



USER TRAINING GUIDE

eLeave Application



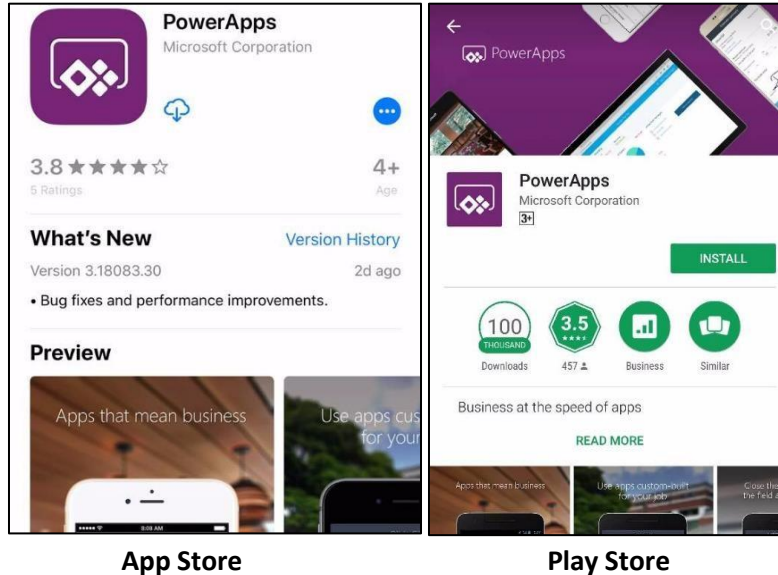
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Access to PowerApps

Access through Mobile

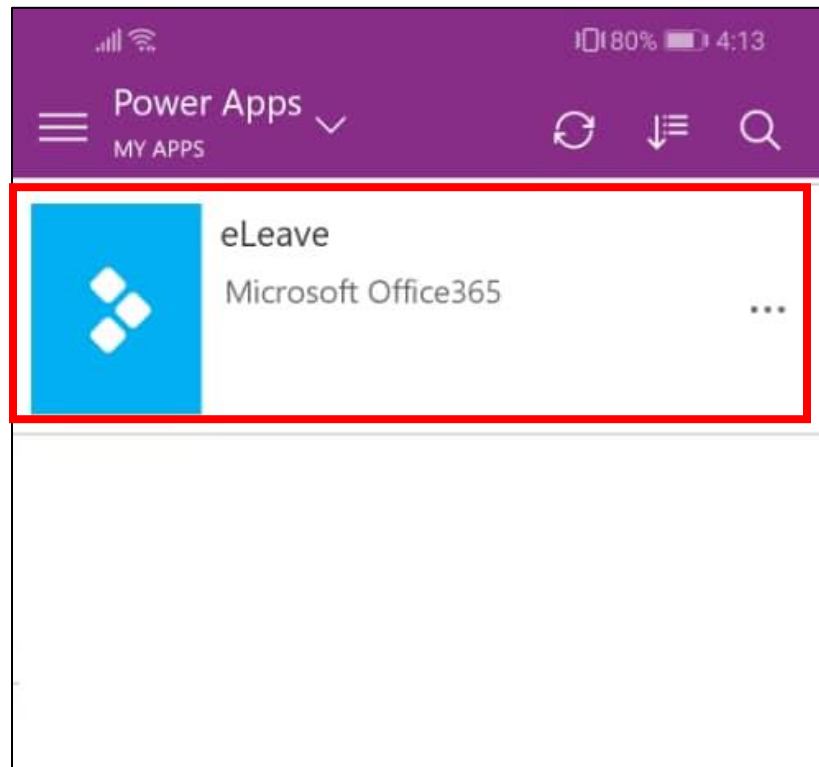
1. Go to **Play Store / App Store** and **Install Power Apps**.



2. **Sign in** with related email account. Choose related **Work or school account**. Then, enter **Password** and click **Sign In**.

