

How to Cancel “CASUAL LEAVE”.

Step 01: Click on “Leave Applications”.

The screenshot shows the LAYERS web application interface. The top navigation bar is blue with the LAYERS logo, a menu icon, the user's location (IT CELL HQS, TIS HAZARI), and the user's name (ABHISHEK JOSHI). The main content area has a left sidebar with a 'LEAVE' menu. The 'LEAVE' menu is expanded, showing options: APPLY LEAVE, INTIMATE LEAVE, LEAVE APPLICATIONS (highlighted with a white arrow), LEAVE INTIMATIONS, MY LEAVE REGISTER, and REPORTS. The main content area displays a 'LEAVE REGISTER' table with columns: Leave Type, Leave Year, Total Leaves, Leave Availed, and Leave Balance. The table shows 'Casual Leave' for the year 2024, with 12 total leaves, 2 availed, and 10 remaining.

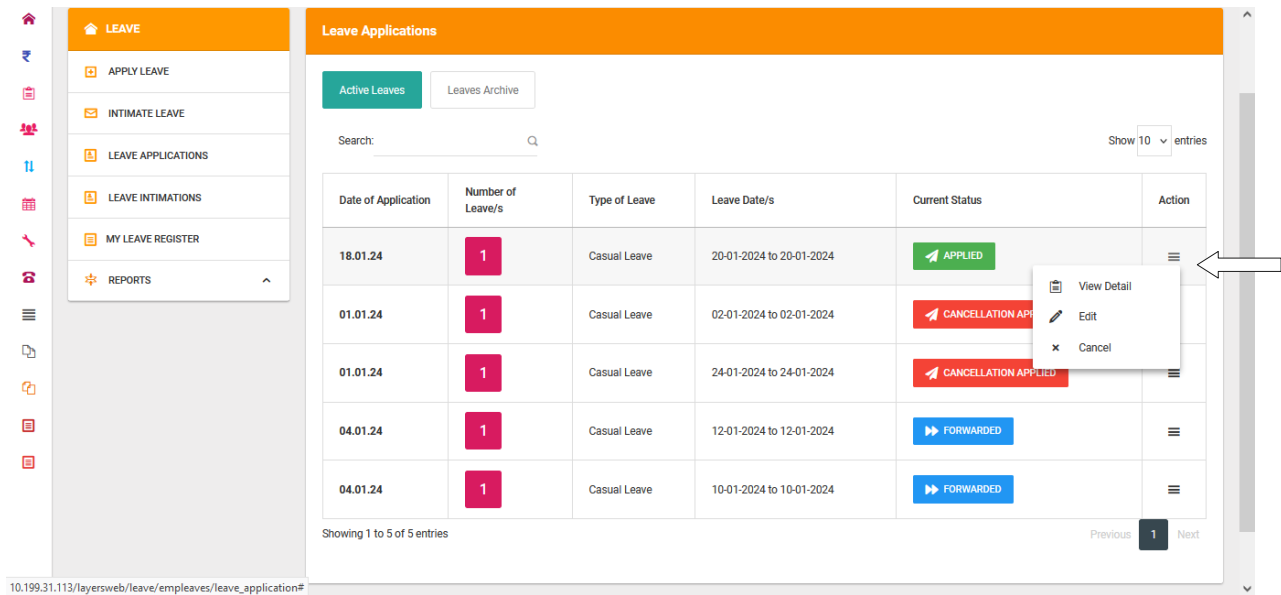
Leave Type	Leave Year	Total Leaves	Leave Availed	Leave Balance
CL Casual Leave	2024	12	2	10

Step 02: Click on “Active Leaves”.

The screenshot shows the LAYERS web application interface. The top navigation bar is blue with the LAYERS logo, a menu icon, the user's location (IT CELL HQS, TIS HAZARI), and the user's name (ABHISHEK JOSHI). The main content area has a left sidebar with a 'LEAVE' menu. The 'LEAVE' menu is expanded, showing options: APPLY LEAVE, INTIMATE LEAVE, LEAVE APPLICATIONS (highlighted with a white arrow), LEAVE INTIMATIONS, MY LEAVE REGISTER, and REPORTS. The main content area displays a 'Leave Applications' section with a 'Active Leaves' tab selected. Below the tab is a search bar and a table with columns: Date of Application, Number of Leave/s, Type of Leave, Leave Date/s, Current Status, and Action. The table shows 5 entries of Casual Leave applications. The first entry is 'APPLIED', and the next three are 'CANCELLATION APPLIED' and 'FORWARDED'.

