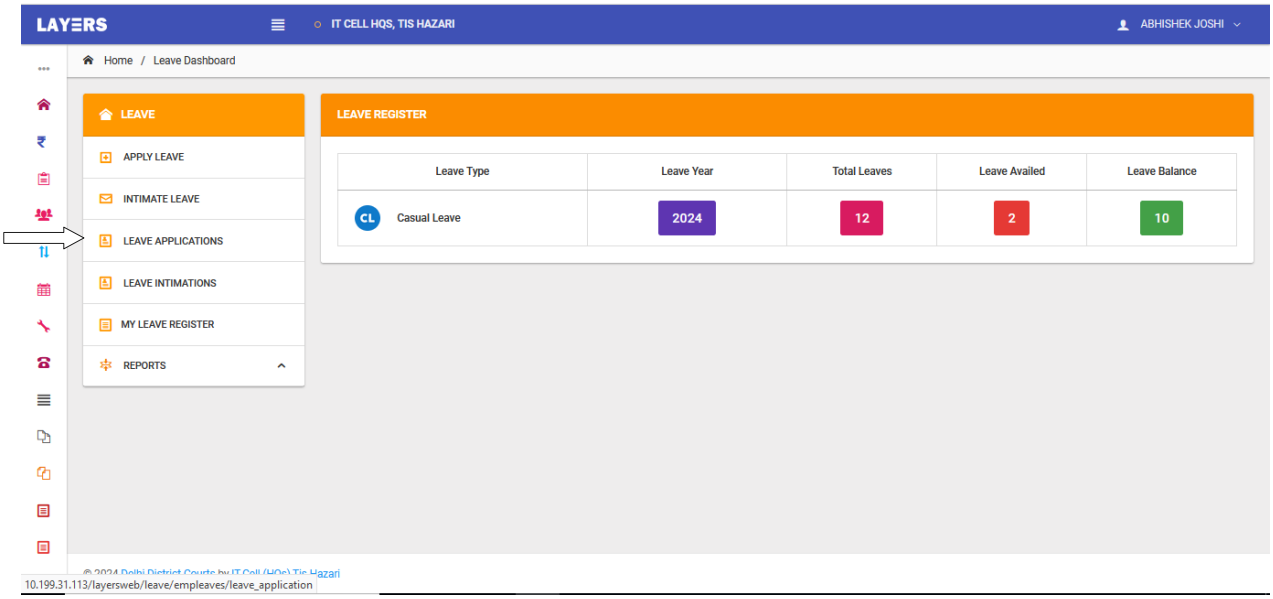
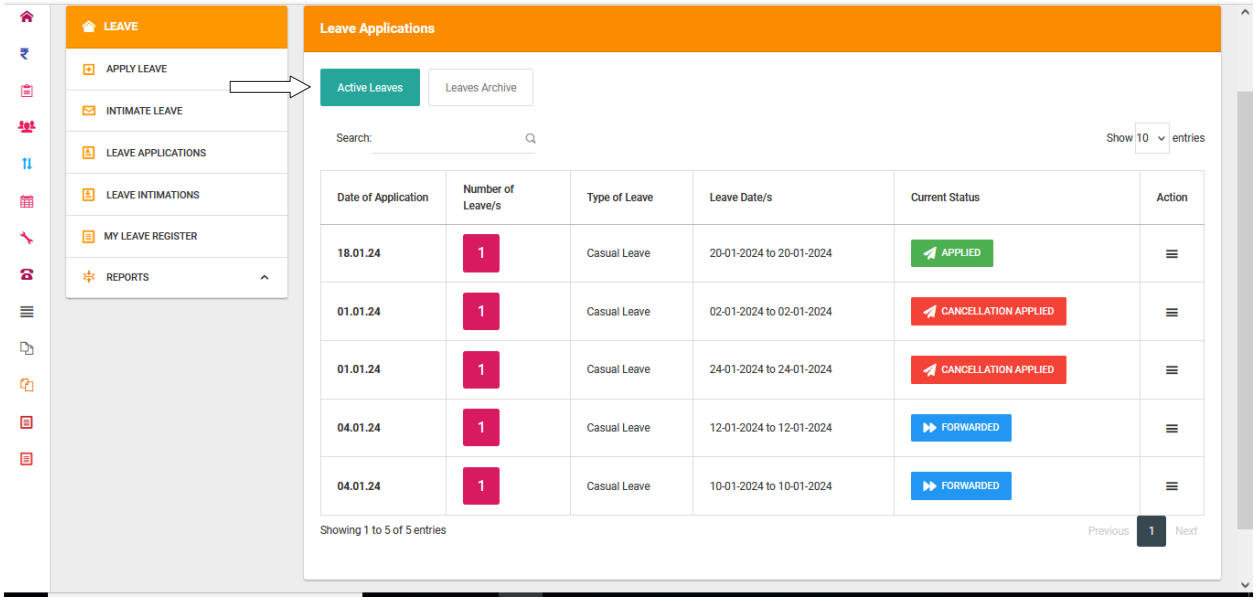
How to Cancel “CASUAL LEAVE”.

