



# Leave Applications


## Leave Applications
















Home > Leave Applications

Filter

 **Approved**  
Total : 4

 **Pending**  
Total : 0

 **Rejected**  
Total : 1

#	Employee	Leave Type	Type	Leave Period	Date of Request	Status	Action
1	 Sanjib Kar [TP378]	Privileged Leave	Paid	07-Sep-2025 - 12-Sep-2025	07-Apr-2025	Approved	 
2	 Vinay Kumar [TP12152]	Compensatory Off	Paid	07-Apr-2025 - 07-Apr-2025	07-Apr-2025	Approved	 
3	 MS Manish Sagar [TPMAN12]	Privileged Leave	Unpaid	22-Apr-2025 - 22-Apr-2025	04-Apr-2025	Rejected	 
4	 MS Manish Sagar [TPMAN12]	Privileged Leave	Paid	06-Apr-2025 - 07-Apr-2025	04-Apr-2025	Approved	 
5	 MS Manish Sagar [TPMAN12]	Lwp	Unpaid	05-Apr-2025 - 05-Apr-2025	04-Apr-2025	Approved	 

● In this section, you'll first see a **summary** showing the number of employee leave requests that are accepted, rejected, or pending.

● Below that, you can view **individual leave requests** along with key details such as the employee name, leave type (e.g., Medical Leave, CL, PL, etc.), leave category (Paid or Unpaid), leave period, date of request, and current status.

● The **Action** column allows you to approve or reject the request, view more details via the eye icon, or read any comments by clicking on the comment icon.

● When you click **the eye icon**, you'll be able to see additional information such as the applied date, half-day type, day type, start time, end time, and total work hours.

● The **comment icon** opens up any remarks or notes related to the leave that the employee has left.

● You also have a set of **filters** to help narrow down the leave requests by date, leave day type, status, organisation unit, designation, and department.

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