EMPLOYEE PANEL + ADMIN PANEL
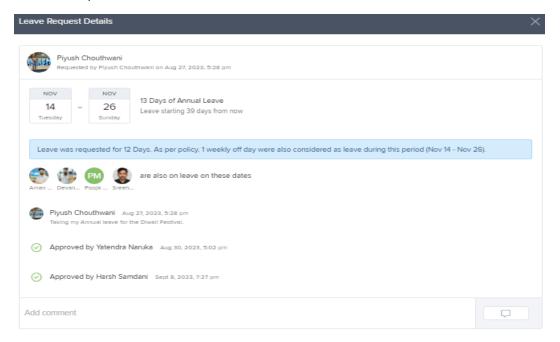
1 -LEAVE TRANSACTION
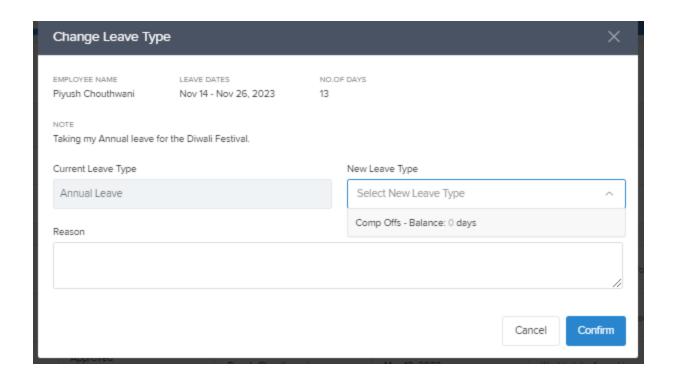
LEAVE DATES		LEAVE TYPE	STATUS	REQUESTED BY	ACTION TAKEN ON	LEAVE NOTE	REJECT/CANCELLATION REASON	ACTIONS
Nov 14 - Nov 26, 2023 13 Days	ⓘ	Annual Leave Requested on Aug 27, 2023	Approved by Harsh Samdani	Piyush Chouthwani	Sep 08, 2023	Taking my Annual leave for the Di		⋯
Sept 05, 2023 1 Day	↺	Comp Offs Requested on Sep 21, 2023	Approved by Harsh Samdani	Piyush Chouthwani	Sep 25, 2023	Worked on 4th Sep, Visited Abu D		⋯
Jul 04 - Jul 16, 2023 13 Days	ⓘ	Annual Leave Requested on May 14, 2023	Approved by Harsh Samdani	Piyush Chouthwani	May 18, 2023	Want to take Annual leave, from 4		⋯
Jul 01 - Jul 02, 2023 2 Days	↺	Comp Offs Requested on Jul 25, 2023	Approved by Harsh Samdani	Piyush Chouthwani	Jul 31, 2023	Went to India for a vacation so ap		⋯
Feb 21 - Feb 22, 2023 2 Days		Comp Offs Requested on Feb 13, 2023	Approved by Harsh Samdani	Piyush Chouthwani	Feb 27, 2023	Worked on last month's week's of		⋯
Feb 21 - Feb 22, 2023 2 Days		Comp Offs Requested on Feb 08, 2023	Rejected by Harsh Samdani	Piyush Chouthwani	Feb 13, 2023	Taking Comp off, Worked in the m	Pl mention the dates of Week offs	⋯
Feb 16 - Feb 19, 2023 4 Days		Annual Leave Requested on Feb 08, 2023	Approved by Harsh Samdani	Piyush Chouthwani	Feb 13, 2023	Going for a vacation.		⋯

2- Right click Actions on Admin Panel

REJECT/CANCELLATION REASON	ACTIONS
	○○○

- View Request
- Change Leave Type
- Change Leave Dates
- Cancel Leave
- Delete Leave

3 – View Request

Leave Request Details   ✕

Piyush Chouthwani
Requested by Piyush Chouthwani on Aug 27, 2023, 5:28 pm

NOV		NOV	
14	–	26	13 Days of Annual Leave
Tuesday		Sunday	Leave starting 39 days from now

Leave was requested for 12 Days. As per policy, 1 weekly off day were also considered as leave during this period (Nov 14 - Nov 26).

Aman ... Devan... Pooja ... Sreeh...   are also on leave on these dates

Piyush Chouthwani   Aug 27, 2023, 5:28 pm
Taking my Annual leave for the Diwali Festival.

✓ Approved by Yatendra Naruka   Aug 30, 2023, 5:02 pm

✓ Approved by Harsh Samdani   Sept 8, 2023, 7:27 pm

Add comment

4- CHANGE LEAVE TYPE (ANY PAST LEAVE TRANSACTION)

Change Leave Type   ✕

EMPLOYEE NAME   LEAVE DATES   NO.OF DAYS

Piyush Chouthwani   Nov 14 - Nov 26, 2023   13

NOTE

Taking my Annual leave for the Diwali Festival.

Current Leave Type

Annual Leave

New Leave Type

Select New Leave Type ⌃

Comp Offs - Balance: 0 days

Reason

Cancel   Confirm

5 – CHANGE LEAVE DATES (ANY PAST LEAVE TRANSATION) : This will generate a new leave request with new dates and automatically the old leave request will be rejected.
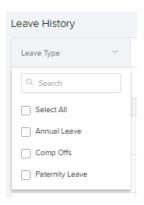
Change Leave Dates

EMPLOYEE NAME | LEAVE TYPE | NO.OF DAYS
Piyush Chouthwani | Annual Leave | 13

NOTE
Taking my Annual leave for the Diwali Festival.

CURRENT LEAVE DATES
Nov 14 - Nov 26, 2023

New Leave Dates

<	October	2023						November	2023	>	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat

Cancel   Confirm

6- CANCEL LEAVE

Cancel Leave

EMPLOYEE NAME | LEAVE TYPE | LEAVE DATES | NO.OF DAYS
Piyush Chouthwani | Annual Leave | Nov 14 - Nov 26, 2023 | 13

NOTE
Taking my Annual leave for the Diwali Festival.
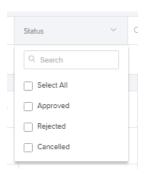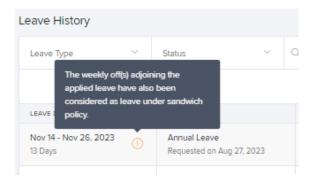
Reason

0 / 1024

Cancel   Confirm

FILTER OPTIONS IN LEAVE TRANSACTIONS

1- LEAVE TYPE – This will help to sort the leave types as we want to heck the attendance in accordance to this.

Leave History

Leave Type ⌄

🔍 Search

☐ Select All

☐ Annual Leave

☐ Comp Offs

☐ Paternity Leave

2- STATUS – This will help to sort the status of leave as we want to heck the attendance in accordance to this.

Status ⌄

🔍 Search

☐ Select All

☐ Approved

☐ Rejected

☐ Cancelled

3 – SANDWICH POLICY – Notification with leave

Leave History

Leave Type ⌄	Status ⌄

The weekly off(s) adjoining the applied leave have also been considered as leave under sandwich policy.

LEAVE

Nov 14 - Nov 26, 2023 13 Days	ⓘ	Annual Leave Requested on Aug 27, 2023

4 – BACK DATED LEAVES

LEAVE DATES	LEAVE TYPE	STATUS
Nov 14 - Nov 26, 2023 13 Days	Annual Leave Requested on Aug 27, 2023	Approved by Harsh Samdani
Sept 05, 2023 1 Day	Comp Offs Requested on Sep 21, 2023	Approved by Harsh Samdani

Backdated Leave