

Airtable README - Nellis Leave Management - bespoke v2

This README documents the setup for managing employee leave requests in Airtable. The system enforces rules such as preventing overlapping leaves for employees in the same role and capping leave durations per event and per year. It leverages Airtable's tables, fields, formulas, and automations.

Requirements and Planning

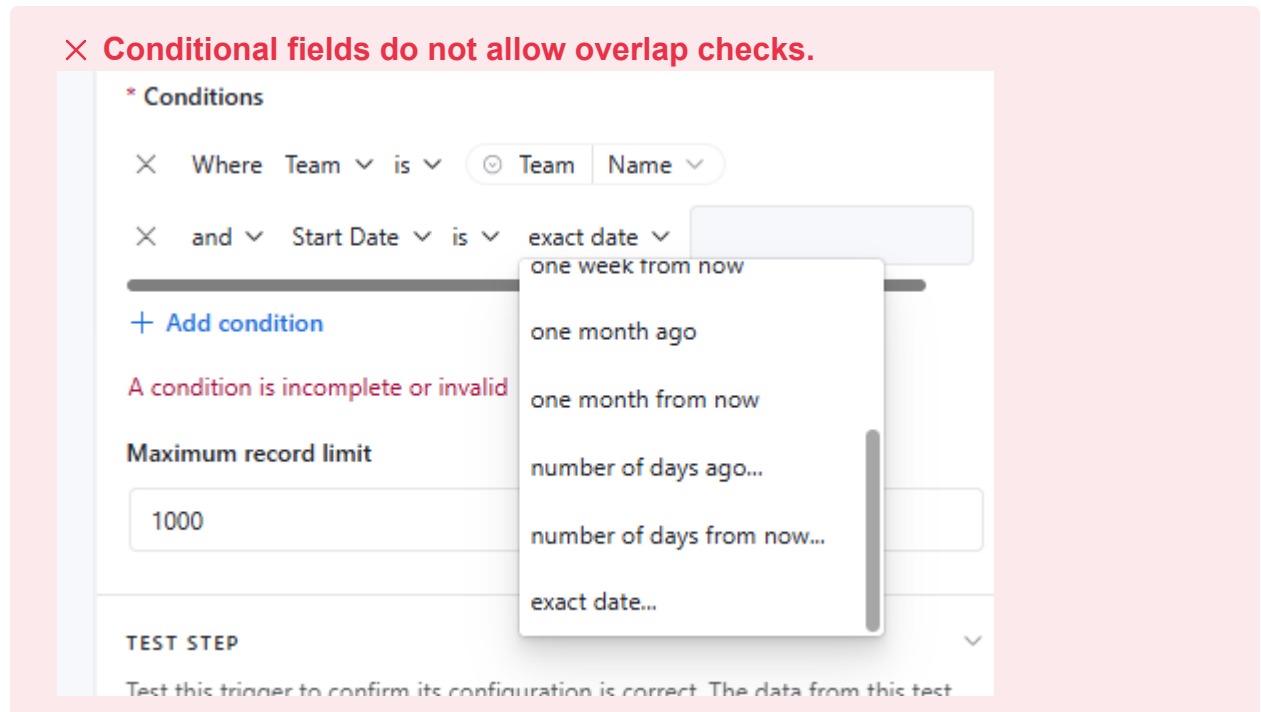
No Two of the Same Role on Leave at the Same Time

Ensure no overlapping approved leaves for employees in the same role.

Possible Solutions

1. Automation Check for Same Role and Period:

- Add an automation "Same Role Same Period" to check for overlaps.
- If overlaps exist, set `Status` to "Denied".



2. Populate Per-Role Leave Dates:

- On leave entry, populate [Leave per Role](#) with Lapsed Dates (all dates between Start Date and End Date) using a script and automation (no native Airtable formula supports this).

- Use a rollup and formula to determine `Role Dates Overlap` (Yes/No) for **approved leaves only**.
- Automation (on form submission) checks this field; if "Yes", set `Overlaps with Previously Approved` (Yes/No) and update `Status` to "Denied".

✗ [Run Script: Determine if Overlap Present](#) **not evaluating correctly.**

Cap Leave for Various Leave Types

In One Sitting (Per Event)

- When a leave is requested, use a formula "Exceed [Type] Duration (in one sitting)" to check if the duration exceeds limits.
- If exceeded, automation sets `Status` to "Denied".

