

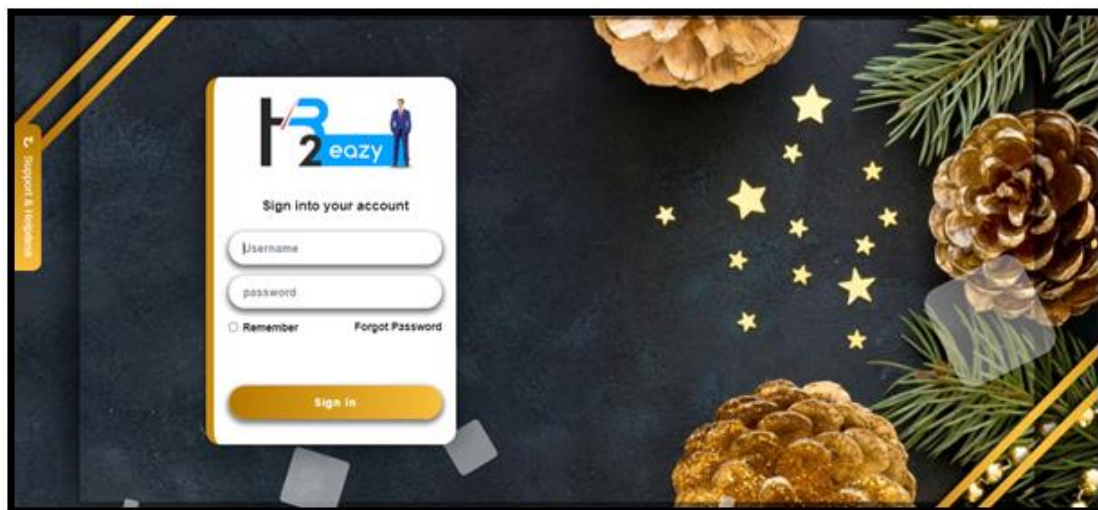


Apply Leave

Platform: Website

Login As Employee

Login to HR2Easy as an Employee



How to Apply Leave?

After successful login it will navigate to Home page as shown below



- Click Apply Leave icon in Home page as shown below will navigate to Apply Leave page. Fill all mandatory fields and click save button

Leave Request

Home » Leave Request

(*) Indicates required fields

Type of Leave *

Reason *

Date From * To

Half Day ☐

Attachment No file chosen

- Added data will display in the grid as shown below and status will be "INPROGRESS"

Leave List

Leave Type	Type	From Date	To Date	Days	Leave Session	Reason	Status	Approver	Attachment	Action
Annual Leave	Entitled Leave	09 Feb 2021	09 Feb 2021	1.00			INPROGRESS	Approver		

- Also User can view their applied leave in Home page under MY APPLIED LEAVES section



Leave Type	Type	Apply Date	From Date	To Date	Days	Approver	Status
Annual Leave	Entitled Leave	21 Dec 2020	21 Dec 2020	21 Dec 2020	0		●
Annual Leave	Entitled Leave	21 Dec 2020	22 Dec 2020	22 Dec 2020	1	SAI SRI	●
Annual Leave	Entitled Leave	11 Nov 2020	11 Nov 2020	11 Nov 2020	1		●
Medical Leave		19 Oct 2020	19 Oct 2020	19 Oct 2020	0.5	DATUK HAJI	●
Medical Leave		12 Oct 2020	11 Jun 2020	11 Jun 2020	1	DATUK HAJI	●

- Applied leave Status will change to **“APPROVED”** or **“REJECTED”** based on approver action in Apply leave page and My Leave section in Home page. And for all approver action user will get email Notification.
- And also User can track their leave Count in Home page under MY LEAVE section



Type	Entitled	Carry Forward	Additional	Applied	Reimbursement Eligible	Reimbursement	Balance
Annual Leave	13	0.00	0	3.00	2.00	0.00	10
Medical Leave	18	0.00	0	3.50	0.00	0.00	14.5
Replacement Leave	12	0.00	0	0.00	0.00	0.00	12
Compassionate Leave	20	0.00	0	0.00	0.00	0.00	20
Marriage Leave	30	0.00	0	0.00	0.00	0.00	30
hospitalization	12	0.00	0	0.00	0.00	0.00	12
UnPaid Leave	0	0.00	0	0.00	0.00	0.00	0