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Leave Management

Apply for leaves and manage leave requests

Download Report

Leave Balance

Your current leave balance for 2026

Casual Leave
Total
Used
Available

Sick Leave
Total
Used
Available

Earned Leave
Total
Used
Available

Comp Off
Total
Used
Available

+ Apply for Leave

Submit a new leave application

Leave Type *

Select leave type

Duration

Full Day

Start Date *

Select start date

End Date *

Select end date

Reason *

Please provide a reason for your leave...

Attach Medical Certificate (if applicable)

Click to upload document

+ Submit Leave Application

Leave Requests

Pending and approved leave applications

Request ID	Employee	Leave Type	Period	Days	Reason	Status	Actions
L001	Priya Sharma EMP002	Sick Leave	05 Feb to 06 Feb	2	Medical checkup and rest	Pending	
L002	Rajesh Kumar EMP001	Casual Leave	10 Feb to 10 Feb	1	Personal work	Approved	By Vikram Singh
L003	Suresh Reddy EMP004	Earned Leave	15 Feb to 20 Feb	6	Family function	Pending	
L004	Karthik Iyer EMP007	Casual Leave	28 Jan to 28 Jan	1	Emergency at home	Approved	By Vikram Singh