Limits:

- Vacation: 7 working days per event (DONE).
- Sick days: 5 working days per event (DONE).

In a Year

- Vacation: 7 working days per year.
- Work from Home: 15 working days per year.
- Sick days: 5 working days per year.

Implementation

Adaptations to Existing Tables

Leave Detail

Alterations

Leave Request (Form)

- Limit selections to employees with [Active at Company](#) status in [Leave Overview](#).

The screenshot shows a configuration window for a field named 'Team Member'. At the top, there's a header with a list icon, the field name 'Team Member' with a dropdown arrow, and a 'Required' toggle which is turned on. Below the header, the main content area contains the text 'Let's start with your name here :', a placeholder 'Add some help text', and a '+ Add' button. A light blue shaded section at the bottom contains a toggle 'Limit record selection to a view' which is turned on. Below this toggle is a dropdown menu currently showing 'ACTIVE MEMBERS'. A small information icon and text state 'Record selection will be limited to records from ACTIVE MEMBERS'. At the very bottom of this section is another toggle 'Show field only when conditions are met' which is turned off.

Leave Status

Formula to determine status based on dates:

```
IF(
  IS_BEFORE({Start Date}, TODAY()),
  // if leave start date before today
  IF(
    IS_AFTER({End Date}, TODAY()),
    // if leave end date is after today
    'leave in progress',
    // if leave end date is before today
    'leave taken'
  ),
  // if leave start date after today
  'upcoming leave'
)
```

Reason (According to Automation)

⋮ Sick Leave Duration Exceeded (per event)	×
⋮ Sick Leave Allowance Exceeded (per year)	×
⋮ Leave from Same Roles Overlap	×
⋮ Vacation Leave Duration Exceeded (per event)	×
⋮ Vacation Leave Allowance Exceeded (per year)	×
⋮ Work from Home Allowance Exceeded (per year)	×

New Fields for [No Two of the Same Role on Leave at the Same Time](#)

Role

- Lookup from [Leave Overview](#).

Link to Leave per Role

- Linked to [Leave per Role](#).
- Populated via automation [Role: Leave Request Form Submitted](#).

Lapsed Dates

- List of dates between 'Start Date' and 'End Date'.
- Populated via automation [Role: Leave Request Form Submitted](#).

Record ID

- Airtable record ID for reference in automations.

New Fields for [Cap Leave for Various Leave Types](#)

Number of Working Days

```
WORKDAY_DIFF({Start Date}, {End Date})
```

Exceed Sick Leave Allowance (Per Event)

```
IF(AND(Type="Sick Leave", {Number of Working Days} > 5), "Yes", "No")
```

Exceed Vacation Leave Allowance (Per Event)

```
IF(AND(Type="Vacation Leave", {Number of Working Days} > 7), "Yes", "No")
```

Link to Sick Leave

- Updated with "Team Member" via automation [Sick: Leave Request Form Submitted](#).

Exceed Sick Leave Allowance (Per Year)

- Text field updated via automation [Cap: Leave Request Form Submitted \(PART 1\)](#) (copies value from [Sick Leave > Exceed Sick Leave Allowance \(Per Year\)](#) to preserve historical checks).

Link to Work from Home

- Updated with "Team Member" via automation [Work from Home: Leave Request Form Submitted](#).

Exceed Work from Home Allowance (Per Year)

- Text field updated via automation [Work from Home: Leave Request Form Submitted](#) (copies value from [Work from Home > Exceed Work from Home Allowance \(Per Year\)](#) to preserve historical checks).

Link to Vacation Leave

- Updated with "Team Member" via automation [Vacation: Leave Request Form Submitted](#).

Exceed Vacation Leave Allowance (Per Year)

- Text field updated via automation [Cap: Leave Request Form Submitted \(PART 1\)](#) (copies value from [Vacation Leave > Exceed Vacation Leave Allowance \(Per Year\)](#) to preserve historical checks).

Leave Overview

New Fields

Active at Company

- Checkbox to indicate active employees.
- Used to filter dropdown in [Leave Detail > Leave Request \(Form\)](#) via view `ACTIVE MEMBERS`.

New Fields for [No Two of the Same Role on Leave at the Same Time](#)

Role

- Employee's role (e.g., Principal Architect).

New Tables

Sick Leave

- Tracks sick leave per employee per year.

