken for Period}
  )
)
```

- If [According to Calendar Year](#): Prorates leave for new employees ([Employment Start This Year](#)) or calculates accrued/full entitlement minus [Leave Taken for Period](#).
- Otherwise, uses [Current Period Start & End Date](#) for accrual or full entitlement.

## Leave Taken for Current Period

- **Type:** Rollup
- **Description:** Aggregates approved, non-canceled leave from [Leave Requests](#) within the current period.

## Leave Entitlement (upon onboarding)

- **Type:** Conditional Rollup
- **Description:** Sums leave from [Accumulated Leave](#) (provided "From Initial Setup") **populated by** automation [New Team Member \(via form\)](#) using form fields [Total Leave Taken for Current Period \(prior to onboarding\)](#) and [Total Leave Accumulated in Previous](#)



## [Period\(s\) \(prior to onboarding\)](#)

### Rollup Formatting

Select rollup source

⌵ Accumulated Leave ⌵

Accumulated Leave field you want to roll up

# Historic Leave Available ⌵

☒ Only include linked records from the **Accumulated Leave** table that meet certain conditions

Where Accumulation... ⌵ is ⌵ From Initial Setup ⌵  

+ Add condition + Add condition group ?

☐ Sort records before summarizing

Aggregation formula which rolls up the values in each linked record

SUM(values)

**ⓘ NOTICE: somewhat redundant - can just as well use [Leave Entitlement \(prior to onboarding\)](#) directly since this is single entry and remains fixed (no roll up required)**

BUT: may be useful in [Accumulated Leave](#) to get correct summation values in and when required for given member

HOWEVER: if decide to deprecate

☐ update formula in in [Total Leave Available](#)

{Leave Accumulated over Previous Periods} + {Leave Balance (upon onboarding)} + {Leave Available for Current Period}

- ☐ remove [Accumulation Type](#) from [Accumulated Leave](#)
- ☐ turn off automation [New Team Member \(via form\)](#)
- ☐ simplify roll up of [Leave Accumulated over Previous Periods](#) (no condition)
- ☐ delete field [Leave Entitlement \(prior to onboarding\)](#)

## Leave Accumulated over Previous Periods

- **Type: Conditional Rollup**

- **Description:** Sums leave from [Accumulated Leave](#) (provided "From Previous Periods" ie. using this system ie. post onboarding) **populated by** automation [Roll Over and Restart](#) using field [Total Leave Available](#)  
**Note:** Conditions can exclude certain [Category](#) or [Team](#).

Rollup

Formatting

---

Select rollup source

⌵

Accumulated Leave

⌵

Accumulated Leave field you want to roll up

#

Historic Leave Available

⌵

☒ Only include linked records from the **Accumulated Leave** table that meet certain conditions

Where

Accumulatio...

⌵

is

⌵

From Previous Period

⌵

🗑️

⋮

+ Add condition

+ Add condition group

?

☐ Sort records before summarizing

Aggregation formula which rolls up the values in each linked record

SUM(values)

## Total Leave Available

[Leave Taken for Current Period](#) already accounted for in [Leave Available for Current Period](#)

```
{Leave Accumulated over Previous Periods} + {Leave Entitlement (prior to onboarding)} + {Leave Available for Current Period}
```

**⚠️ use "Create Team Member" form so that automation [New Team Member \(via form\)](#) triggered**

*otherwise **manual correction** required in [Accumulated Leave](#) table*

## Slack Email of Approver - by Category

Slack Email of Approver - by Category

Lookup

See values from a field in a linked record.

**Configuration** Formatting

Select lookup source

Group

Leave Structure field you want to look up

Slack Email of Approver - by Category

☒ Only include linked records from the Leave Structure table that meet certain conditions

Where Message App... is ☒

+ Add condition + Add condition group ?

☐ Sort records

☐ Limit the number of items shown

+ Add description

Cancel

Save

## Slack Email of Approver - by Team

Slack Email of Approver - by Team

Lookup

See values from a field in a linked record.

Configuration

Formatting

Select lookup source

Team Identifier

Teams' Structure field you want to look up

Slack Email of Approver - by Team

☒ Only include linked records from the Teams' Structure table that meet certain conditions

Where

Message App... ▾

is

☒

+ Add condition

+ Add condition group

☐ Sort records

☐ Limit the number of items shown

+ Add description

Cancel

Save

## Slack Email of Approver

- **Type:** Formula
- **Description:** Resolves approver email.

### Formula:

