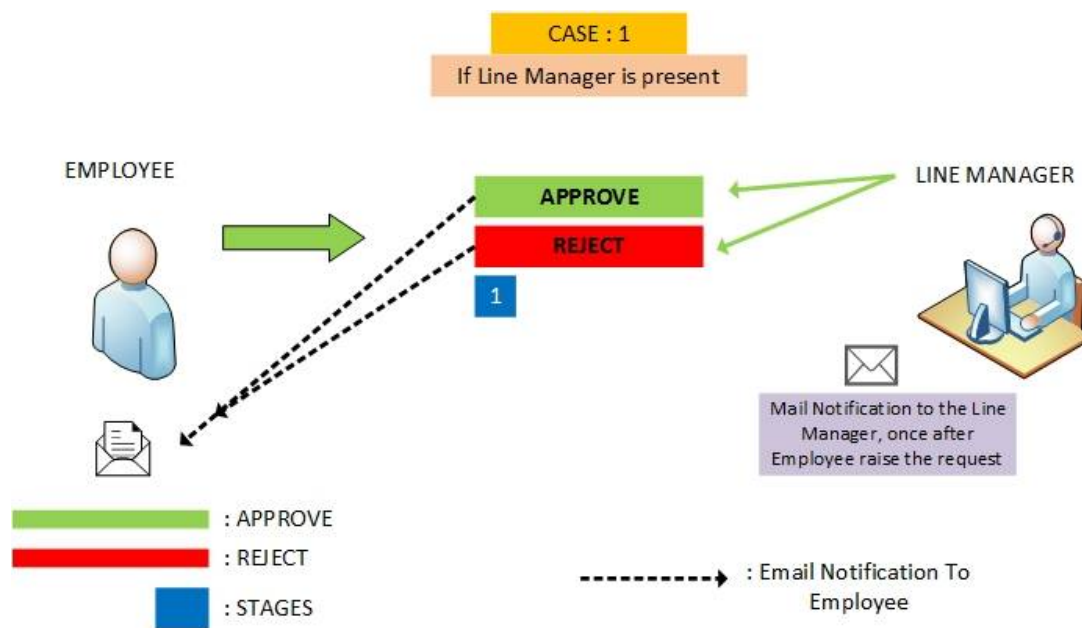
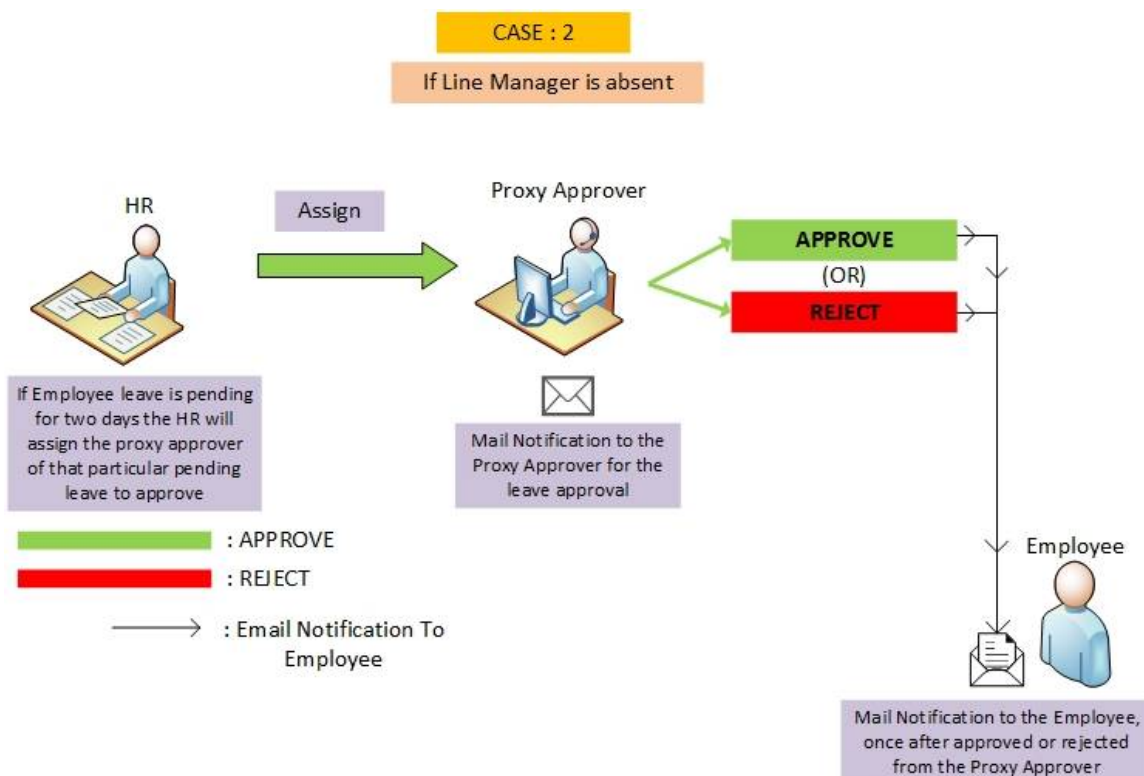


### Case 1:

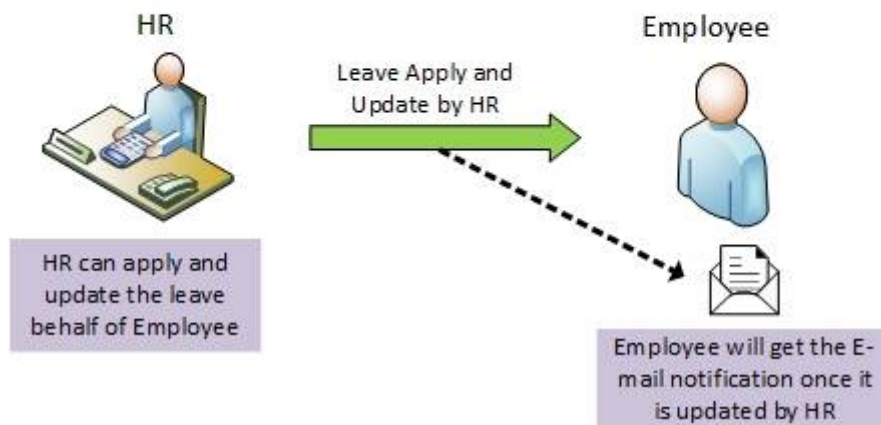


- **Employee** will raise the leave request, it will moves to the **Line Manager** for the approval.
- After applying the leave request an **Employee** and **Line Manager** both will get the Email notification regarding pending leave approval.
- Once after **Line Manager** approves or rejects the Leave form, **Employee** will get an Email alert.

### Case 2:



- If **Line Manager** is absent for two days, **HR** will assign the Proxy Approver to that particular leave the Email notification will move to the Proxy Approver regarding pending leave.
- Proxy approver approves or rejects based on his confirmation, after that an Email notification will go the Employee.

**Case 3:****CASE : 3****Leave Apply and Update by HR**

- **HR** can apply and update the leave behalf of an **Employee**, once after the leave gets updated an Email alert notification will goes to the Employee.