# Applying for Leaves in the Organization Portal

## Step 1: Log in to the Employee Portal

1. Open the company’s HR portal: `https://hr.company.com`  
2. Enter your credentials (Username & Password).  
3. Navigate to the 'Leave Management' section.

## Step 2: Apply for Leave

1. Click on 'Apply for Leave'.  
2. Select Leave Type (e.g., Sick Leave, Vacation, Work From Home).  
3. Choose the Start and End Date.  
4. Provide a Reason for leave (if required).  
5. Attach supporting documents (if applicable, e.g., medical certificates).  
6. Click 'Submit Request'.

## Step 3: Track Leave Request

1. After submission, your request will be sent to your manager for approval.  
2. Check the 'Leave Status' tab to track approval progress.  
3. If approved, you will receive an email confirmation.  
4. If rejected, review the comments and reapply if necessary.

## Step 4: Modify or Cancel Leave

1. Navigate to 'My Leave Requests'.  
2. Click 'Edit' to modify leave dates (if within allowed period).  
3. Click 'Cancel Request' to withdraw leave (if not yet approved).  
4. Confirm the action, and your leave request will be updated accordingly.