Link to Leave Overview

- Linked for uniformity; ensures automation updates use "Team Member".

Link to Leave Detail

- Links to leave entries.

Record ID (From Leave Detail)

- Lookup from [Leave Detail](#); used in [Cap: Leave Request Form Submitted \(PART 1\)](#).

Approved Sick Leave (For This Year)

- Rollup of [Number of Working Days](#) where `Status` is "Approved".

Applied Sick Leave (For This Year)

- Rollup of [Number of Working Days](#) where `Status` is "Applied" or "Pending".
- Limitation: Assumes only the newest entry is pending (processed sequentially).

Exceed Sick Leave Allowance (Per Year)

```
IF({Approved Sick Leave (For This Year)} + {Applied Sick Leave (For This Year)} > 5, "Yes", "No")
```

Work from Home

- Tracks work-from-home leave per employee per year.

Link to Leave Overview

- Linked for uniformity.

Link to Leave Detail

- Links to leave entries.

Record ID (From Leave Detail)

- Lookup from [Leave Detail](#).

Approved Work from Home (For This Year)

- Rollup of [Number of Working Days](#) where Status is "Approved".

Applied Work from Home (For This Year)

- Rollup of [Number of Working Days](#) where Status is "Applied" or "Pending".
- Limitation: Assumes sequential processing.

Exceed Work from Home Allowance (Per Year)

```
IF({Approved Work from Home (For This Year)} + {Applied Work from Home (For This Year)} > 15, "Yes", "No")
```

Vacation Leave

- Tracks vacation leave per employee per year.

Link to Leave Overview

- Linked for uniformity.

Link to Leave Detail

- Links to leave entries.

Record ID (From Leave Detail)

- Lookup from [Leave Detail](#).

Approved Vacation Leave (For This Year)

- Rollup of [Number of Working Days](#) where Status is "Approved".

Applied Vacation Leave (For This Year)

- Rollup of [Number of Working Days](#) where Status is "Applied" or "Pending".
- Limitation: Assumes sequential processing.

Exceed Vacation Leave Allowance (Per Year)

```
IF({Approved Vacation Leave (For This Year)} + {Applied Vacation Leave (For This Year)} > 7, "Yes", "No")
```

Leave per Role

- Roles: Principal Architect and Founder, Associate Architect, Senior Architect, Architect, Technical Architect, Senior Interior Designer, Interior Design Architect, Landscape Architect, Visual Architect, Studio Curator.

Link to Leave Detail

- Linked as `Leave Detail`.

(Approved) Lapsed Dates

- Rollup of unique `Lapsed Dates` where `Status` is "Approved".

`UNIQUEARRAY(values)`

- Excludes pending, denied, or cancelled leaves.

Status

Single select

Select one predefined option from a list, or prefill each new cell with a default option.

Options

☒ Color-code options ☐ Alphabetize

Applied	×
Pending	×
Approved	×
Denied	×
Cancelled	×
Add option	

(Applied) Lapsed Dates

- Rollup of unique `Lapsed Dates` where `Status` is "Applied" or "Pending".

Overlapping Dates

- Formula to check for overlaps:

```

IF(
  AND({(Applied) Lapsed Dates}, {(Approved) Lapsed Dates}),
  IF(
    FIND(
      ARRAYJOIN({(Applied) Lapsed Dates}, ","),
      ARRAYJOIN({(Approved) Lapsed Dates}, ",")
    ),
    "Yes",
    "No"
  ),
  BLANK()
)

```

Leave Detail Record ID

- Lookup of [Record ID](#) from [Leave Detail](#).
- Used in [Role: Leave Request Form Submitted](#).

New Automations

Restart at End of Each Year

- On the last day of the year, clear linked fields in [Sick Leave](#), [Vacation Leave](#), and [Work from Home](#).

For [No Two of the Same Role on Leave at the Same Time](#)

Role: Leave Request Form Submitted

Trigger: Form Submitted


- Form "Leave Request" from [Leave Detail](#).

Run Script: Determine Dates Between Start and End Date


Inputs ▾


These let you use values from previous automation triggers and actions. Use in your script with `input.config()`.