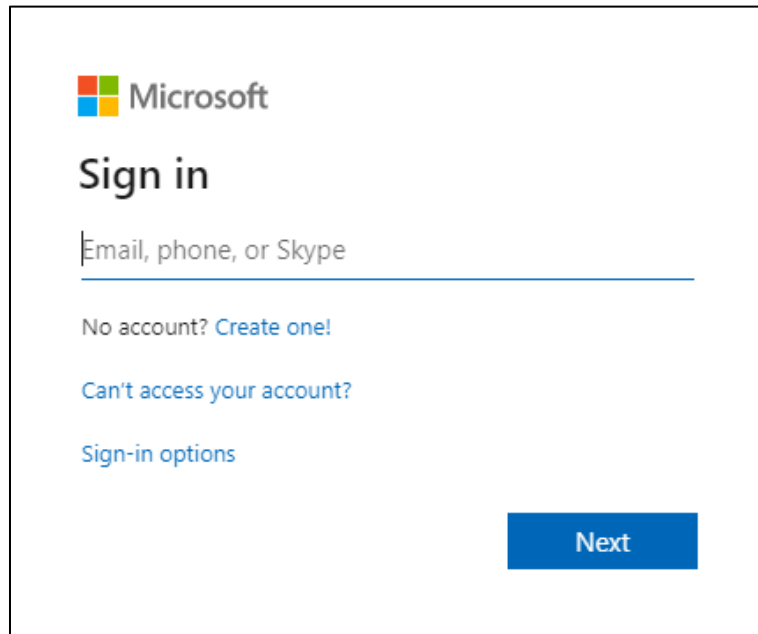


3. Choose "eLeave".

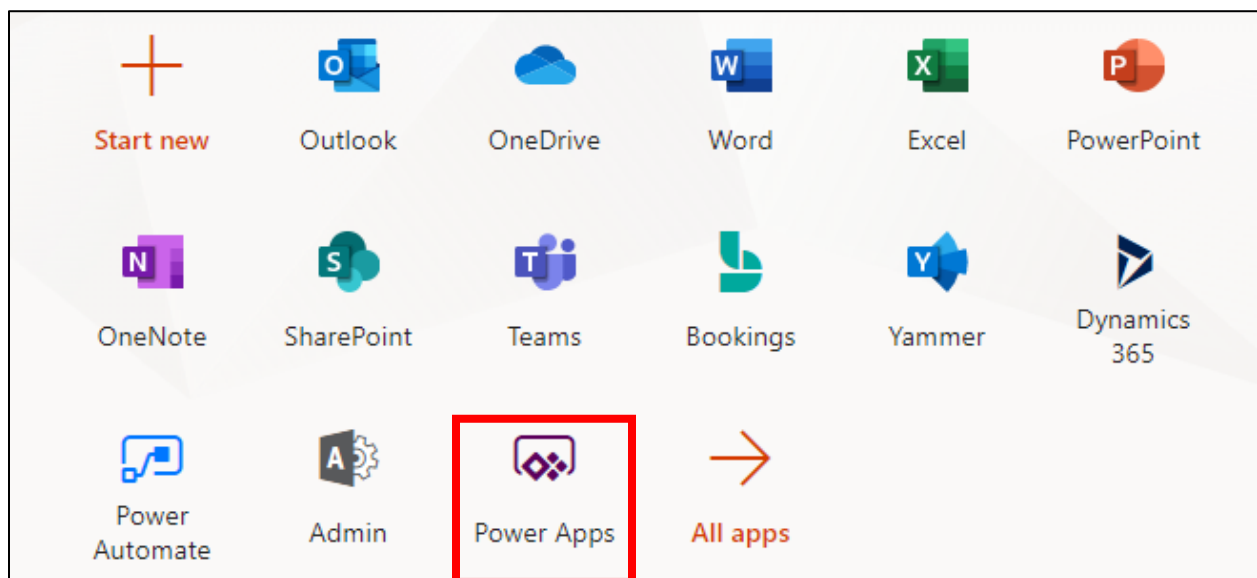


Access through Web

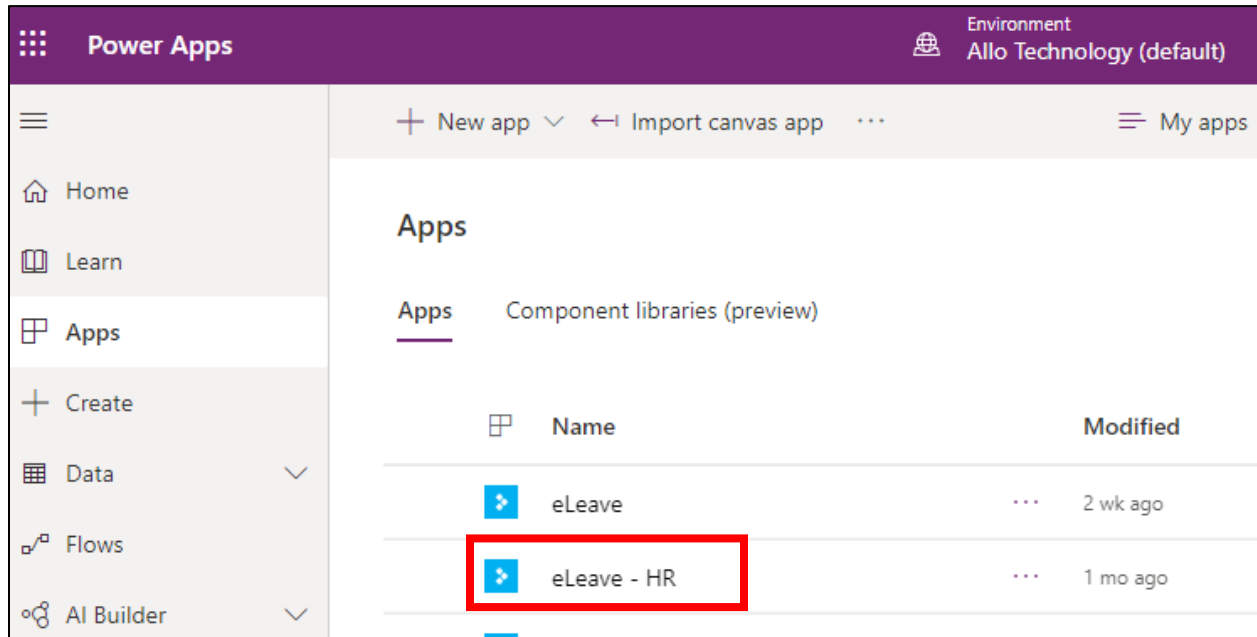
1. Access your Office 365 account through <https://portal.office.com/>. Enter your credentials.

A screenshot of the Microsoft Office 365 sign-in page. At the top left is the Microsoft logo. Below it is the heading "Sign in". Underneath is a text input field with the placeholder text "Email, phone, or Skype". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right is a blue button labeled "Next".

2. From the app icons, select **Power Apps**.



- It will be re-directed to your organization **Power Apps** environment. Select **eLeave – HR App**. The app will launch and the main screen for **HR Leave Management App** will be displayed.



Power Apps

Environment: Allo Technology (default)

+ New app | Import canvas app | My apps

Apps

Apps | Component libraries (preview)

Name	Modified
eLeave	2 wk ago
eLeave - HR	1 mo ago

eLeave Dashboard

Leave Applications

- From the landing page, select **User** button.

HR ANNOUNCEMENTS

Hello World 3/13/2020


Welcome to ALLO eLeave! Please refer to your admin should you require any assistance in navigating this app.

Attention 3/13/2020

ALLO eLeave is currently undergoing some maintenance. Your kind patience and understanding is appreciated. Thank you!

PUBLIC HOLIDAYS

1 Jan	PUBLIC HOLIDAY: NEW YEAR
25 Jan	PUBLIC HOLIDAY: CHINESE NEW YEAR
27 Jan	REPLACEMENT HOLIDAY: CHINESE NEW YEAR
23 Mar	PUBLIC HOLIDAY: ISRAK & MIKRAJ
1 May	PUBLIC HOLIDAY: LABOUR DAY
7 May	PUBLIC HOLIDAY: WESAK DAY
10 May	PUBLIC HOLIDAY: NUZUL AL-QURAN
11 May	REPLACEMENT HOLIDAY: NUZUL AL-QURAN
25 May	PUBLIC HOLIDAY: HARI RAYA PUASA
26 May	PUBLIC HOLIDAY: HARI RAYA PUASA
8 Jun	PUBLIC HOLIDAY: AGONG'S BIRTHDAY
2 Aug	PUBLIC HOLIDAY: THAIPUSAM
20 Aug	PUBLIC HOLIDAY: AWAL MUHARAM
31 Aug	PUBLIC HOLIDAY: NATIONAL DAY



The Smarter Connection

Leave App
v1.0.19

Welcome
srkksharepoint
(srkksharepoint@allo.my)

User

Intermediate Manager / CEO

- Users will be re-directed to the dashboard that contains history of the users' submitted eLeave applications. The tabs denote the status of each request, whether the requests are **Pending**, **Approved** or **Declined**. Select a leave request to view its details on the right pane.

eLeave

Forms

Balance

Back

LEAVE APPLICATIONS

+ Add

ALL PENDING APPROVED COMPLETED DECLINED

ALL

search UID

Form Details [202004281554]

TOTAL DAY(s) REQUESTED
1 day(s)

DESCRIPTION
testing one last time

ATTACHMENT
Employee Contact List.docx

CANCELLATION IN PROGRESS? NO

CANCELLATION STATUS
NONE

CANCELLATION REASON

Sick (04-28-2020) APPROVED BY CEO

Wednesday, Apr 29, 2020 AM to Wednesday, Apr 29, 2020 PM

testing one last time

Sick (04-28-2020) APPROVED BY MANAGER

Wednesday, Apr 29, 2020 AM to Wednesday, Apr 29, 2020 PM

testing again sick

Sick (04-28-2020) APPROVED BY CEO

Wednesday, Apr 29, 2020 AM to Wednesday, Apr 29, 2020 PM

testing with jomar :D

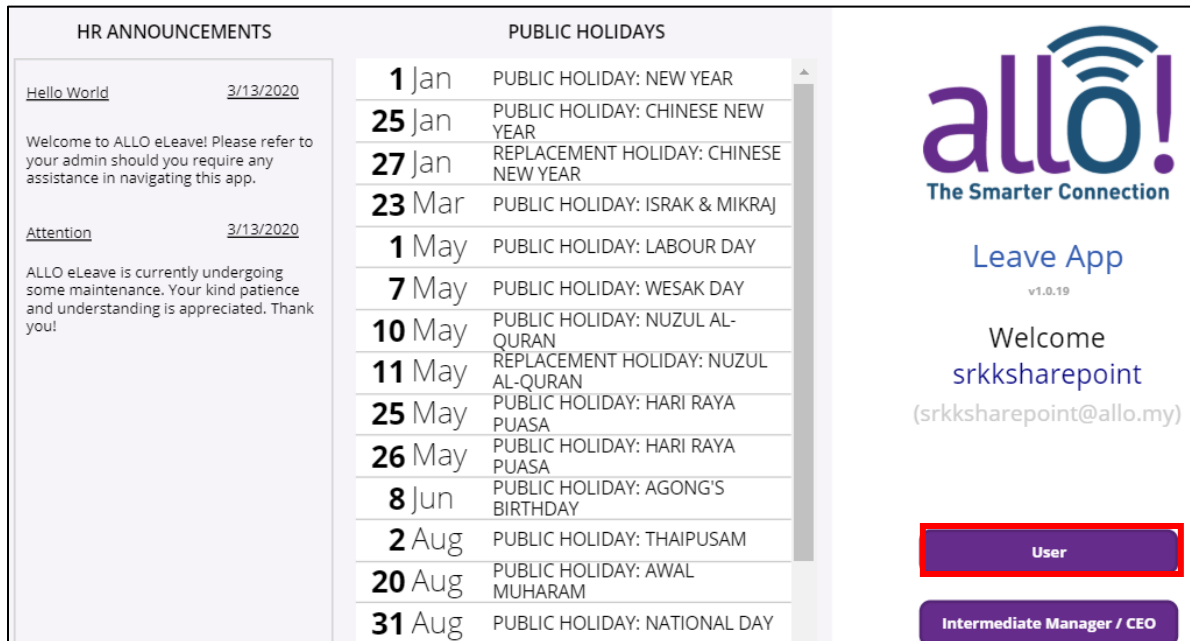
Sick (04-28-2020) APPROVED BY MANAGER

Wednesday, Apr 29, 2020 AM to Wednesday, Apr 29, 2020 PM

Testingggg sick

Leave Balance

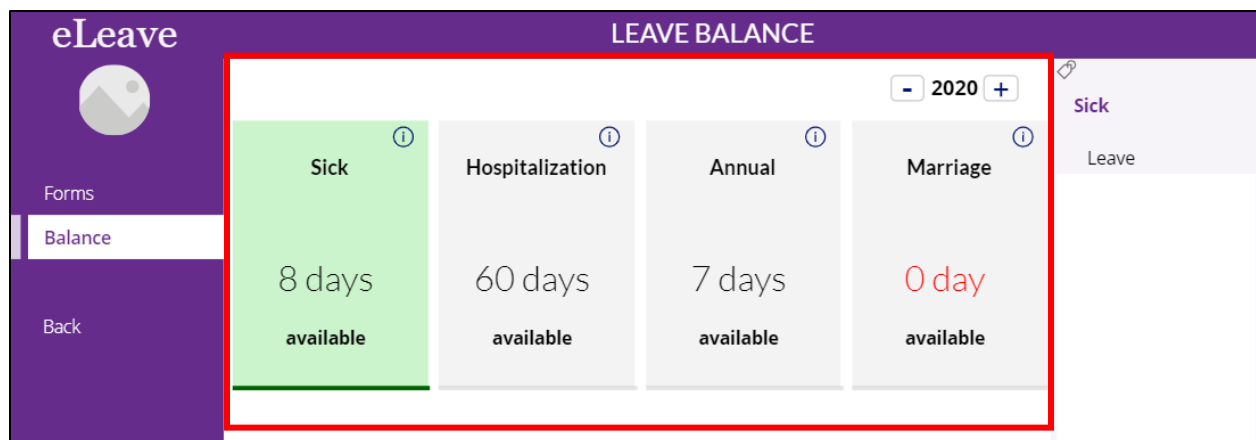
- From the landing page, select **User** button.



