

# Tabs

- Leave status header

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Leave Status  
Inserted

Client: XYZ Foundation

Employee: [User Icon]

Period: [Dropdown]

Date: [Calendar Icon]

Leave Type: [Dropdown]

Organization: [Dropdown]

Leave Request: [Dropdown]

Payroll Detail: [Dropdown]

Quantity: 1 Day

Active  Processed

Description: [Text Area]

## Critical Fields

1. Employee: To select the employee

2. Period: To select the month

3. Date : This field used for document creation date updating purpose

4. Leave type : This field used for Leave type updating purpose

4.1 Casual

4.2 LOP

4.3 Medical

5. Quantity; This field used for how many days leave from employee updating purpose (0.5 day, 1 day, comp off days ,etc)

6. Payroll detail: This field is updated automatically when a payroll document is complete

## Critical & onetime setup fields

1. Organization: This Field is used to select the organization

**Non-Critical Fields**

**Zoom condition's**

**Customization**