Date of Application	Number of Leave/s	Type of Leave	Leave Date/s	Current Status	Action
18.01.24	1	Casual Leave	20-01-2024 to 20-01-2024	APPLIED	
01.01.24	1	Casual Leave	02-01-2024 to 02-01-2024	CANCELLATION APPLIED	
01.01.24	1	Casual Leave	24-01-2024 to 24-01-2024	CANCELLATION APPLIED	
04.01.24	1	Casual Leave	12-01-2024 to 12-01-2024	FORWARDED	
04.01.24	1	Casual Leave	10-01-2024 to 10-01-2024	FORWARDED	

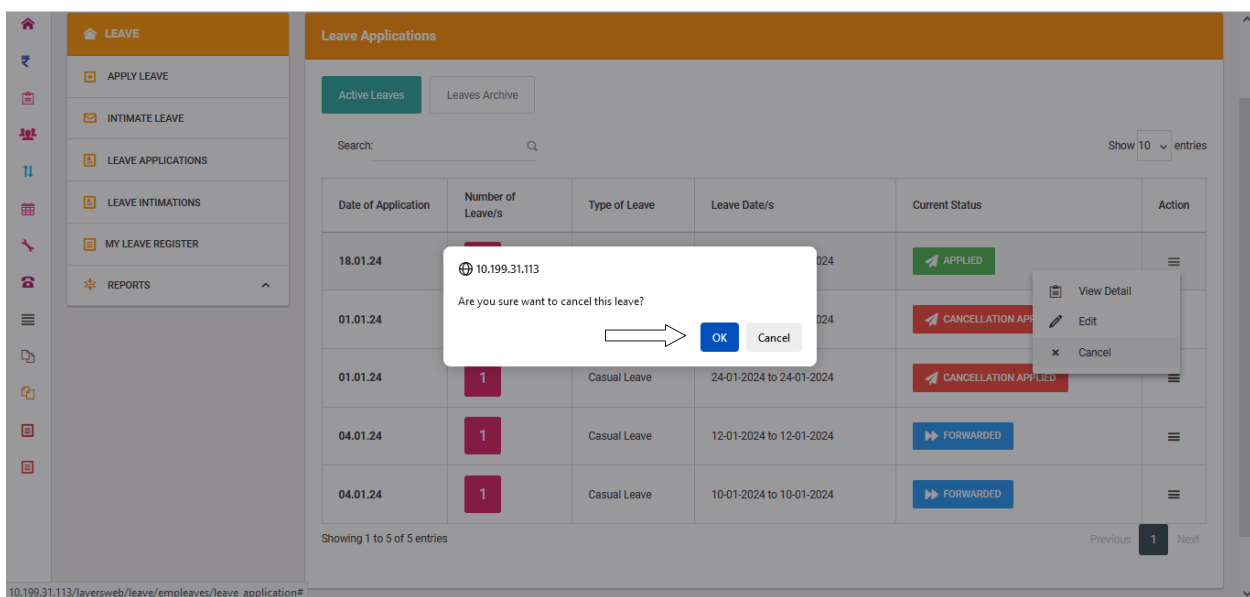
Step 03: Click on three lines in “Action column”, against the Leave, which you have applied and then click on “Cancel”.



The screenshot shows the 'Leave Applications' interface. On the left is a sidebar with a 'LEAVE' menu containing options like 'APPLY LEAVE', 'INTIMATE LEAVE', 'LEAVE APPLICATIONS', 'LEAVE INTIMATIONS', 'MY LEAVE REGISTER', and 'REPORTS'. The main area has a header 'Leave Applications' with tabs for 'Active Leaves' and 'Leaves Archive'. Below the header is a search bar and a 'Show 10 entries' dropdown. A table lists five leave applications. The first row, dated 18.01.24, has a status of 'APPLIED'. An action menu is open for this row, showing options: 'View Detail', 'Edit', and 'Cancel'. An arrow points to the 'Cancel' option. The table has columns: 'Date of Application', 'Number of Leave/s', 'Type of Leave', 'Leave Date/s', 'Current Status', and 'Action'. The bottom of the table shows 'Showing 1 to 5 of 5 entries' and pagination controls.

Date of Application	Number of Leave/s	Type of Leave	Leave Date/s	Current Status	Action
18.01.24	1	Casual Leave	20-01-2024 to 20-01-2024	APPLIED	View Detail, Edit, Cancel
01.01.24	1	Casual Leave	02-01-2024 to 02-01-2024	CANCELLATION APPLIED	
01.01.24	1	Casual Leave	24-01-2024 to 24-01-2024	CANCELLATION APPLIED	
04.01.24	1	Casual Leave	12-01-2024 to 12-01-2024	FORWARDED	
04.01.24	1	Casual Leave	10-01-2024 to 10-01-2024	FORWARDED	

Step 04: Click on “OK” button to cancel Leave Application.



The screenshot shows the same 'Leave Applications' interface as before, but with a confirmation dialog box open. The dialog box has a title bar with a close button and the text '10.199.31.113'. The main text of the dialog is 'Are you sure want to cancel this leave?'. There are two buttons: 'OK' and 'Cancel'. An arrow points to the 'OK' button. The background is dimmed, and the action menu for the first row is still visible.

Date of Application	Number of Leave/s	Type of Leave	Leave Date/s	Current Status	Action
18.01.24	1	Casual Leave	20-01-2024 to 20-01-2024	APPLIED	View Detail, Edit, Cancel
01.01.24	1	Casual Leave	02-01-2024 to 02-01-2024	CANCELLATION APPLIED	
01.01.24	1	Casual Leave	24-01-2024 to 24-01-2024	CANCELLATION APPLIED	
04.01.24	1	Casual Leave	12-01-2024 to 12-01-2024	FORWARDED	
04.01.24	1	Casual Leave	10-01-2024 to 10-01-2024	FORWARDED	