The screenshot shows the ALLO eLeave landing page. On the left, there are two sections: 'Hello World' dated 3/13/2020 with a welcome message, and 'Attention' dated 3/13/2020 with a maintenance notice. In the center, there is a table of public holidays. On the right, there is a sidebar with the ALLO logo, the text 'Leave App v1.0.19', a welcome message for 'srkksharepoint', and two buttons: 'User' (highlighted with a red box) and 'Intermediate Manager / CEO'.

HR ANNOUNCEMENTS		PUBLIC HOLIDAYS	
<u>Hello World</u>	3/13/2020	1 Jan	PUBLIC HOLIDAY: NEW YEAR
Welcome to ALLO eLeave! Please refer to your admin should you require any assistance in navigating this app.		25 Jan	PUBLIC HOLIDAY: CHINESE NEW YEAR
<u>Attention</u>	3/13/2020	27 Jan	REPLACEMENT HOLIDAY: CHINESE NEW YEAR
ALLO eLeave is currently undergoing some maintenance. Your kind patience and understanding is appreciated. Thank you!		23 Mar	PUBLIC HOLIDAY: ISRAK & MIKRAJ
		1 May	PUBLIC HOLIDAY: LABOUR DAY
		7 May	PUBLIC HOLIDAY: WESAK DAY
		10 May	PUBLIC HOLIDAY: NUZUL AL-QURAN
		11 May	REPLACEMENT HOLIDAY: NUZUL AL-QURAN
		25 May	PUBLIC HOLIDAY: HARI RAYA PUASA
		26 May	PUBLIC HOLIDAY: HARI RAYA PUASA
		8 Jun	PUBLIC HOLIDAY: AGONG'S BIRTHDAY
		2 Aug	PUBLIC HOLIDAY: THAIPUSAM
		20 Aug	PUBLIC HOLIDAY: AWAL MUHARAM
		31 Aug	PUBLIC HOLIDAY: NATIONAL DAY

- On the left navigation pane in the **Forms** view (dashboard), the **Balance** page directs users to a page where each type of leave is updated with the remainder days available for users to apply.



The screenshot shows the 'eLeave Balance' page. On the left is a navigation pane with 'Forms' and 'Balance' (selected). The main area is titled 'LEAVE BALANCE' and shows a year selector set to '2020'. Below this are four cards for different leave types: 'Sick' (8 days available), 'Hospitalization' (60 days available), 'Annual' (7 days available), and 'Marriage' (0 day available). A red box highlights these four cards. On the right, there is a sidebar with a search icon and two buttons: 'Sick' and 'Leave'.

- Click the individual leave to view the list of submitted leave applications under that leave category.

eLeave



Forms

Balance

Back

Sick leave

-

2020

+

Leave applications

APPROVED BY
CEO

7 form(s)

7 day(s)

APPROVED BY
MANAGER

2 form(s)

2 day(s)

CLOSE

0

Form(s)

0

Total day(s)
requested

8

day(s)
available

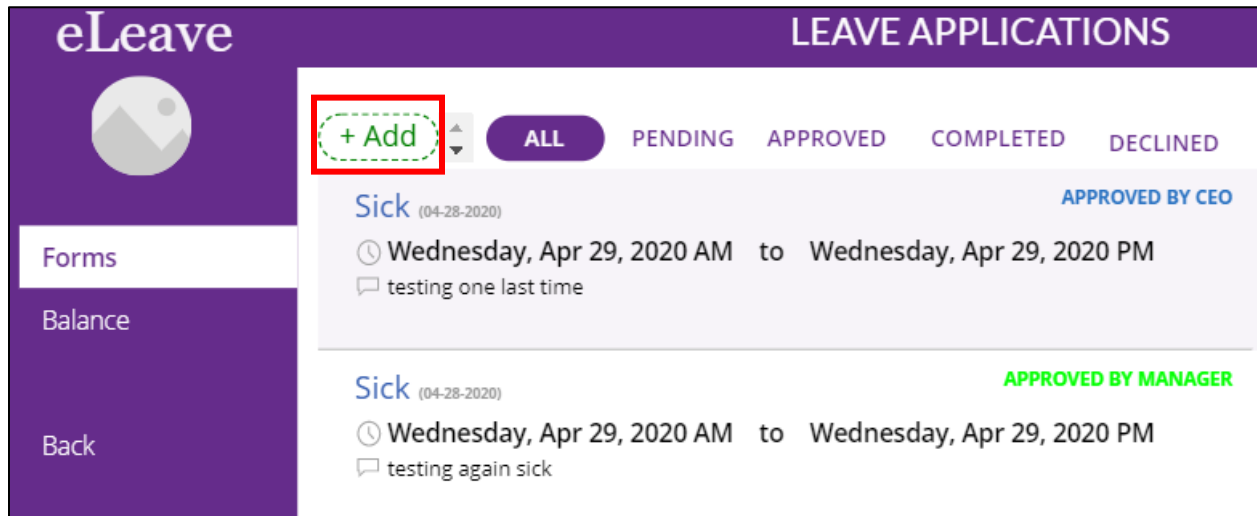
Sick

Leave

eLeave Request

Create eLeave Request

1. From the dashboard, select **+Add**.



eLeave **LEAVE APPLICATIONS**

+ Add **ALL** **PENDING** **APPROVED** **COMPLETED** **DECLINED**

Sick (04-28-2020) **APPROVED BY CEO**

🕒 Wednesday, Apr 29, 2020 AM to Wednesday, Apr 29, 2020 PM

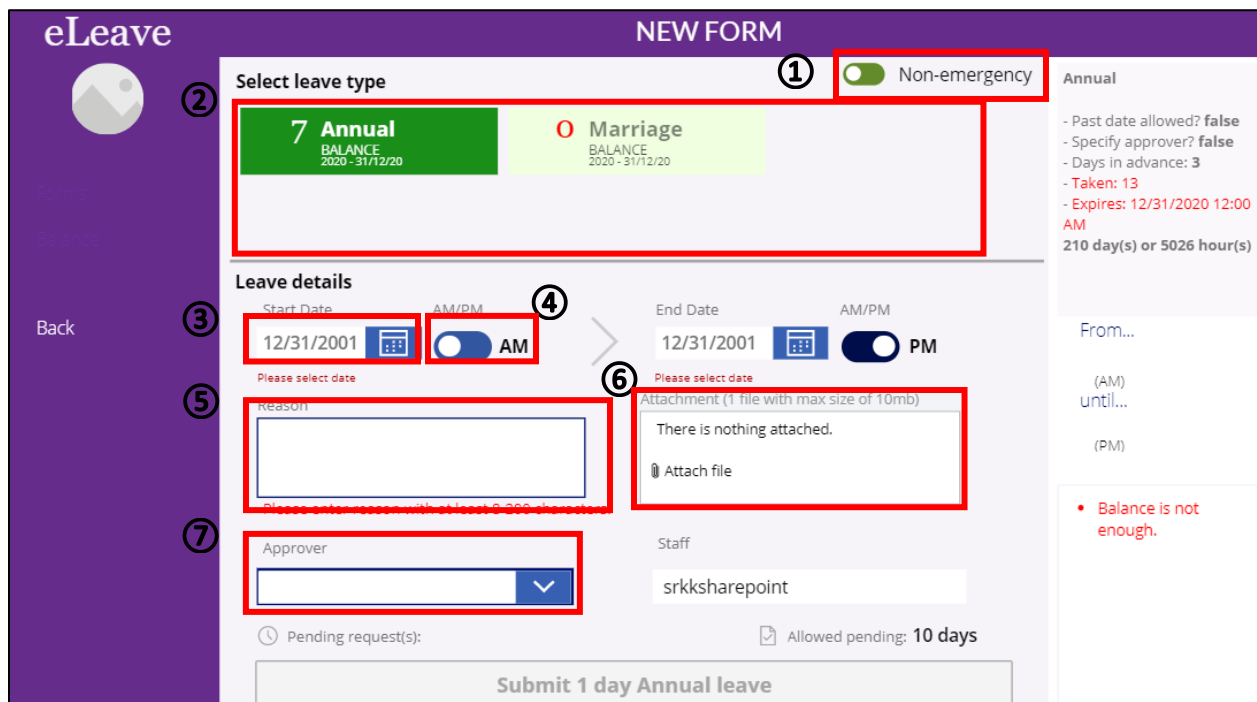
💬 testing one last time

Sick (04-28-2020) **APPROVED BY MANAGER**

🕒 Wednesday, Apr 29, 2020 AM to Wednesday, Apr 29, 2020 PM

💬 testing again sick

2. Fill the leave request form based on following:



eLeave **NEW FORM**

Select leave type **1** ☒ Non-emergency

7 Annual BALANCE 2020 - 31/12/20 **0 Marriage** BALANCE 2020 - 31/12/20

Leave details

2 **3** **4** **5** **6** **7**

Start Date: 12/31/2001 AM/PM **AM** End Date: 12/31/2001 AM/PM **PM**

Please select date

Reason:

Please select date

Attachment (1 file with max size of 10mb)

There is nothing attached.

