

# Leave User

## Overview

Leave applicant user can use Leave model for leave related activities.

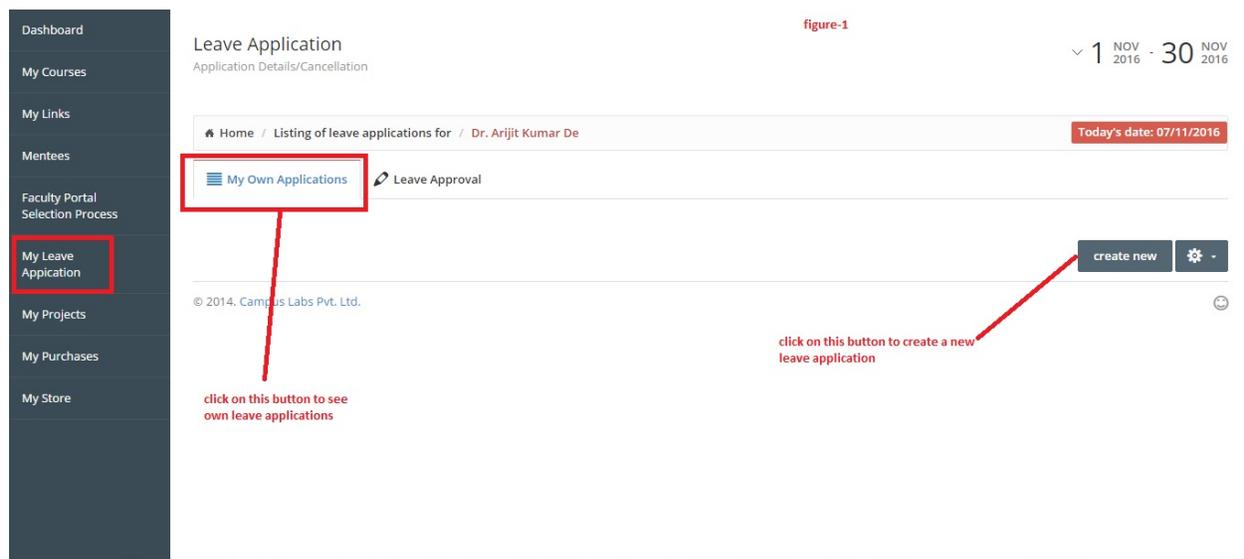
**Following activities are possible in the Leave Model:**

1. Create new Leave application
2. List own leave applications
3. Approve leave applications

## Create new Leave application

User can follow these steps to apply for a new Leave Application:

1. Login at Campuslabs ERP with your credentials.
2. Click on “My Leave Application” from left menu pane, Leave application page is opened (Figure-1).



3. Click on “create new” button.
4. While applying for leaves the applicant can also checkout the leave balance (Figure-2).

Dashboard

My Courses

My Links

Mentees

Faculty Portal Selection Process

My Leave Application

My Projects

My Purchases

My Store

Home / New leave application for / [213] - Dr. Arijit Kumar De [ Chemistry / Asst. Prof. ]

click on this button to list own applications Today's date: 07/11/2016

back list my applications save

BL = Balance Leaves

click on this button to save the newly created leave application

| select                   | leave                | balance leave(s) | from date  | period   | to date    | period   |
|--------------------------|----------------------|------------------|------------|----------|------------|----------|
| <input type="checkbox"/> | Earned Leave         | 29(BL)           | dd/mm/yyyy | Full Day | dd/mm/yyyy | Full Day |
| <input type="checkbox"/> | Half Pay Leave       | 27(BL)           | dd/mm/yyyy | Full Day | dd/mm/yyyy | Full Day |
| <input type="checkbox"/> | Restricted Holiday   | 2(BL)            | dd/mm/yyyy | Full Day | dd/mm/yyyy | Full Day |
| <input type="checkbox"/> | Casual Leave         | 8(BL)            | dd/mm/yyyy | Full Day | dd/mm/yyyy | Full Day |
| <input type="checkbox"/> | Vacation Leave       | 60(BL)           | dd/mm/yyyy | Full Day | dd/mm/yyyy | Full Day |
| <input type="checkbox"/> | Special Casual Leave | 10.5(BL)         | dd/mm/yyyy | Full Day | dd/mm/yyyy | Full Day |

- Fill the details regarding leaves (like which kind of leaves you want to apply for, from which date to which date you want to apply the leaves, address during leave, reason for leave etc.)(Figure-2).

|                                     |                      |          |            |          |            |          |
|-------------------------------------|----------------------|----------|------------|----------|------------|----------|
| <input checked="" type="checkbox"/> | Special Casual Leave | 10.5(BL) | 07/11/2016 | Full Day | 07/11/2016 | Full Day |
| <input type="checkbox"/>            | Paternity Leave      | 15(BL)   | dd/mm/yyyy | Full Day | dd/mm/yyyy | Full Day |

total no. of leaves : 1

figure-3

User Input

\*Next Employee: Prof. K. S. Viswanathan

reason for leave

Enter Reason ...

