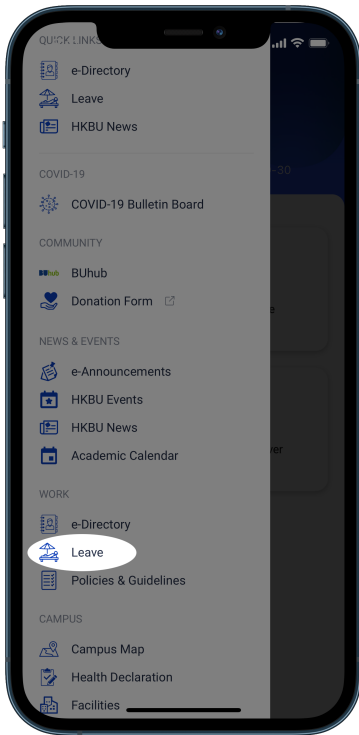
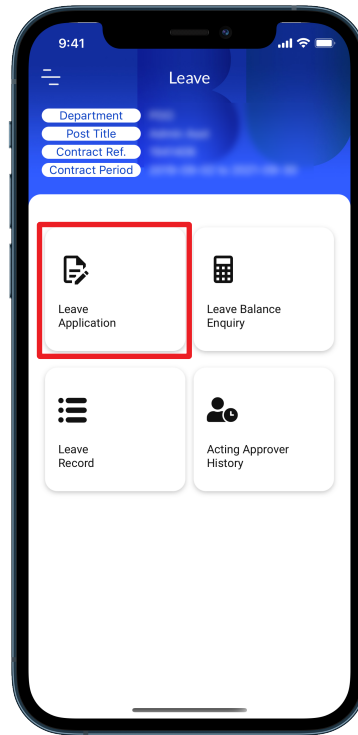


Mobile Application on Leave Enquiry, Application and Endorsement/Approval User Guide

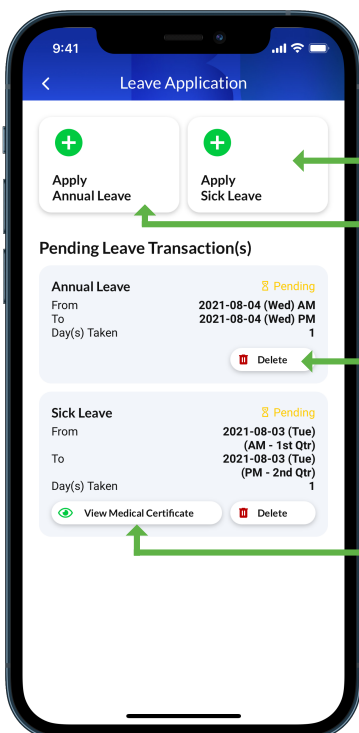
II. Leave Application



1 Click **LEAVE** from the left menu to access the Leave Information.



2 Click the picture as shown above to enter Leave Application function.

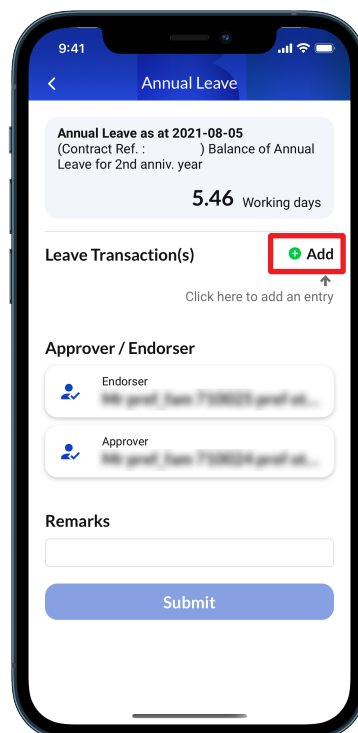


Click **Apply Annual Leave / Apply Sick Leave** for leave application.

