

Overview Video

<https://www.youtube.com/embed/iSAxWk4sWsM>

Step-by-Step Tutorial Guide

Step 1: Open the Leave Request Module

1. Log in to the TankhaPay Business Portal.
2. From the left-side navigation menu, click on **Leave Management**.
3. Select **Leave Request**.

The Leave Request page displays your previous leave applications and current leave balances.

Step 2: Review Your Leave Balance

1. Before applying for leave, review your available leave balance.
2. The system displays leave balances for each leave type, such as:
 - Casual Leave (CL)
 - Sick Leave (SL)
 - Earned Leave (EL)
 - Comp-Off

- Other applicable leave categories

This helps you determine whether sufficient leave is available before submitting a request.

Step 3: Create a New Leave Request

1. Click on **Apply Leave** or **New Leave Request**.
2. The Leave Request form opens.

This form is used to submit a new leave application.

Step 4: Select the Leave Type

1. Click the **Leave Type** dropdown.
2. Select the appropriate leave category.

Examples may include:

- Casual Leave
- Sick Leave
- Earned Leave
- Comp-Off
- Leave Without Pay (LWP)

Choose the leave type according to your organization's leave policy.

Step 5: Select the Leave Duration

1. Choose the **From Date**.
2. Select the **To Date**.
3. If applicable, choose:
 - Full Day
 - First Half
 - Second Half

The system automatically calculates the total number of leave days.

Step 6: Enter the Reason for Leave

1. In the **Reason** field, provide a brief explanation for your leave request.

Examples:

- Medical appointment
- Personal work
- Family function
- Vacation

Providing a clear reason helps the approver review your request efficiently.

Step 7: Attach Supporting Documents (If Required)

1. If your organization requires documentation, click **Upload Attachment**.
2. Attach the relevant file.

Examples include:

- Medical certificate
- Travel document
- Supporting letter
- Other relevant documents

Supporting documents may be mandatory for certain leave types.

Step 8: Review the Leave Request

Before submitting, verify:

- Leave Type
- From Date
- To Date
- Total Leave Days
- Leave Balance
- Reason
- Attached Documents

Ensure all information is correct.

Step 9: Submit the Leave Request

1. Click **Submit**.
2. The system displays a confirmation message.

Your leave request is successfully submitted and forwarded to the designated approver.

Step 10: Track Leave Request Status

1. Return to the **Leave Request** page.
2. Review the submitted leave request in the request list.

Possible statuses include:

- Pending
- Approved
- Rejected
- Cancelled

This allows employees to monitor the progress of their leave applications.

Step 11: View Leave Request Details

1. Click on any submitted leave request.
2. Review details such as:
 - Leave Type
 - Leave Dates
 - Reason
 - Approval Status
 - Approver Remarks (if available)

This provides complete visibility into the leave approval process.

Step 12: Cancel a Pending Leave Request (If Permitted)

1. If the request has not yet been approved, locate the pending leave application.
2. Click **Cancel**.
3. Confirm the cancellation.

The request is withdrawn and updated accordingly, subject to your organization's leave policy.

Key Benefits of the Leave Request Module

- Quick and paperless leave application
- Real-time leave balance visibility
- Easy attachment of supporting documents
- Automated approval workflow
- Real-time request status tracking
- Transparent leave history
- Improved leave management efficiency

End of Tutorial

You have successfully learned how to use the **Leave Request** feature in the TankhaPay Business Portal. This module enables employees to apply for leave, monitor approvals, and manage leave requests efficiently through a centralized and user-friendly interface.

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