Attach file

Approver:

Staff: srkksharepoint

Pending request(s): Allowed pending: 10 days

Submit 1 day Annual leave

Annual

- Past date allowed? false
- Specify approver? false
- Days in advance: 3
- Taken: 13
- Expires: 12/31/2020 12:00 AM
- 210 day(s) or 5026 hour(s)

From... (AM) until... (PM)

• Balance is not enough.

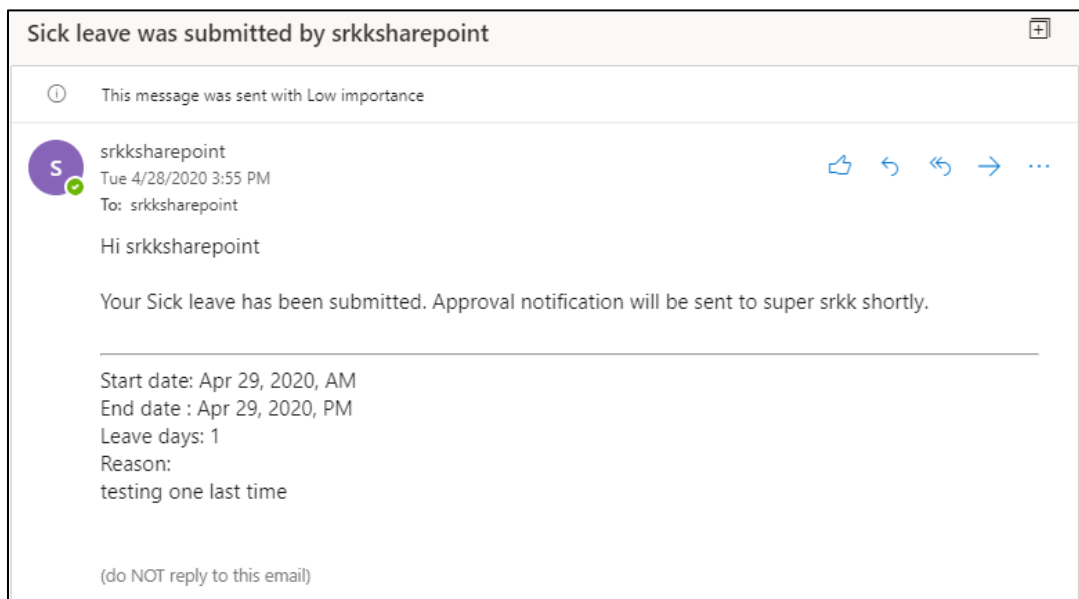
eLeave – New Form Information

No.	Feature	Description
1	Emergency	Toggle button to change between Emergency Leave or Non-Emergency Leave (applicable only for Annual leave).
2	Leave Type	Select a valid leave type. If the user's leave balance is denoted as 0 (zero) , hence users are unable to take such leave. The days are auto-deducted every time a leave request is approved.
3	Start & End Date	Calendar function to select the start and end date of leave.
4	AM/PM	Toggle button to select general timing of leave applied.
5	Reason	Describe the reason of leave in the text field.
6	Attachment	Upload related attachment if required. (<i>Note: This field is only applicable for Sick Leave and is mandatory. The maximum file size limit is 10MB.</i>)
7	Approver	The approver is the user's manager, and it will be set automatically by the system.

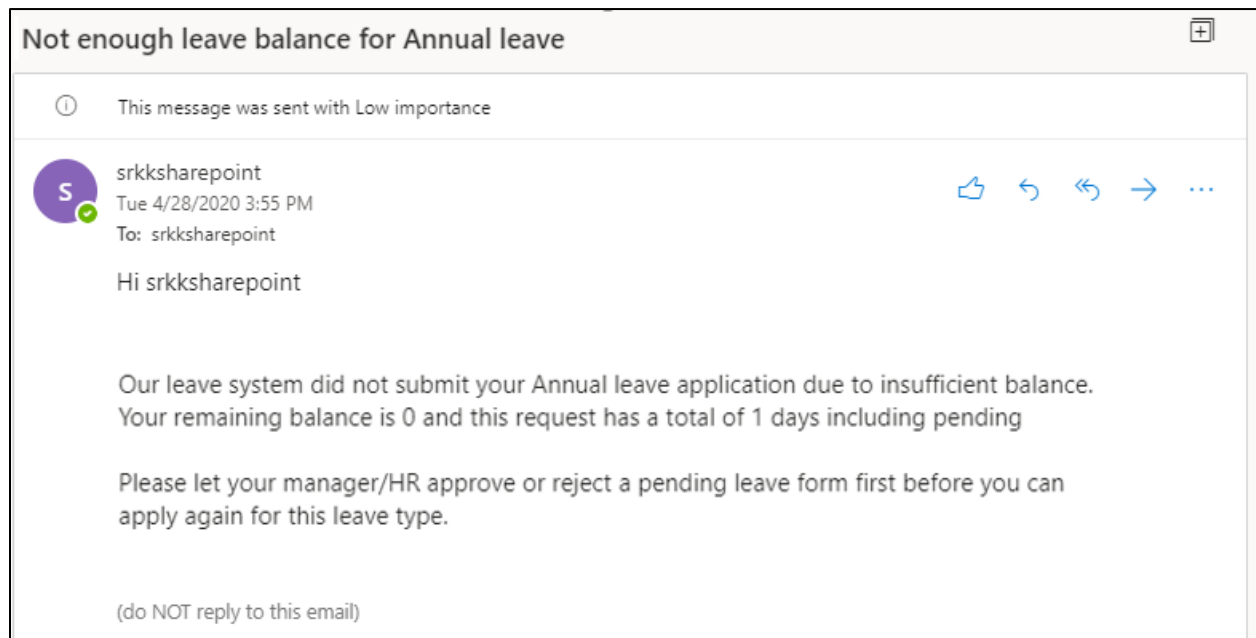
If all information is valid, and the start and end dates are within the user's balance, select **Submit**.

After that, user will receive an email notification that stated they have submitted the leave request or insufficient leave balance notification. Below show the email samples when different scenarios occur:

Scenario 1: Leave Balance is sufficient

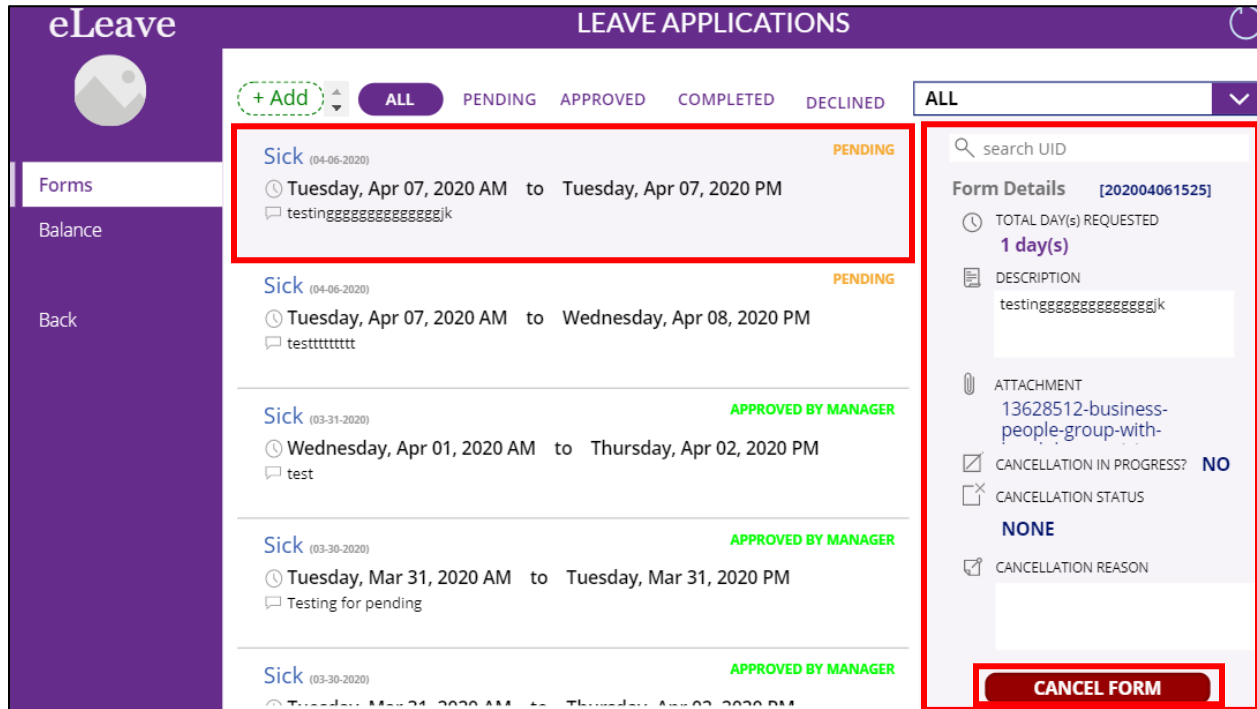


Scenario 2: Leave Balance is insufficient



Cancelling eLeave Request

- Under the scenario the user needs to cancel their application, on the dashboard, select **CANCEL FORM** on the intended leave request. If cancellation is in progress, it will reflect in the **Form Details** pane.



The screenshot shows the 'eLeave LEAVE APPLICATIONS' dashboard. On the left is a sidebar with 'Forms', 'Balance', and 'Back' links. The main area displays a list of leave requests. The first request is highlighted with a red box:

- Sick** (04-06-2020) **PENDING**
- Tuesday, Apr 07, 2020 AM to Tuesday, Apr 07, 2020 PM
- testingoooooooooooojkk

Below it is another pending request:

- Sick** (04-06-2020) **PENDING**
- Tuesday, Apr 07, 2020 AM to Wednesday, Apr 08, 2020 PM
- testttttttt

Then two approved requests:

- Sick** (03-31-2020) **APPROVED BY MANAGER**
- Wednesday, Apr 01, 2020 AM to Thursday, Apr 02, 2020 PM
- test

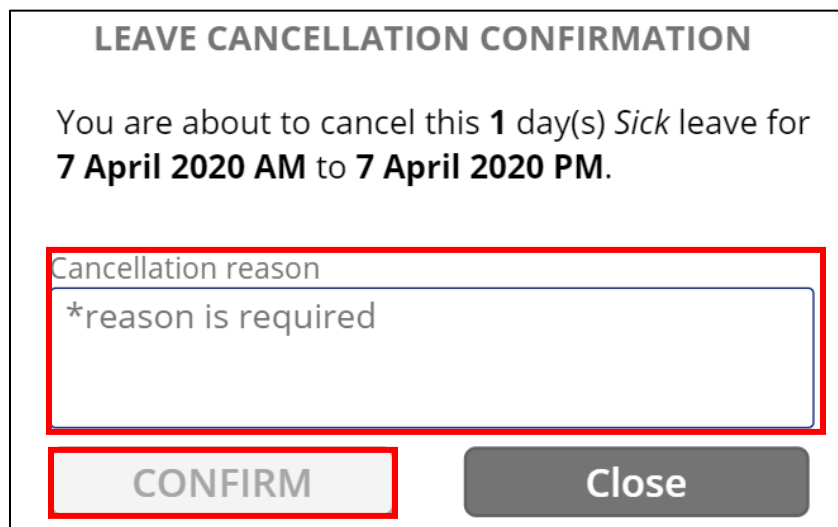
- Sick** (03-30-2020) **APPROVED BY MANAGER**
- Tuesday, Mar 31, 2020 AM to Tuesday, Mar 31, 2020 PM
- Testing for pending

On the right, the 'Form Details' pane for request [202004061525] is shown, also highlighted with a red box:

- search UID
- Form Details [202004061525]**
- TOTAL DAY(s) REQUESTED: **1 day(s)**
- DESCRIPTION: testingoooooooooooojkk
- ATTACHMENT: 13628512-business-people-group-with-
- CANCELLATION IN PROGRESS? **NO**
- CANCELLATION STATUS: **NONE**
- CANCELLATION REASON:

At the bottom right of the details pane, a red button labeled **CANCEL FORM** is highlighted with a red box.

- A message will display to confirm the cancellation of the leave form. The text field for **Cancellation reason** is mandatory. Once confirmed, the cancellation process will commence.



The screenshot shows a 'LEAVE CANCELLATION CONFIRMATION' dialog box. It contains the following text:

LEAVE CANCELLATION CONFIRMATION


You are about to cancel this **1 day(s) Sick** leave for **7 April 2020 AM to 7 April 2020 PM.**


Below this is a text field labeled 'Cancellation reason' with the placeholder text '*reason is required'. The text field is highlighted with a red box.

At the bottom, there are two buttons: **CONFIRM** (highlighted with a red box) and **Close**.





3. Manager will received an email notification of the request is in progress.

srkksharepoint cancelled PENDING Hospitalization leave [UID: 202003301341]

 This message was sent with Low importance



srkksharepoint
 Mon 3/30/2020 2:02 PM
 To: super srkk


srkksharepoint cancelled his/her Hospitalization NON-approved leave form.


Leave details
 Dates: **20 Apr 2020 - AM to 21 Apr 2020 - PM**
 Day(s): **2**
 Desc:
 testing 2nd time
 Cancellation reason:
 hospital closedddddddddd

(do NOT reply this email)






4. Staff will receive an email notification on their cancelation leave request.

srkksharepoint cancelled PENDING Hospitalization leave [UID: 202003301341]

 This message was sent with Low importance



srkksharepoint
 Mon 3/30/2020 2:02 PM
 To: srkksharepoint
 Cc: srkksharepoint

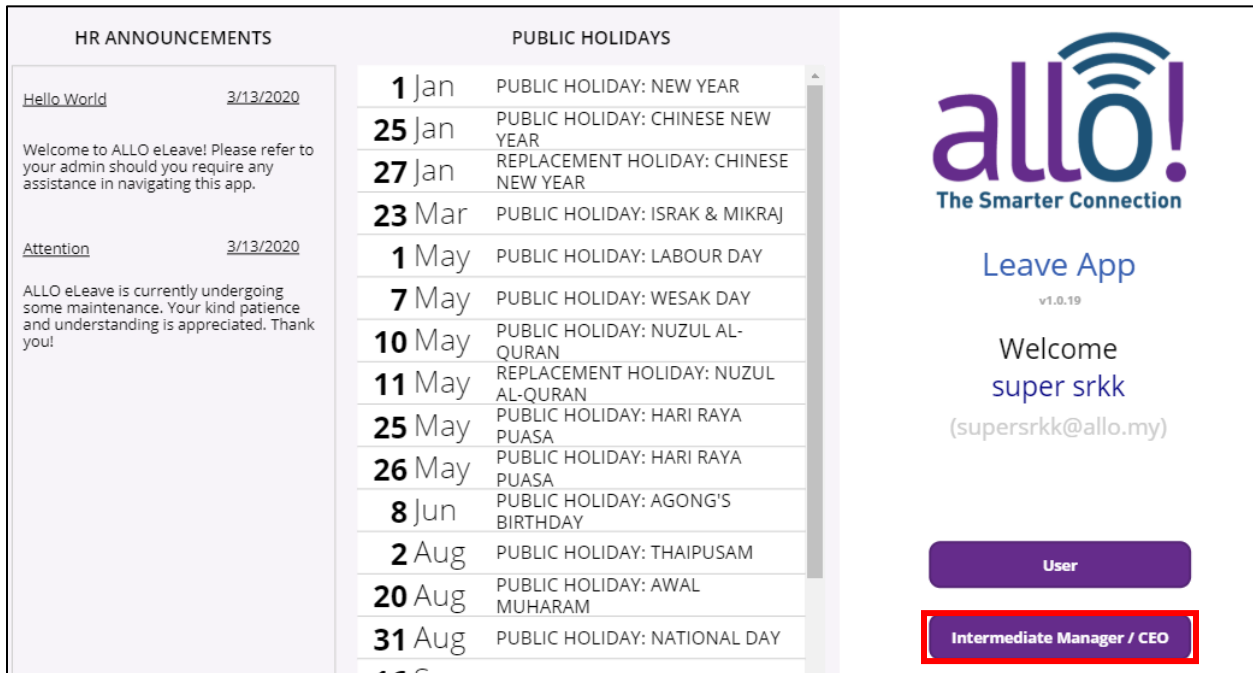
srkksharepoint cancelled his/her Hospitalization NON-approved leave form.

