How to Cancel Leave after approval
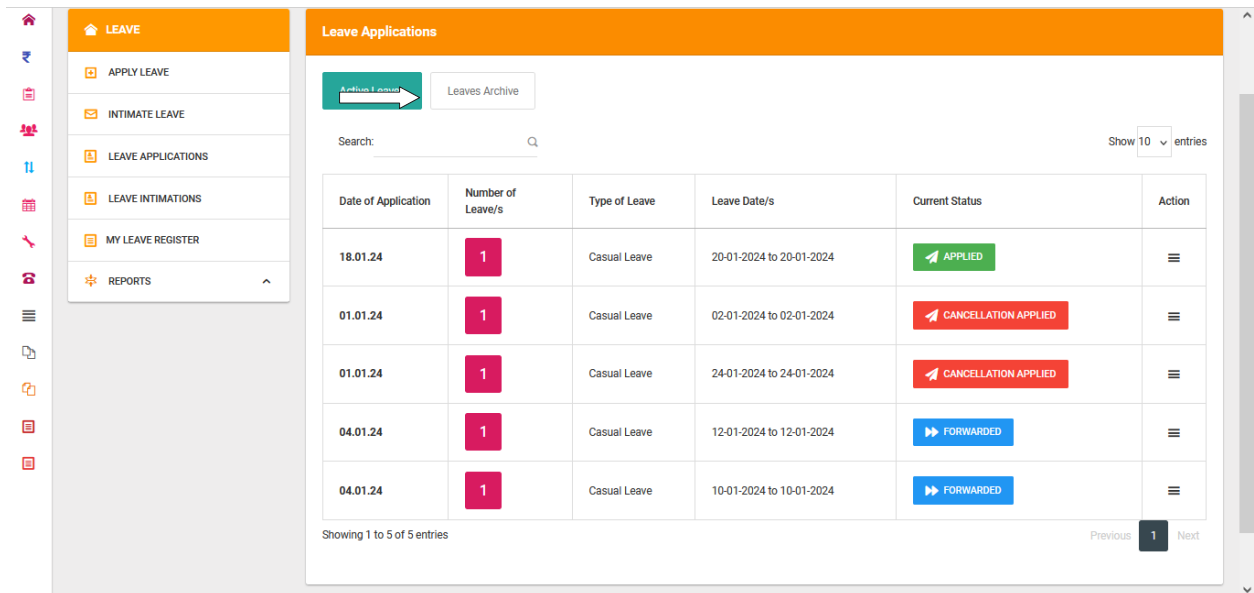
Step 01: Click on "Leave Applications".

Step 02: Now click on "Leaves Archive".

Step 03: Click on three lines in Action column, to request "Leave cancellation" for approved leaves.

Step 04: Click on "View Detail".

Step 05: Click on "Option button".

Step 06: Click on "Request Leave Cancellation".

Step 07: Enter the reason for "Leave Cancellation".

Step 08: Select the "Forwarding Officer" from the list displayed.

Step 09: Click on "Request Cancellation button".

Step 10: Applied "Leave Cancellation" will be displayed in "Active Leaves" tab.