[🔗 Learn more](#)

Name 


Value


 Start Date ▾



Name 

Value

 End Date ▾



[+ Add input variable](#)

```
// Get all input values in a single call
const config = input.config();
const startDate = config.Start;
const endDate = config.End;

// Convert input strings to Date objects
const start = new Date(startDate);
const end = new Date(endDate);

// Validate dates
if (isNaN(start) || isNaN(end)) {
  throw new Error("Invalid date format. Please use YYYY-MM-DD format.");
}

// Ensure start date is before end date
if (start > end) {
  throw new Error("Start date must be before end date.");
}

const dates = [];
const currentDate = new Date(start);
```

```
// Loop through dates and add to array
while (currentDate <= end) {
  // Format date as YYYY-MM-DD for Airtable compatibility
  const formattedDate = currentDate.toISOString().split('T')[0];
  dates.push(formattedDate);
  currentDate.setDate(currentDate.getDate() + 1);
}

// Set the result as output for Airtable automation
output.set("dates", dates);
```

Update Said Record: Dates and Record Link

- Update [Lapsed Dates](#) with script results.
- Update [Link to Leave per Role](#) with [Role](#) lookup (creates link to [Leave per Role](#)).

Find Records

- Use [Record ID](#) to find the matching record in [Leave per Role](#) (expects one result).

Run Script: Determine if Overlap Present

Inputs

These let you use values from previous automation triggers and actions. Use in your script with `input.config()`.

[Learn more](#)

Name

AppliedDates

Value

⊗ (Applied) Lapsed Dates

Name

ApprovedDates

Value

⊗ (Approved) Lapsed Dates

```
// Get all input values in a single call
const config = input.config();
const appliedDates = config.AppliedDates;
const approvedDates = config.ApprovedDates;

// Check if any date in appliedDates matches any date in approvedDates
const matchFound = appliedDates.some(date => approvedDates.includes(date));

// Set the result as output for Airtable automation
output.set("match", matchFound ? "Yes" : "No");
```

Update Found Record

- Update [Overlapping Dates](#) with script result.

For [Cap Leave for Various Leave Types](#)

Sick: Leave Request Form Submitted

Trigger: Form Submitted

Check Conditions

- If Type is "Sick Leave" and [Exceed Sick Leave Allowance \(Per Event\)](#) is "Yes":
 - Update Status to "Denied".
 - Update [Reason \(According to Automation\)](#) to "Sick Leave Duration Exceeded (per event)".

Check Conditions

- If Type is "Sick Leave":
 - Update [Link to Sick Leave](#) with "Team Member".

Vacation: Leave Request Form Submitted

Trigger: Form Submitted

Check Conditions

- If Type is "Vacation Leave" and [Exceed Vacation Leave Allowance \(Per Event\)](#) is "Yes":
 - Update Status to "Denied".
 - Update [Reason \(According to Automation\)](#) to "Vacation Leave Duration Exceeded (per event)".

Check Conditions

- If `Type` is "Vacation Leave":
 - Update [Link to Vacation Leave](#) with "Team Member".

Work from Home: Leave Request Form Submitted

Trigger: Form Submitted

Check Conditions

- If `Type` is "Work from Home":
 - Update [Link to Work from Home](#) with "Team Member".

Cap: Leave Request Form Submitted (PART 1)

Trigger: Form Submitted

Check Condition

- Repeat for each `Type` (Sick, Vacation, Work from Home).

Find Record

- In [Work from Home](#), [Sick Leave](#), or [Vacation Leave](#) matching the new entry via [Record ID](#).

Update Record

- Copy exceed value to [Leave Detail](#) (e.g., [Exceed Work from Home Allowance \(Per Year\)](#) from [Work from Home > Exceed Work from Home Allowance \(Per Year\)](#)).

Cap: Leave Request Form Submitted (PART 2)

Trigger: Fields Updated

- Watches [Exceed Work from Home Allowance \(Per Year\)](#), [Exceed Sick Leave Allowance \(Per Year\)](#), [Exceed Vacation Leave Allowance \(Per Year\)](#).

Check Conditions

- If any is "Yes":
 - Update `Status` to "Denied".
 - Update [Reason \(According to Automation\)](#) accordingly.