Leave details
 Dates: **20 Apr 2020 - AM to 21 Apr 2020 - PM**
 Day(s): **2**
 Desc:
 testing 2nd time
 Cancellation reason:
 hospital closedddddddddd

(do NOT reply this email)

Approving eLeave Request (Manager Approval)

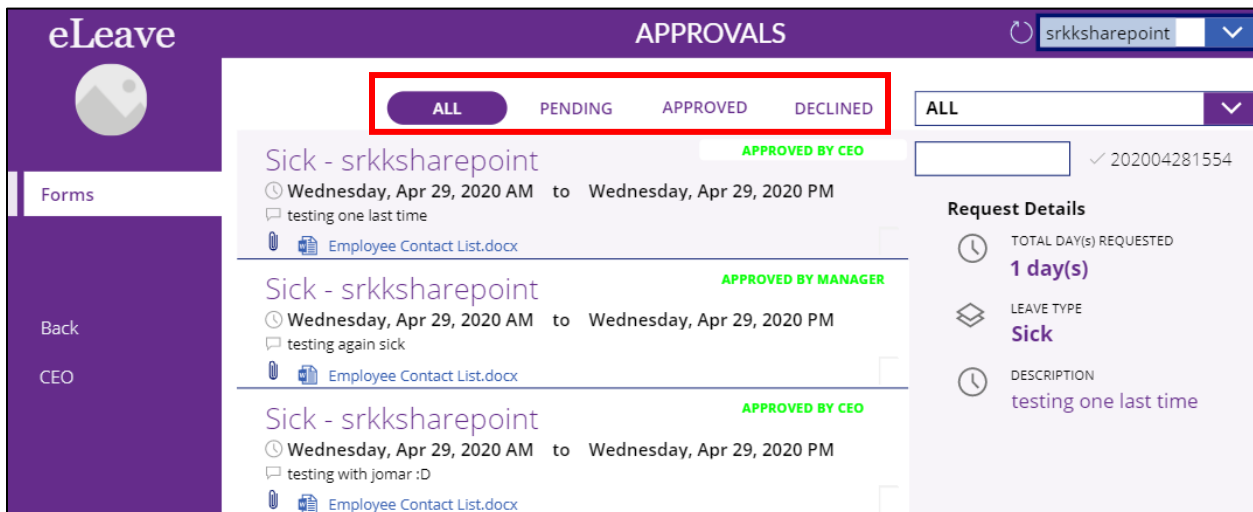
- Once the user submits their eLeave application, the manager will receive an email notification to either approve or reject the application. On the right navigation pane, select **Intermediate Manager/CEO**.



The screenshot displays the ALLO eLeave app interface. On the left, under 'HR ANNOUNCEMENTS', there are two messages: 'Hello World' dated 3/13/2020 and 'Attention' dated 3/13/2020. The 'Attention' message states that the app is undergoing maintenance. In the center, a 'PUBLIC HOLIDAYS' table lists dates from 1 Jan to 31 Aug with corresponding holidays. On the right, the 'Leave App' logo is shown, along with the version 'v1.0.19' and a welcome message for 'super srkk' with the email 'supersrkk@allo.my'. At the bottom right, there are two buttons: 'User' and 'Intermediate Manager / CEO', with the latter highlighted by a red box.

DATE	HOLIDAY
1 Jan	PUBLIC HOLIDAY: NEW YEAR
25 Jan	PUBLIC HOLIDAY: CHINESE NEW YEAR
27 Jan	REPLACEMENT HOLIDAY: CHINESE NEW YEAR
23 Mar	PUBLIC HOLIDAY: ISRAK & MIKRAJ
1 May	PUBLIC HOLIDAY: LABOUR DAY
7 May	PUBLIC HOLIDAY: WESAK DAY
10 May	PUBLIC HOLIDAY: NUZUL AL-QURAN
11 May	REPLACEMENT HOLIDAY: NUZUL AL-QURAN
25 May	PUBLIC HOLIDAY: HARI RAYA PUASA
26 May	PUBLIC HOLIDAY: HARI RAYA PUASA
8 Jun	PUBLIC HOLIDAY: AGONG'S BIRTHDAY
2 Aug	PUBLIC HOLIDAY: THAIPUSAM
20 Aug	PUBLIC HOLIDAY: AWAL MUHARAM
31 Aug	PUBLIC HOLIDAY: NATIONAL DAY

- Managers will be re-directed to the dashboard. Here, a history of the team members' submitted eLeave forms are displayed. The tabs denote the status of each request, whether the requests are **Pending, Approved** or **Declined**.



The screenshot shows the 'eLeave APPROVALS' dashboard. At the top, there are tabs for 'ALL', 'PENDING', 'APPROVED', and 'DECLINED', with 'ALL' selected and highlighted by a red box. Below the tabs, a list of requests is displayed, each for a user named 'Sick - srkksharepoint'. The first request is 'testing one last time' and is 'APPROVED BY CEO'. The second request is 'testing again sick' and is 'APPROVED BY MANAGER'. The third request is 'testing with jomar :D' and is 'APPROVED BY CEO'. On the right, the 'Request Details' section shows 'TOTAL DAY(S) REQUESTED' as '1 day(s)', 'LEAVE TYPE' as 'Sick', and 'DESCRIPTION' as 'testing one last time'. A search bar at the top right contains the text 'srkksharepoint'.

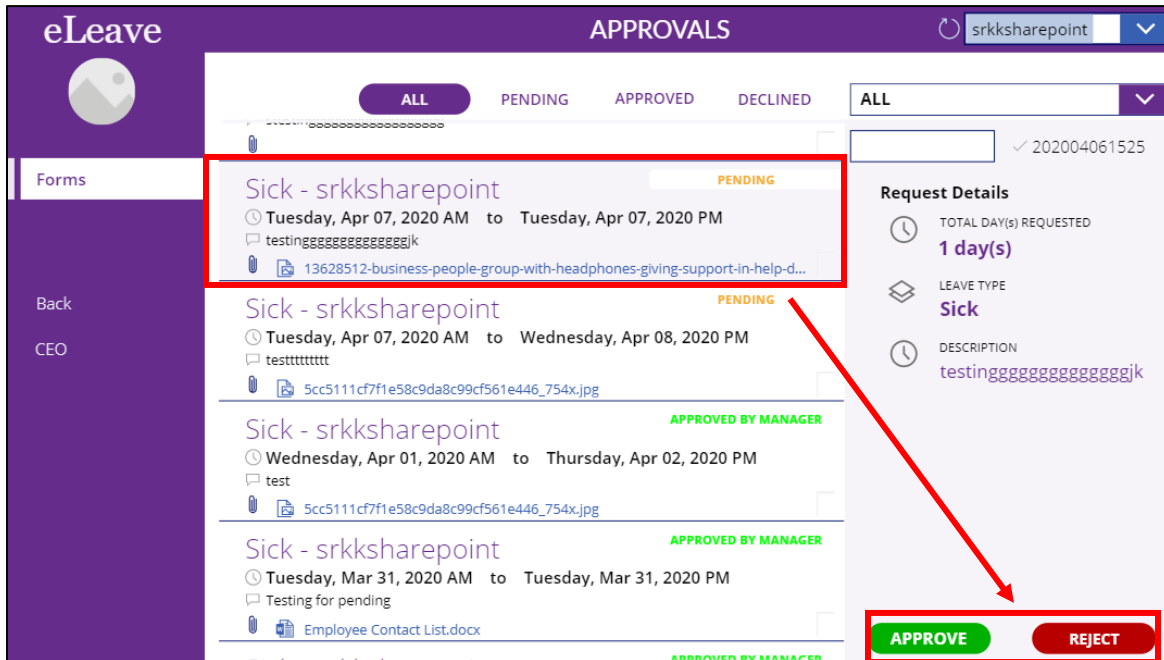
- To approve by user, managers will need to select a user from the dropdown menu on the top-right corner of the page. When a particular user is selected, their eLeave history as well as their pending requests are displayed.

The screenshot shows the 'eLeave' interface with a purple header. The 'APPROVALS' section is active. In the top right, a dropdown menu is open, showing 'srkksharepoint' as the selected user. A red arrow points to this dropdown. Below the header, there are tabs for 'ALL', 'PENDING', 'APPROVED', and 'DECLINED'. The 'ALL' tab is selected. A list of leave requests is displayed, each for 'Sick - srkksharepoint' on 'Wednesday, Apr 29, 2020 AM to Wednesday, Apr 29, 2020 PM'. The requests are approved by 'CEO' or 'MANAGER'. A 'Request Details' panel on the right shows 'TOTAL DAY(S) REQUESTED: 1 day(s)', 'LEAVE TYPE: Sick', and 'DESCRIPTION: testing one last time'.

- To filter through **Leave Types**, select an option from the dropdown menu to simplify and narrow down the list of applications.