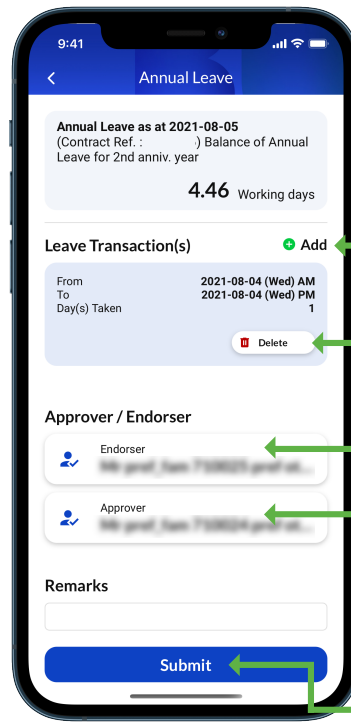
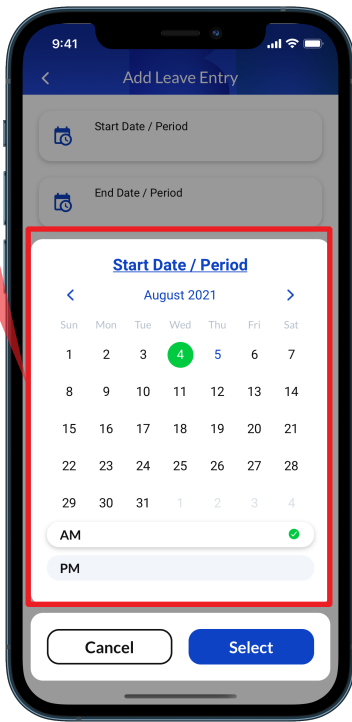
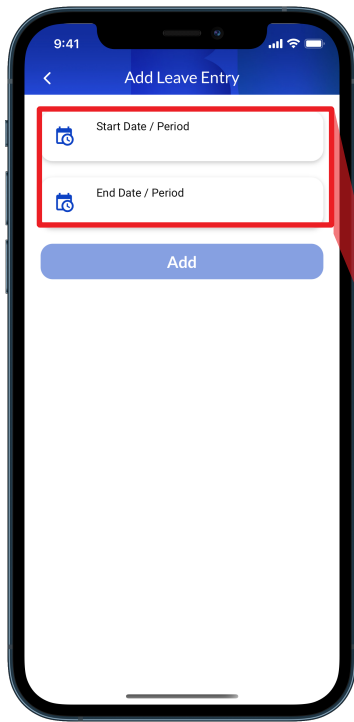
Click **rubbish bin icon** to cancel pending leave application.

Click **Medical Certificate** to view the uploaded document.

3 Pending leave transactions are displayed on the above page by default.



4 Click **Add** to create a new transaction of Annual Leave / Sick Leave.



Click **Add** to apply for another leave application. Multiple leave applications are allowed.

Click **rubbish bin icon** to cancel pending leave application.

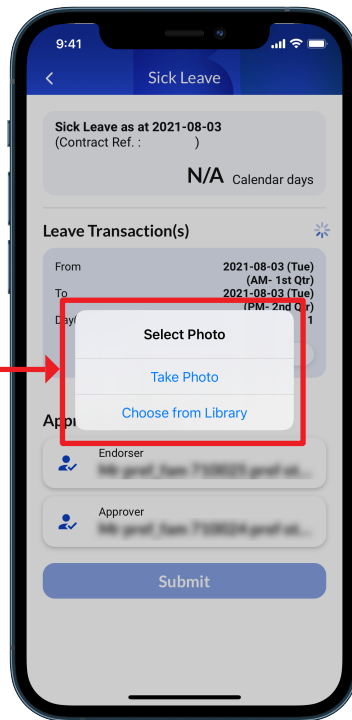
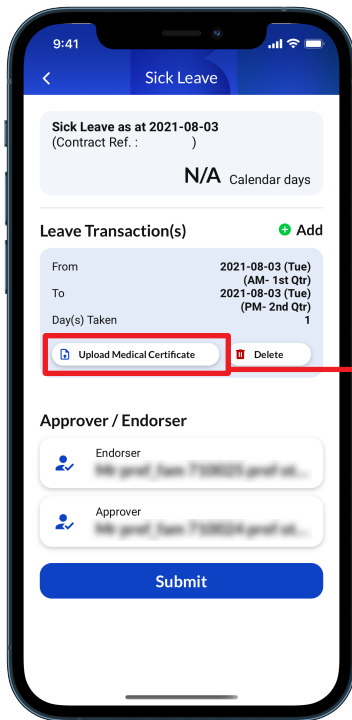
Click **Approver** to select approver of leave application.

Click **Add Endorser / Acting Approver** to select endorser of leave application / acting approver during your leave period (optional).

Click **Submit** to send leave application(s) to endorser/ approver.

5 Select **Start Date** and **End Date** of leave application from the calendar.

6 The above page is shown after selection of leave period.



7 Click **Medical Certificate** to upload medical certificate for sick leave application.