Start Over at Year End

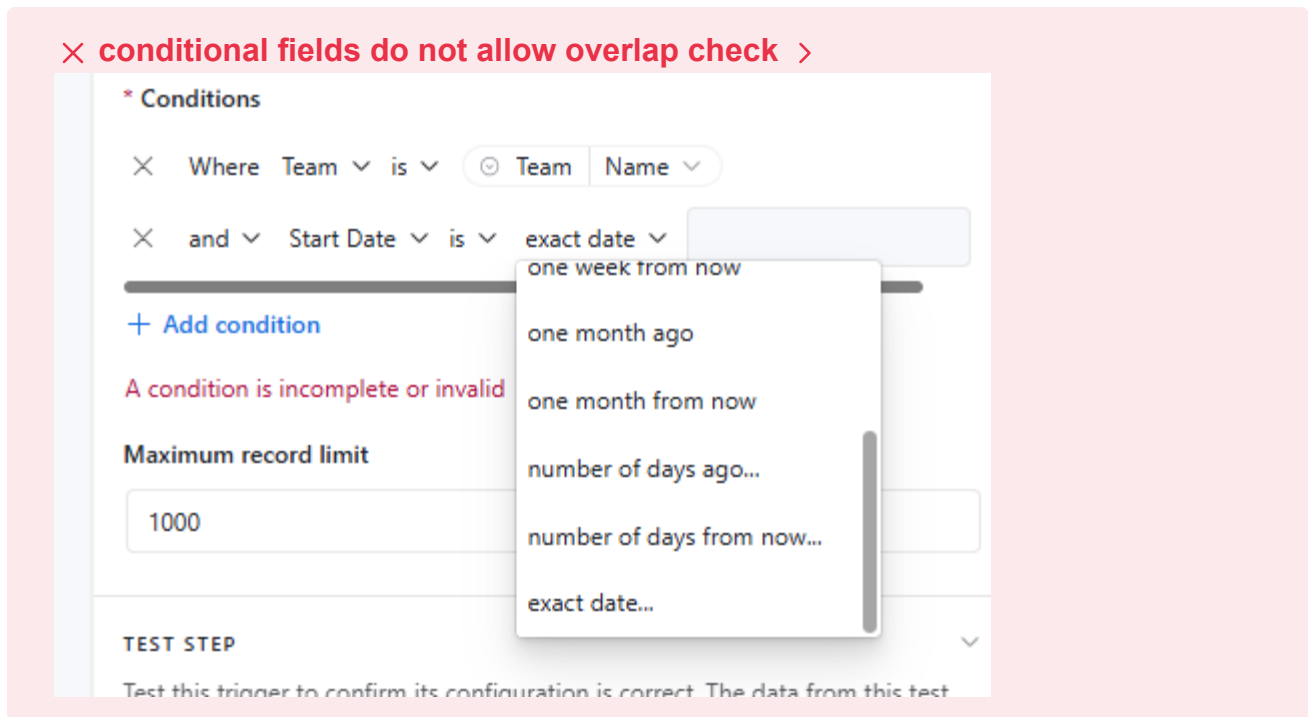
- On last day of year, clear [Link to Sick Leave](#), [Link to Work from Home](#), and [Link to Vacation Leave](#) in [Leave Detail](#).

Requirements and Planning

no two of the same role on leave at the same time

POSSIBLE SOLUTIONS

1. add automation "Same Role Same Period" to check and if others over same period `Status` -> "Denied"



2. have leave entry populate [Leave per Role](#) per team with `Dates Lapse` (all dates between Start - End Date) - USE SCRIPT AND AUTOMATION TO POPULATE FIELD SINCE NO AIRTABLE FORMULA
then using roll-up and function determine if there is overlap in dates `Role Dates Overlap` (Yes / No) **that have already been approved**
so that automation (when form submitted) checks this field and if "Yes" populates new field `Overlaps with Previously Approved` (Yes/No)
if "Yes" the `Status` set to "Denied"

✗ [run script determine if overlap present](#) not evaluating correctly

cap leave various leave types

in one sitting

when leave requested have function "Exceed -- Duration (in one sitting)" determine if type is "--"
then check duration is more than a week and if so "Status" set to "Denied" by automation

in a year

- vacation - 7 working days - per event

DONE

- vacation - 7 working days - per year
- work from home - 15 working days - per year
- sick days - 5 working days - per event

DONE

- sick days - 5 working days - per year

Implementation

Adaptations to Existing Tables

Leave Detail

ALTERATIONS

Leave Request (form)

limit selection using [Active](#) status in [Leave Overview](#)
leave request

The screenshot shows a configuration window for a field named 'Team Member'. At the top, there is a header bar with a list icon, the field name 'Team Member' with a dropdown arrow, and a 'Required' toggle which is turned on. Below the header, the main content area contains the text 'Let's start with your name here :', a placeholder 'Add some help text', and a '+ Add' button. A shaded section at the bottom contains a toggle for 'Limit record selection to a view', which is turned on. Below this toggle is a dropdown menu currently showing 'ACTIVE MEMBERS'. A small information icon and text state: 'Record selection will be limited to records from ACTIVE MEMBERS'. At the very bottom of the shaded section is another toggle for 'Show field only when conditions are met', which is turned off.

