

STEP 01

Log on to My HCL and go to My Transactions > India LMS.



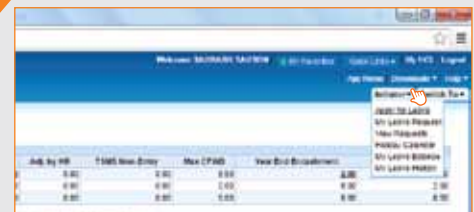
STEP 02

The LMS home page shows your accrued, availed, balance and carried forward leaves. More options can be explored through the **Initiator** tab on top right of the page.

| Leave Type | Accrued | Availed | Balance | Carried Forward |
|-----------------|---------|---------|---------|-----------------|
| Annual Leave | 0.00 | 0.00 | 0.00 | 0.00 |
| Sick Leave | 0.00 | 0.00 | 0.00 | 0.00 |
| Maternity Leave | 0.00 | 0.00 | 0.00 | 0.00 |

STEP 03

To apply for a leave, click on **Initiator > Apply for Leave**.



STEP 04

Fill in your leave details, wherein **Leave Type**, **From/To**, and **Reason** are the mandatory fields.

STEP 05

Click on **Submit**.

For details on leaves, kindly go through the **Holiday Policy**.
MyHCL > My Organization > Policies Hub > HR > Holiday Policy

Things to Remember

- Track the status of your request—pending/approval/approved/rejected/cancelled.
- You can cancel a leave request even after approval.
- As a Reporting Manager (RM) you can approve/reject leave requests of your reportees.
- As an RM you can generate reports for all your reportees.