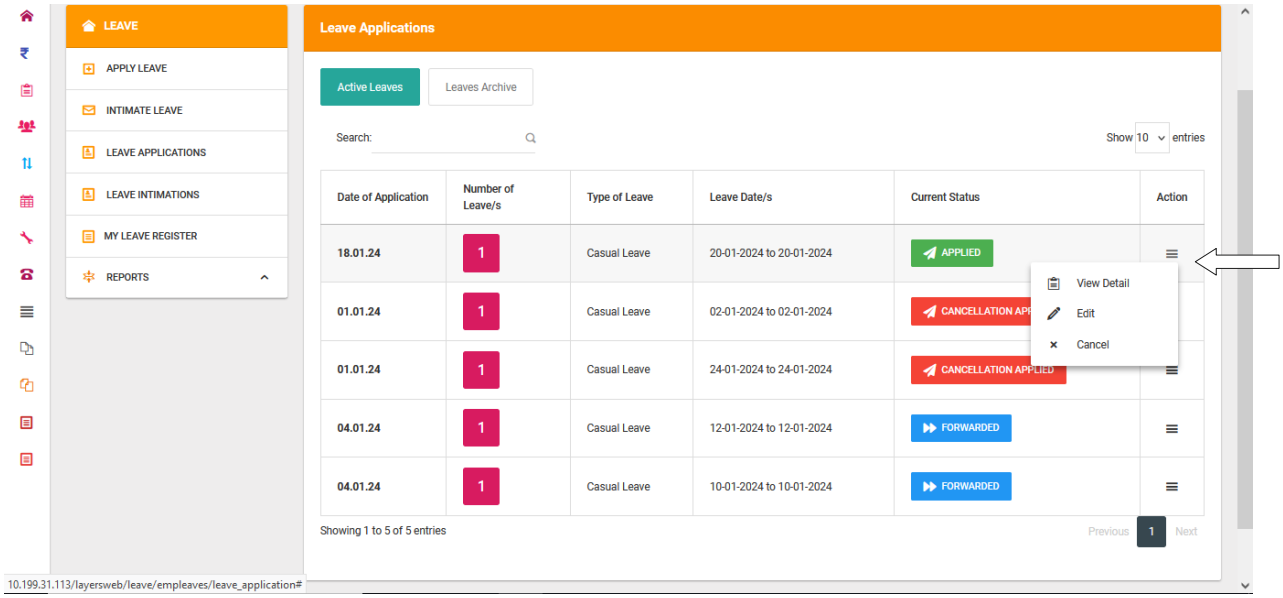
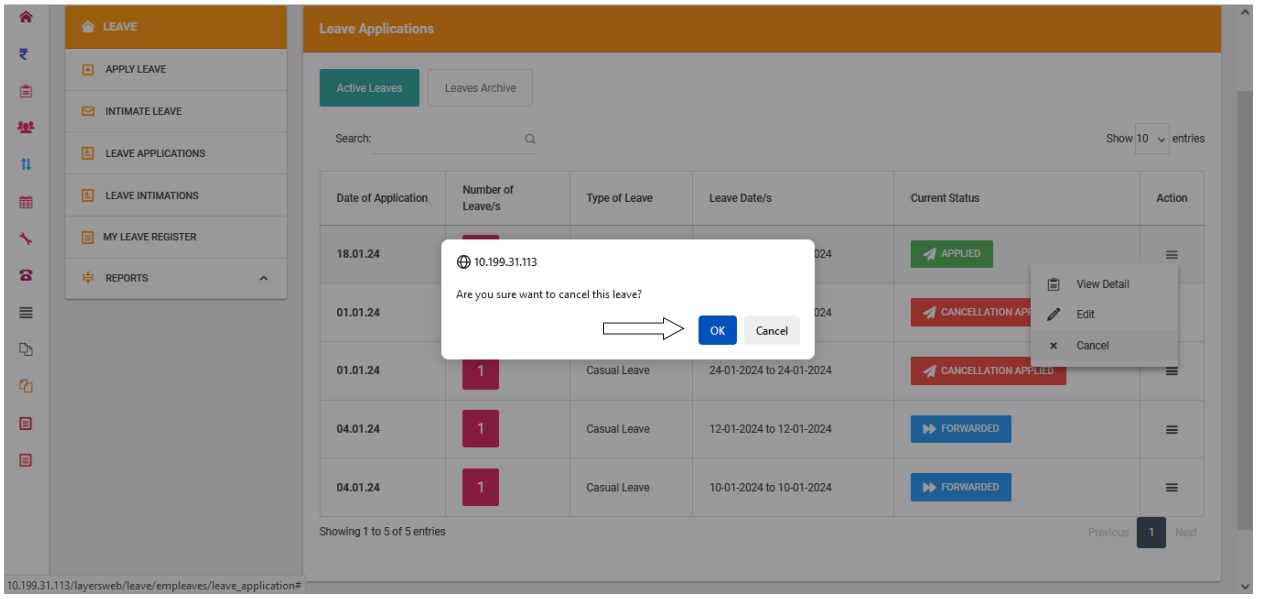
Step 01: Click on “Leave Applications”.



Step 02: Click on “Active Leaves”.



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



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