Leave Status

```
IF(
IS_BEFORE({Start Date}, TODAY()),
  \\ if leave start date before today
  IF(
    IS_AFTER({End Date}, TODAY()),
      \\ if leave end date is after today
      'leave in progress',
      \\ if leave end date is before today
      'leave taken'),
  \\ if leave start date after today
  'upcoming leave')
```

Reason (according to automation)

⋮ Sick Leave Duration Exceeded (per event)	×
⋮ Sick Leave Allowance Exceeded (per year)	×
⋮ Leave from Same Roles Overlap	×
⋮ Vacation Leave Duration Exceeded (per event)	×
⋮ Vacation Leave Allowance Exceeded (per year)	×
⋮ Work from Home Allowance Exceeded (per year)	×

NEW FIELDS FOR [no two of the same role on leave at the same time](#)

Role

lookup from [Leave Overview](#)

Link to Leave per Role

linked to [Leave per Role](#)

populated using automation [Leave Request Form Submitted](#)

Lapsed Dates

list of dates between 'Start Date' and 'End Date'

populated using automation [Leave Request Form Submitted](#)

Record ID

NEW FIELDS FOR [cap leave](#)

Number of Working Days

```
WORKDAY_DIFF({Start Date},{End Date})
```

Exceed Sick Leave Allowance (per event)

```
IF(AND(Type="Sick Leave", {Number of Working Days Missed} > 5), "Yes", "No")
```

Exceed Vacation Leave Allowance (per event)

```
IF(AND(Type="Vacation  
Leave", {Number of Working Days Missed} > 7), "Yes", "No")
```

Link to Sick Leave

updated with "Team Member" using automation [Sick Leave Request Form Submitted \(per event\)](#)

Exceed Sick Leave Allowance (per year)

Link to Work from Home

updated with "Team Member" using automation [Work from Home Leave Request Form Submitted](#)

Exceed Work from Home Allowance (per year)

INSTEAD OF LOOKUP FROM [Work from Home](#)
text field that is updated with automation [Work from Home Leave Request Form Submitted -](#)
(with same value as in [Work from Home > Exceed Work from Home Allowance \(per year\)](#)) so
that result does not change over time

Link to Vacation Leave

updated with "Team Member" using automation [Vacation Leave Request Form Submitted \(per event\)](#)

Exceed Vacation Leave Allowance (per year)

Leave Overview

NEW FIELD

Active at Company

tick box to indicate who is still at company
used to limit selection of dropdown in [Leave Detail Leave Request \(form\)](#) via view **ACTIVE**
MEMBERS

NEW FIELDS FOR [no two of the same role on leave at the same time](#)

Role

New Table(s)

Sick Leave

Link to Leave Overview

used for uniformity - to ensure that when automation updated field [Link to Sick Leave](#) can be updated with "Team Member" (ie. "Link to Leave Overview")

Link to Leave Detail

Record ID (from Leave Detail)

lookup from [Leave Detail](#) that is used in automation [Cap Leave Request Form Submitted](#)

Approved Sick Leave (for this year)

roll up of [Number of Working Days](#) where "Status" is "Approved"

Applied Sick Leave (for this year)

roll up of [Number of Working Days](#) where "Status" is "Applied" or "Pending" (limitation: operated under assumption that only newest entry appears here since should be dealt with and then status changed as they come in)

Exceed Sick Leave Allowance (per year)

```
IF({Approved Vacation Leave (for this year)} + {Applied Vacation Leave (for this year)}>7, "Yes", "No")
```

Work from Home

Link to Leave Overview

used for uniformity - to ensure that when automation updated field [Link to Sick Leave](#) can be updated with "Team Member" (ie. "Link to Leave Overview")