```
IF({Message Approver directly on Slack} = TRUE(),
  {Slack Email of Approver - by Individual},
  IF({Slack Email of Approver - by Category},
    {Slack Email of Approver - by Category},
    {Slack Email of Approver - by Team}))
```

Enables organization to move between approval structures (ie. on team, group or individual level) by simply ticking Message Approver Directly on Slack where appropriate.

NOTICE: [Slack Email of Approver - by Category](#) only populated **if\*\*** [Leave Structure > Message Approver Directly on Slack](#) is ticked (since rollup in [Team Structure](#) conditional) therefore only return email corresponding to correct level

## Accumulated Leave

**Purpose:** Tracks carried-over and available leave.

**Links To:** [Team Members Information](#) for recording leave at creation or rollover.

## Accumulation Type

- **Type:** Single Select
- **Description:** Specifies how leave is accumulated (e.g., rollover or initial).

## Historic Leave Available

- **Type:** Number
- **Description:** Populated by "New Team Member" or "Restart and Roll Over" automations based on [Accumulation Type](#).  
**Warning:** Requires form submission for automations; manual updates needed if bypassed.
- **Formatting:** 2 decimal places and allowing negative numbers

## Public Holidays

**Purpose:** Stores South African public holidays for accurate [Duration of Leave](#) calculations.

**Links To:** [Leave Requests](#) for excluding holidays in duration calculations.

## AI Generated List of Public Holidays

- **Type:** Date
- **Description:** Public holiday date.

## Year

- **Type:** Formula
- **Description:** Extracts year from holiday date.

**Formula:**

```
YEAR({Holiday Date})
```

Links to [Leave Requests > Year Leave Start and End Date](#).

**Note:** Requires manual updates for future years.

<input type="checkbox"/>	# Public Holidays Year	AI-Generated List of...	Linked "Employee... ⓘ	+
1	2025	'2025-01-01','2025-03-...	92 93 94 95 96 97	
2	2026	• Searching the web...		
+				

## Leave Requests

**Purpose:** Manages leave applications and approvals.

**Links To:** [Team Members Information](#) for employee data; [Public Holidays](#) for holiday-aware [Duration of Leave](#).

## Employee ID

- **Type:** Single Select

- **Description:** Limited to [Active](#) employees from [Team Members Information](#).

## Leave Application

Please complete the following form to complete your leave request

The screenshot shows a form interface for a 'South African ID Number' field. At the top, there is a header bar with the field name and a 'Required' toggle switch. Below this, the main form area contains a text input field with placeholder text 'Lets start with your ID number' and 'Add some help text'. A '+ Add' button is located below the text input. Below the text input, there is a section with a toggle switch for 'Limit record selection to a view', which is currently turned on. Below this toggle is a dropdown menu showing 'ACTIVE (NON TEST) MEMBERS'. Below the dropdown, there is a message box stating 'Record selection will be limited to records from ACTIVE (NON TEST) MEMBERS'. At the bottom of this section, there is a toggle switch for 'Show field only when conditions are met', which is currently turned off.

## Team Members Calendar Emails

- **Type:** Lookup
- **Description:** Lists calendar emails for team members.

## Year Leave Start and End Date

- **Type:** Formula
- **Description:** Extracts year from leave dates.

**Formulas:**

```
YEAR({Leave Start Date})
```

```
IF(YEAR({Leave End Date}) = YEAR({Leave Start Date}), BLANK(), YEAR({Leave End Date}))
```

Links to [Public Holidays > Year](#) for holiday calculations.

## Public Holidays Year

- **Type:** Linked Record
- **Description:** Populated via "1st LR" automation to link holidays for [Duration of Leave](#).

## Duration of Leave

- **Type:** Formula
- **Description:** Calculates leave duration.

### Formula:

```
IF({Half-Day} = TRUE(), 0.5, WORKDAY_DIFF({Leave Start Date}, {Leave End Date}, {Public Holidays}))
```

Returns 0.5 days for half-day leave; otherwise, calculates working days excluding weekends and [Public Holidays](#).

**Warning:** "1st LR" automation requires form submission; manual linking needed otherwise.

## Include in Current Period

- **Type:** Formula
- **Description:** Determines if this [Duration of Leave](#) should be included in current period [Leave Taken for Current Period](#)

```
IF(
  AND(
    {Leave Start Date} >= {Current Period Start Date},
    {Leave Start Date} <= {Current Period End Date}
  ),
  "Yes",
  "No"
)
```

Leave Start Date is **on or after** the period start AND Leave Start Date is **on or before** the period end → "Yes"

## Amend Leave Requests

**Purpose:** Handles cancellations of approved leave.

**Links To:** [Leave Requests](#) for selecting approved, non-canceled, current-period leave.

## Leave Record ID

- **Type:** Single Select



- **Description:** Limited to approved, non-canceled, current-period leave from [Leave Requests](#)

The screenshot shows a configuration window for a field named 'Leave Requests Record Number'. At the top, there is a title bar with a list icon, a minus icon, the field name, and a dropdown arrow. To the right of the title bar, there is a 'Required' toggle switch which is turned on (green), and an eye icon. Below the title bar, the field name 'Leave Requests Record Number' is displayed in a large font. Underneath it, there is a placeholder text 'Add some help text'. A blue button with a plus sign and the text '+ Add' is located below the placeholder. The main configuration area has a light blue background. It starts with a toggle switch labeled 'Limit record selection to a view', which is turned on. Below this is a dropdown menu with a calendar icon and the text 'APPROVED NOT-CANCELLED CURRENT LEAVE REQUESTS'. A light blue information box below the dropdown contains an 'i' icon and the text 'Record selection will be limited to records from APPROVED NOT-CANCELLED CURRENT LEAVE REQUESTS'. At the bottom of the configuration area, there is a toggle switch labeled 'Show field only when conditions are met', which is currently turned off.

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## Workflow / Usage Instructions

### Backend Setup

1. [Team Structure](#): Populate teams for form dropdowns.
2. [Leave Structure](#): Define leave groups, [Category](#), and [Number of Days Leave](#).
3. [Team Members Information](#): Add employees, link to [Team/Category](#), set [Active](#) status.

### define [Team Structure](#)

1. specify dropdown names for Team
2. populate according to business requirements

### define [Leave Structure](#)

3. specify dropdown names for Categories (can also config to duplicate name thereof as primary field similar to [Team Structure](#)) but recommended to leave as is and generate

various groups

4. populate according to business requirements

## choose desired approval flow

ie. activate **appropriate** automations

- ☐ 1st LR  
*select one*
- ☐ 2nd LR  
*select one*
- ☐ 3rd LR  
*select one*
- ☐ 1st LC  
*select one*

## activate supporting automations

### Zero Leave Request

### Roll Over and Restart

creates new record in *Accumulated Leave* with remainder of leave available for period ([Leave Available for Current Period](#)) for roll up in [Leave Accumulated over Previous Periods](#)

The screenshot displays a workflow automation interface. At the top, there are tabs for 'Data', 'Automations', 'Interfaces', and 'Forms'. The 'Automations' tab is selected. Below the tabs, there is a header bar with 'Last updated by Nicola Smit', 'History', and 'Test automation' buttons. The main workspace shows a workflow diagram with a 'TRIGGER' section containing a 'When a record matches conditions' trigger (If Due for Restart and Rollover is "Yes") and an 'ACTIONS' section containing a 'Create record' action (In Accumulated Leave). A 'Review test results' button is also visible. To the right of the workspace is a 'Properties' panel with sections for 'ACTION DETAILS', 'LABELS', 'CONFIGURATION', and 'TEST STEP'. The 'CONFIGURATION' section is expanded, showing 'Action will run...' set to 'Always', 'Table' set to 'Accumulated Leave', and 'Fields' section with 'South African ID Number' and 'Historic Leave Available' fields. The 'Historic Leave Available' field is set to 'Leave Available for Current Period'.