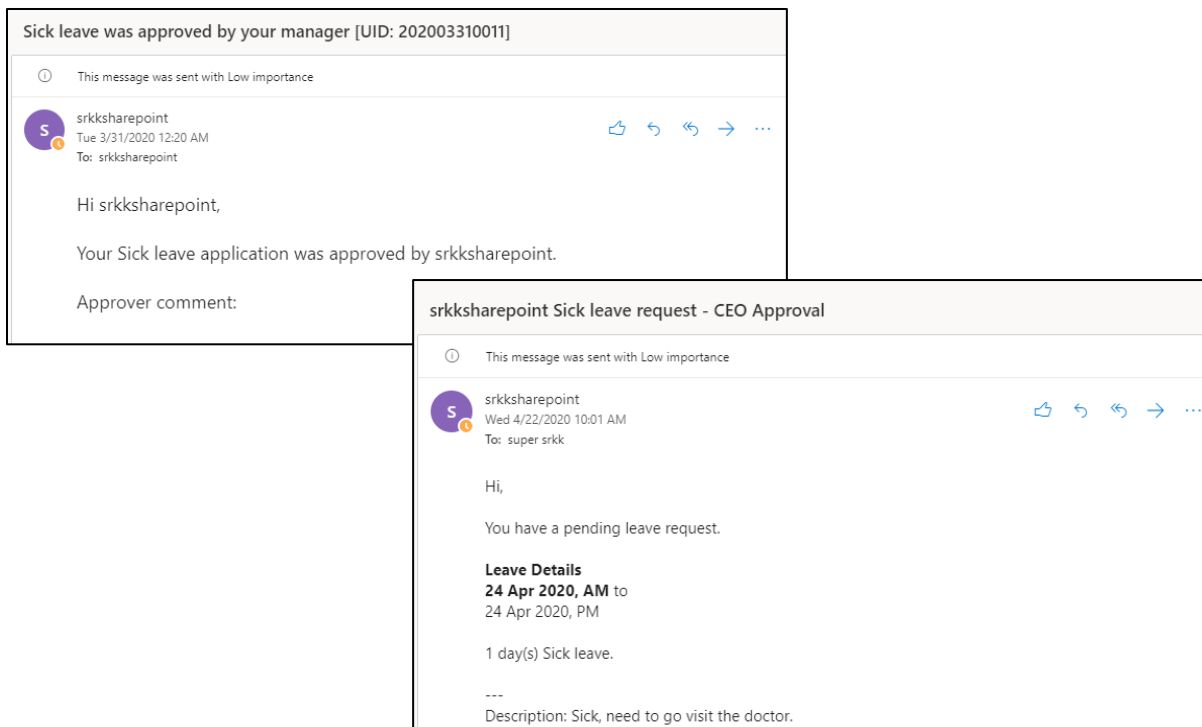
This screenshot shows the same 'eLeave' interface, but with the 'Leave Type' dropdown menu open. The dropdown menu is located on the right side of the page and lists various leave types: 'ALL', 'Annual', 'Sick', 'Maternity', 'Replacement (working on rest day)', 'Replacement (Public holiday fall on', 'Emergency', 'Marriage', 'Non-Paid', and 'Pilgrimage'. The 'ALL' option is currently selected. The background shows the same list of leave requests as the previous screenshot.

5. Select the eLeave application for approval and the leave request details will be shown on the right pane. Select the green **Approve** button; or red **Reject** button on the bottom-right panel.



The screenshot shows the 'eLeave APPROVALS' interface. On the left, there's a sidebar with 'Forms' and 'Back' links. The main area displays a list of leave requests. The first request, 'Sick - srkksharepoint', is highlighted with a red box and labeled 'PENDING'. It shows dates from Tuesday, Apr 07, 2020 AM to Tuesday, Apr 07, 2020 PM. To the right, the 'Request Details' pane shows 'TOTAL DAY(S) REQUESTED' as 1 day(s), 'LEAVE TYPE' as Sick, and 'DESCRIPTION' as testinggggggggggggggik. At the bottom right, there are 'APPROVE' (green) and 'REJECT' (red) buttons, which are also highlighted with a red box. A red arrow points from the highlighted request to these buttons.

6. Emails will be sent to the user or the next approver based on the selected action.
 - i. **Manager Approves:** Email will be sent to user regarding the approval. An email will also be sent to the CEO, who is the 2nd level approver for the eLeave application process.



The image shows two email screenshots. The left email is from 'srkksharepoint' to 'srkksharepoint', dated 'Tue 3/31/2020 12:20 AM'. The subject is 'Sick leave was approved by your manager [UID: 202003310011]'. The body says 'Hi srkksharepoint, Your Sick leave application was approved by srkksharepoint. Approver comment:'. The right email is from 'srkksharepoint' to 'super srkk', dated 'Wed 4/22/2020 10:01 AM'. The subject is 'srkksharepoint Sick leave request - CEO Approval'. The body says 'Hi, You have a pending leave request. Leave Details 24 Apr 2020, AM to 24 Apr 2020, PM 1 day(s) Sick leave. --- Description: Sick, need to go visit the doctor.'

ii. Manager Rejects

Sick was rejected by the your manager [UID: 202003301216]



srkksharepoint

Mon 3/30/2020 12:37 PM

To: srkksharepoint



Hi srkksharepoint,

Your Sick leave was rejected by srkksharepoint.

Approver comment:

Leave details

Dates: **31 Mar 2020, AM >>> 2 Apr 2020, PM**

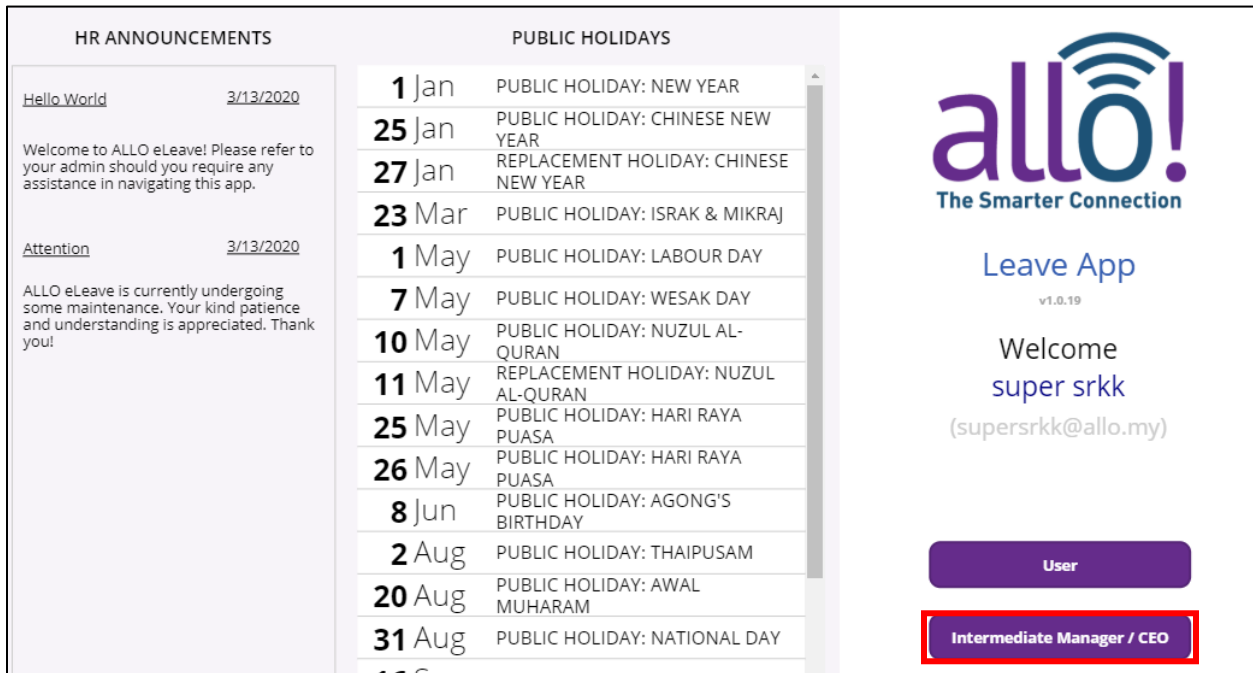
Day(s): **3**

Description:

testingggg

Approving eLeave Request (CEO Approval)

