

LEAVE MANAGEMENT USER GUIDE

Overview

The Leave Management Module allows employees to submit leave requests and managers to approve or reject them efficiently.

Getting Started

1. Login to the HRIS: Access the dashboard with your credentials.
2. Navigate to Leave Management: Click on the "Leave Management" tab.

Submitting Leave Requests

1. Submit Leave Request: Click "Request Leave" and fill in the details (type of leave, dates, reason).
2. Submit: Click "Submit" to send the request for approval.

Approving/Rejecting Leave Requests

1. Review Requests: Navigate to "Pending Leave Requests."
2. Approve/Reject: Click "Approve" or "Reject" based on the request details.

Leave Balances and Reports

1. View Leave Balances: Employees can view their leave balances on their dashboard.
2. Leave Reports: Managers can generate reports on leave usage and balances.