### New Team Member (via form)

The screenshot displays a workflow builder interface. On the left, a vertical timeline shows a 'TRIGGER' step labeled 'When a form is submitted' with a sub-label 'Create Team Member'. Below it is an 'ACTIONS' section with a 'Test step' button and a 'Create record' action labeled 'In Accumulated Leave'. A dashed box below the actions contains the text '+ Add advanced logic or action'. On the right, a 'CONFIGURATION' panel is visible. It includes a section 'Action will run...' with a dropdown set to 'Always'. Below this is a 'Table' dropdown set to 'Accumulated Leave'. Under the 'Fields' section, there is a 'South African ID Number' field with a dropdown set to 'South African ID Number'. Below that is an 'Accumulation Type' dropdown set to 'From Initial Setup'. At the bottom, there is a 'Historic Leave Available' field with a dropdown set to 'Leave Balance (upon onboarding)'. A '+ Choose field' button is located at the bottom of the configuration panel.

add employees in [Team Members Information](#)

5. distribute to all user as to populate table using

use form: **Create Team Member**

Team Identifier

Required

Team

Add some help text

+ Add

☒ Limit record selection to a view

IN USE

Record selection will be limited to records from IN USE

☐ Show field only when conditions are met

Group

Required

Category

Add some help text

+ Add

☒ Limit record selection to a view

IN USE

Record selection will be limited to records from IN USE

☐ Show field only when conditions are met

## Apply for Leave

1. Select [Employee ID](#) (active only).
2. Choose leave [Category](#).
3. Specify [Leave Requests > Year Leave Start and End Date](#) and half-day option.
4. Add notes/documents.
5. Submit.

## submit requests via forms

### Leave Application

## Leave Application

Please complete the following form to complete your leave request

The screenshot shows a form interface for a 'South African ID Number' field. At the top, there is a label 'South African ID Number' with a dropdown arrow, and a 'Required' toggle switch which is turned on. Below the label, there is a text input area with the placeholder text 'Lets start with your ID number' and 'Add some help text'. A '+ Add' button is located below the text input area. Below the text input area, there is a section with a toggle switch 'Limit record selection to a view' which is turned on. Below this toggle, there is a dropdown menu with the text 'ACTIVE (NON TEST) MEMBERS' and a dropdown arrow. Below the dropdown menu, there is a message 'Record selection will be limited to records from ACTIVE (NON TEST) MEMBERS'. At the bottom of this section, there is a toggle switch 'Show field only when conditions are met' which is turned off.

1. **Approvals:** Approvers review and approve/reject; notifications (or actionable message) sent via Slack.
2. **Calculations:** [Leave Available for Current Period](#) updates automatically.
3. **Rollover:** Unused leave rolls over via [Due for Restart](#).

## Approval Process

- Approvers review [Leave Requests](#) and approve/reject.
- Notifications sent via Slack ([Slack Email of Approver](#)).
- Approved [Leave Requests](#) trigger notifications and calendar updates.
- Rejected requests send rejection messages.

### if via Interface

- **Approved View:** Displays approved, non-canceled [Leave Requests](#), color-coded by [Team](#).
- **Undecided View:** Shows pending [Leave Requests](#), dulled colors for overlaps (links to [Leave per Role > Overlapping Dates](#)), grouped by [Team](#).

if via Actionable Slack Message

## Leave Cancellation Process

- Updates calendar events to remove attendees except the requester via [Amend Leave Requests](#).

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## Form Dependencies

Form	Required Data	Notes
Create Team Member	<a href="#">Team Structure</a> , <a href="#">Leave Structure</a>	<a href="#">Team Name</a> and <a href="#">Category</a> must exist; <a href="#">Active</a> filters dropdowns.
Leave Application	<a href="#">Team Members Information</a> , <a href="#">Leave Structure</a> , <a href="#">Public Holidays</a>	Only <a href="#">Active</a> members shown; <a href="#">Category</a> determines approvals.
Cancel Approved Leave	<a href="#">Leave Requests</a>	Limited to approved, non-canceled, current-period leave.

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## End of Document

*Last Updated: 28 November 2025*