

Tab

- Leave Request

Leave Request

Home (162621) Leave Request: 1000005

Client* XYZ Foundation Organization* MainHQ

Business Partner* Rishith Vishnu Document Type* Leave Request

Document No 1000005 Description

Leave Type Casual

Date From 15/11/2019 Date To 18/11/2019 Quantity

Reason* Personal Work

Processed Approved

Document Status Completed

Document Action

Posted

CRITICAL FIELDS:

- 1) Business Partner:** Name of the Employee
- 2) Leave type:** For choosing the leave type Eg. Casual Leave, Earned Leave, Medical Leave etc
- 3) Date From:** We need to choose the from date for which requesting leave
- 4) Date To:** We need to choose the To date for which requesting leave
- 5) Quantity:** Number of days leaves need to update here
- 6) Reason:** Need to specify the reason for the leave

NON-CRITICAL FIELDS:

Document No: It will indicate the sequence of the document

Document Type: It will shows the Document type of the leave request and based on this document number will generate

Description: We can maintain it for reference

Document Status: It will show you the status of the document