Characters left: 256

alternate teaching assignment

Enter Text ...

Characters left: 256

Medical Records Provided?

No

attach file

Choose file No file chosen

address during absence

IISER Campus, Mohali  
Knowledge City, PO Manauli, Mohali, Punjab, India- 140306

Characters left: 512

contact no

- Click on "Save" button.

The leave is been sent to the approver for approval.

## List own leave applications

User can follow these steps to list his/her own leave applications:

1. Click on “My Leave Applications” menu from left menu pane.
2. Click on “My Own Applications” tab, following screen will be opened(Figure-Own leave applications).

The screenshot shows the 'Leave Application' interface. The left sidebar contains a menu with 'My Own Applications' highlighted. The main content area shows a table of leave applications. Annotations with red arrows point to the 'Details' icon, the 'Download Application in PDF' icon, and the 'Cancel Application' button in the actions column of the table.

Figure- Own leave applications

1 DEC 2016 31 DEC 2016

Today's date: 12/12/2016

Home / Listing of leave applications for / Prof. Arvind

My Own Applications Leave Approval

create new

Filter: Type to filter... Show entries: 10

| sl no. | leave application date | leave from | leave to   | no of days | leave status | actions |
|--------|------------------------|------------|------------|------------|--------------|---------|
| 1      | 12/12/2016             | 12/12/2016 | 14/12/2016 | 3-EL       | Pending      |         |

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3. Click on associated “Details” icon to view the details of leave application.
4. Click on associated “Download Application in PDF” icon to download the leave application in PDF format.
5. Click on associated “Cancel Application” button to cancel the leave application.

You can list your own leave applications and cancel them as well.

## Approve leave applications

User can follow these steps to approve/reject the leave applications come to him/ her for approval:

1. Click on “My Leave Applications” from left menu pane.
2. Click on “Leave Approval” tab.

figure-1

Dashboard  
My Courses  
My Links  
Mentees  
Faculty Portal Selection Process  
**My Leave Application**  
My Projects  
My Purchases  
My Store

Leave Approval  
Leave Application Request

1 NOV 2016 - 30 NOV 2016

Home / leave Approval Today's date: 07/11/2016

My Own Applications [Leave Approval](#)

click on this button to approve the leave request

back

Filter: Type to filter... Show entries: 10

| employee code | name      | leave application date | leave from | leave to   | no of days | leave status        | actions |
|---------------|-----------|------------------------|------------|------------|------------|---------------------|---------|
| 213           | Arijit De | 07/11/2016             | 07/11/2016 | 07/11/2016 | 1-SCL      | Pending (Requested) |         |

Showing 1 to 1 of 1 entries

3. Click on "Details" button to see the details of leave application.
4. Click on edit button to approve/reject button, Leave request will be shown.

figure-2

My Courses  
My Links  
Mentees  
Faculty Portal Selection Process  
My Leave Application  
My Projects  
My Purchases  
My Store

Back Save

**Application Details**

|                                 |                                     |
|---------------------------------|-------------------------------------|
| Leave Application Date :        | 07/11/2016                          |
| Employee Name                   | Arijit De                           |
| Designation                     | Asst. Prof.                         |
| Department                      | Chemistry                           |
| Reason for Leave                | not well                            |
| Medical reason                  | No                                  |
| Attachment                      | No Supporting Documents attached... |
| alternate teaching assignment : |                                     |
| Current Status                  | Pending                             |

**Workflow Status**

| Date                | From - To                                      | Action    | Remarks |
|---------------------|--|-----------|---------|
| Nov 7, 2016 3:26 PM | Dr. Arijit Kumar De -> Prof. K. S. Viswanathan | Requested |         |

**Leave Description**

| Leave Type           | Balance   | From       | First Day | To         | Last Day | Days |
|----------------------|-----------|------------|-----------|------------|----------|------|
| Special Casual Leave | 10.5 (BL) | 07/11/2016 | Full Day  | 07/11/2016 | Full Day | 1    |

**Leave Processing Details**

Processing Authority : Prof. K. S. Viswanathan

Status: APPROVE

5. Select the status (Approve/Forward/Reject) for the application and remarks.

Reason for Leave: not well

Medical reason: No

Attachment: No Supporting Documents attached...

alternate teaching assignment :

Current Status: Pending

**Leave Description**

| Leave Type           | Balance   | From       | First Day | To         | Last Day | Days |
|----------------------|-----------|------------|-----------|------------|----------|------|
| Special Casual Leave | 10.5 (BL) | 07/11/2016 | Full Day  | 07/11/2016 | Full Day | 1    |

**Leave Processing Details**

Processing Authority : Prof. K. S. Viswanathan

Status : APPROVE

Notify : Prof. Kapil Hari Paranjape

Remarks :  
Leave approved

Characters left: 78

Back Save

click on this button to approve the leave request

6. Click on "Save" button.

User can approve/ forward/ reject leave request by following these steps.