Link to Leave Detail

Record ID (from Leave Detail)

lookup from [Leave Detail](#) that is used in automation [Cap Leave Request Form Submitted](#)

Approved Work from Home (for this year)

roll up of [Number of Working Days](#) where "Status" is "Approved"

Applied Work from Home (for this year)

roll up of [Number of Working Days](#) where "Status" is "Applied" or "Pending" (limitation: operated under assumption that only newest entry appears here since should be dealt with and then status changed as they come in)

Exceed Work from Home Allowance (per year)

```
IF({Approved Work from Home (for this year)} + {Applied Work from Home (for this year)}>15, "Yes", "No")
```

Vacation Leave

Link to Leave Overview

used for uniformity - to ensure that when automation updated field [Link to Sick Leave](#) can be updated with "Team Member" (ie. "Link to Leave Overview")

Link to Leave Detail

Record ID (from Leave Detail)

lookup from [Leave Detail](#) that is used in automation [Cap Leave Request Form Submitted](#)

Approved Vacation Leave (for this year)

roll up of [Number of Working Days](#) where "Status" is "Approved"

Applied Vacation Leave (for this year)

roll up of [Number of Working Days](#) where "Status" is "Applied" or "Pending" (limitation: operated under assumption that only newest entry appears here since should be dealt with and then status changed as they come in)

Exceed Vacation Leave Allowance (per year)

```
IF({Approved Sick Leave (for this year)}+ {Applied Sick Leave (for this year)}>15, "Yes", "No")
```

Leave per Role

```
Principal Architect and Founder  
Associate Architect  
Senior Architect  
Architect  
Technical Architect
```

Senior Interior Designer
Interior Design Architect
Landscape Architect
Visual Architect
Studio Curator

Link to Leave Detail

linked to [Leave Detail](#) as Leave Detail

(Approved) Lapsed Dates

roll up of unique values in Lapsed Dates WITH CONDITION Status Approved

```
UNIQUEARRAY(values)
```

this way will not check if overlap is present for leave that is still in approval process , has been denied or cancelled

The screenshot shows a Google Sheets interface for a 'Status' dropdown menu. The menu is titled 'Single select' and includes a description: 'Select one predefined option from a list, or prefill each new cell with a default option.' Below the description, there are settings for 'Options', including a toggle for 'Color-code options' (which is turned on) and a link to 'Alphabetize'. A list of five options is displayed, each with a colored circle icon, a text label, and a delete 'x' button: 'Applied' (purple), 'Pending' (yellow), 'Approved' (green), 'Denied' (pink), and 'Cancelled' (blue). At the bottom of the list is an 'Add option' button with a plus icon.

Option	Color	Delete
Applied	Purple	X
Pending	Yellow	X
Approved	Green	X
Denied	Pink	X
Cancelled	Blue	X

(Applied) Dates Lapsed

roll up of unique values in Lapsed Dates WITH CONDITION Status Applied or Pending

Overlapping Dates

evaluates whether or not overlap

```

IF(
  AND({(Applied) Lapsed Dates}, {(Approved) Lapsed Dates}),
  IF(
    FIND(
      ARRAYJOIN({(Applied) Lapsed Dates}, ","),
      ARRAYJOIN({(Approved) Lapsed Dates}, ",")
    ),
    "Yes",
    "No"
  ),
  BLANK()
)

```

Leave Detail Record ID

lookup of [Record ID](#) from [Leave Detail](#)
 required for automation [Leave Request Form Submitted](#)

New Automation(s)

Restart

at end of each year

[Sick Leave](#)

[Vacation Leave](#)

[Work from Home](#)

wiped clean

for [no two of the same role on leave at the same time](#)

Role : Leave Request Form Submitted

trigger: submit form


form "Leave Request" submitted from [Leave Detail](#)

run script: determine dates between start and end date


Inputs ▾


These let you use values from previous automation triggers and actions. Use in your script with `input.config()`.