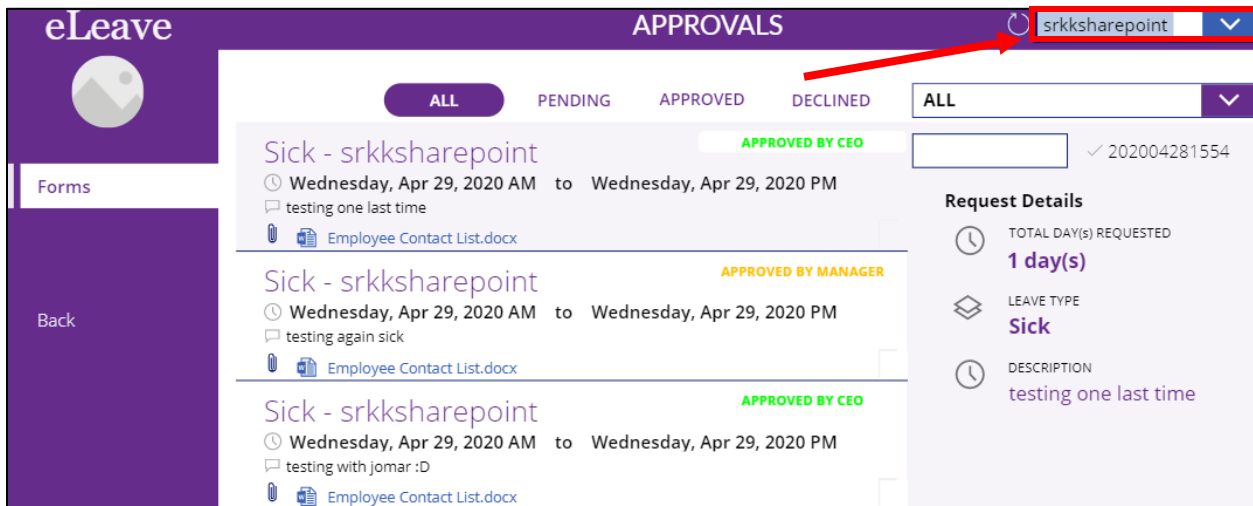
1. The CEO will receive an email notification to either approve or reject the application. On the right navigation pane, select **Intermediate Manager/CEO**.



The screenshot shows the ALLO! eLeave app interface. On the left, there are HR announcements and a list of public holidays. On the right, there is a navigation pane with the following options: User, Intermediate Manager / CEO (highlighted with a red box), and a button for 'Leave App'.

HR ANNOUNCEMENTS	PUBLIC HOLIDAYS
<u>Hello World</u> 3/13/2020	1 Jan PUBLIC HOLIDAY: NEW YEAR
Welcome to ALLO eLeave! Please refer to your admin should you require any assistance in navigating this app.	25 Jan PUBLIC HOLIDAY: CHINESE NEW YEAR
<u>Attention</u> 3/13/2020	27 Jan REPLACEMENT HOLIDAY: CHINESE NEW YEAR
ALLO eLeave is currently undergoing some maintenance. Your kind patience and understanding is appreciated. Thank you!	23 Mar PUBLIC HOLIDAY: ISRAK & MIKRAJ
	1 May PUBLIC HOLIDAY: LABOUR DAY
	7 May PUBLIC HOLIDAY: WESAK DAY
	10 May PUBLIC HOLIDAY: NUZUL AL-QURAN
	11 May REPLACEMENT HOLIDAY: NUZUL AL-QURAN
	25 May PUBLIC HOLIDAY: HARI RAYA PUASA
	26 May PUBLIC HOLIDAY: HARI RAYA PUASA
	8 Jun PUBLIC HOLIDAY: AGONG'S BIRTHDAY
	2 Aug PUBLIC HOLIDAY: THAIPUSAM
	20 Aug PUBLIC HOLIDAY: AWAL MUHARAM
	31 Aug PUBLIC HOLIDAY: NATIONAL DAY

2. The CEO dashboard is similar to the **Manager** dashboard. CEOs must search for an employee's name from the dropdown menu. When a name is selected, the employee's leave applications will be displayed.



The screenshot shows the eLeave APPROVALS dashboard. The top navigation bar includes 'ALL', 'PENDING', 'APPROVED', and 'DECLINED'. A dropdown menu is open, showing 'srkksharepoint' as the selected user. The main content area displays a list of leave requests for 'Sick - srkksharepoint'. The 'Request Details' panel on the right shows the following information:

- TOTAL DAY(S) REQUESTED: 1 day(s)
- LEAVE TYPE: Sick
- DESCRIPTION: testing one last time

- For CEO, under the **Pending** tab are all applications with the status of **Approved by Manager**.

eLeave **APPROVALS**

ALL **PENDING** APPROVED DECLINED

Sick - srkksharepoint **APPROVED BY MANAGER**

🕒 Wednesday, Apr 29, 2020 AM to Wednesday, Apr 29, 2020 PM

🗨 testing again sick

📎 Employee Contact List.docx

Sick - srkksharepoint **APPROVED BY MANAGER**

🕒 Wednesday, Apr 29, 2020 AM to Wednesday, Apr 29, 2020 PM

🗨 Testingggg sick

📎 Employee Contact List.docx

Sick - srkksharepoint **APPROVED BY MANAGER**

🕒 Wednesday, Apr 01, 2020 AM to Thursday, Apr 02, 2020 PM

🗨 test

📎 5cc5111cf7f1e58c9da8c99cf561e446_754x.jpg

- Select the application and select the green **Approve** button; or red **Reject** button on the bottom-right panel.

eLeave **APPROVALS** srkksharepoint

ALL **PENDING** APPROVED DECLINED

Sick - srkksharepoint **APPROVED BY MANAGER**

🕒 Wednesday, Apr 29, 2020 AM to Wednesday, Apr 29, 2020 PM

🗨 testing again sick

📎 Employee Contact List.docx

Sick - srkksharepoint **APPROVED BY MANAGER**

🕒 Wednesday, Apr 29, 2020 AM to Wednesday, Apr 29, 2020 PM

🗨 Testingggg sick

📎 Employee Contact List.docx

Sick - srkksharepoint **APPROVED BY MANAGER**

🕒 Wednesday, Apr 01, 2020 AM to Thursday, Apr 02, 2020 PM

🗨 test

📎 5cc5111cf7f1e58c9da8c99cf561e446_754x.jpg

Sick - srkksharepoint **APPROVED BY MANAGER**

🕒 Tuesday, Mar 31, 2020 AM to Tuesday, Mar 31, 2020 PM

🗨 Testing for pending

📎 Employee Contact List.docx

Sick - srkksharepoint **APPROVED BY MANAGER**

🕒 Tuesday, Mar 31, 2020 AM to Thursday, Apr 02, 2020 PM

Request Details

🕒 TOTAL DAY(S) REQUESTED
1 day(s)

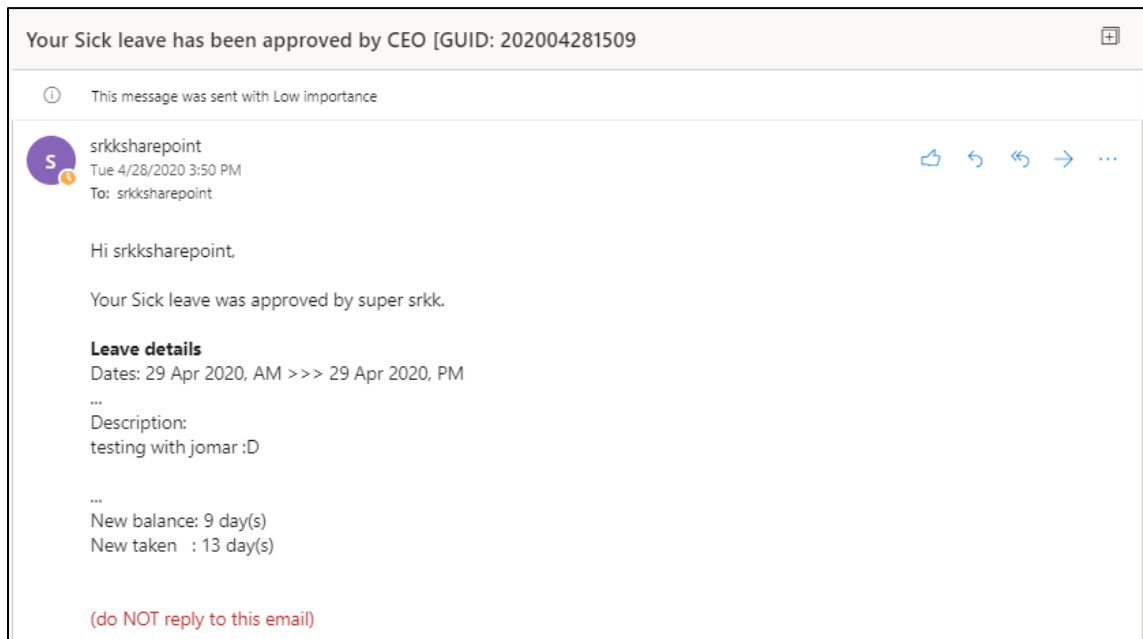
📁 LEAVE TYPE
Sick

🗨 DESCRIPTION
testing again sick

APPROVE **REJECT**

5. Email will be sent to the user based on the selected action.

i. CEO Approves



ii. CEO Rejects