 [Learn more](#)

Name 

Value

 Start Date ▾



Name 

Value

 End Date ▾



[+ Add input variable](#)

```
// Get all input values in a single call
const config = input.config();
const startDate = config.Start;
const endDate = config.End;

// Convert input strings to Date objects
const start = new Date(startDate);
const end = new Date(endDate);

// Validate dates
if (isNaN(start) || isNaN(end)) {
  throw new Error("Invalid date format. Please use YYYY-MM-DD format.");
}

// Ensure start date is before end date
```

```

if (start > end) {
  throw new Error("Start date must be before end date.");
}

const dates = [];
const currentDate = new Date(start);

// Loop through dates and add to array
while (currentDate <= end) {
  // Format date as YYYY-MM-DD for Airtable compatibility
  const formattedDate = currentDate.toISOString().split('T')[0];
  dates.push(formattedDate);
  currentDate.setDate(currentDate.getDate() + 1);
}

// Set the result as output for Airtable automation
output.set("dates", dates);

```

update said record: dates and record link

[Lapsed Dates](#)

with results of [run script determine dates between start and end date](#)

[Link to Leave per Role](#)

with [Role](#) lookup (such that new entry linked to [Leave per Role](#) table)

find records

use [Record ID](#) to find record (ie. [Role](#)) in [Leave per Role](#) that is linked to given record (by [update said record dates and record link](#))

NOTE: expect return only **one** entry from [Leave per Role](#)

run script: determine if overlap present

Inputs ▾

These let you use values from previous automation triggers and actions. Use in your script with `input.config()`.

[🔗 Learn more](#)

Name



AppliedDates

Value

⊗ (Applied) Lapsed Dates ▾



Name



ApprovedDates

Value

⊗ (Approved) Lapsed Dates ▾



```
// Get all input values in a single call
```

```
const config = input.config();
```

```
const appliedDates = config.AppliedDates;
```

```
const approvedDates = config.ApprovedDates;
```

```
// Check if any date in appliedDates matches any date in approvedDates
```

```
const matchFound = appliedDates.some(date => approvedDates.includes(date));
```

```
// Set the result as output for Airtable automation
```

```
output.set("match", matchFound ? "Yes" : "No");
```

update found record

Overlapping Dates

with result of [script determine if overlap present](#)

for [cap leave](#)

Sick : Leave Request Form Submitted

trigger: submit form

check conditions

if "Type" is "Sick Leave"

if [Exceed Sick Leave Allowance \(per event\)](#) is "Yes"

update record

then "Status" set to "Denied"

and [Reason \(according to automation\)](#) to "Sick Leave Duration Exceeded (per event)"

check conditions

if "Type" is "Sick Leave"

update record

[Link to Sick Leave](#) updated with "Team Member"

Vacation : Leave Request Form Submitted

trigger: submit form

check conditions

if "Type" is "Vacation Leave"

if [Exceed Vacation Leave Allowance \(per event\)](#) is "Yes"

update record

then "Status" set to "Denied"

and [Reason \(according to automation\)](#) to "Vacation Leave Duration Exceeded (per event)"

check conditions

if "Type" is "Vacation Leave"

update record

[Link to Vacation Leave](#) updated with "Team Member"

Work from Home : Leave Request Form Submitted

check conditions

if "Type" is "Work from Home"

update record

[Link to Work from Home](#) updated with "Team Member"

Cap : Leave Request Form Submitted (PART 1)

trigger: submit form

check condition

repeat below for each "type"

find record

in [Work from Home](#) OR [Sick Leave](#) OR [Vacation Leave](#) that is associated with this new entry (using [Record ID](#)) depending on "Type"

update record

in [Leave Detail > Exceed Work from Home Allowance \(per year\)](#) (just now submitted) with value from [Work from Home > Exceed Work from Home Allowance \(per year\)](#) OR [Leave Detail > Exceed Sick Leave Allowance \(per year\)](#) with value from [Sick Leave > Exceed Sick Leave Allowance \(per year\)](#) OR [Leave Detail > Exceed Vacation Leave Allowance \(per year\)](#) with value from [Vacation Leave > Exceed Vacation Leave Allowance \(per year\)](#) depending on "Type"

Cap : Leave Request Form Submitted (PART 1)

trigger: fields updated

[Leave Detail > Exceed Work from Home Allowance \(per year\)](#).

[Leave Detail > Exceed Sick Leave Allowance \(per year\)](#).

[Leave Detail > Exceed Vacation Leave Allowance \(per year\)](#).

check conditions

if any are "Yes" then "Status" set to "Denied" and [Reason \(according to automation\)](#) updated accordingly

Start Over at Year End

on last day of year linked fields [Link to Sick Leave](#), [Link to Work from Home](#) and [Link to Vacation Leave](#) in [Leave Detail](#) get wiped clean

End of Document

Last Updated