



## Leave Application

### Apply for own leave

Main page > Apply own leave

[Apply own leave](#) [Upload](#) [List](#) [Balance](#)

Application date	5-Sep-2018	The system defaults the application date to be today and displays the staff's join date and current availability leave balance.
Staff	Ivy	
Join date	28-Jun-2011	
Current availability annual leave balance	15.0 - 1.0 (Approved future leave) = 14.0	1. Select the appropriate holiday type.
Leave type	年假	
Leave date	From 26 / Sep / 2018 to 28 / Sep / 2018 <a href="#">Details</a>	2. Enter the leave date directly or press the calendar to select the start and the end date. The system will calculate the leave days in real time.
Leave days	2	
Remark	<input type="text"/> <small>(Maximum 500 characters)</small>	3. Enter the remark as needed.
<a href="#">Submit</a> <a href="#">Reset</a> <a href="#">Close</a>		

4. Press <Submit> to hand in the application.

After finishing the leave application, user can choose to print the application form or not, the applicant and the designated person will receive the leave email notification immediately and the designated person should include the colleague who is responsible for the approval of leave application.



If the user wants to apply for different leave types within the same day or the same period, or even apply for the half-day leave, you can go to Main page > Apply own leave

Apply own leave
Upload
List
Balance

Application date	5-Sep-2018		
Staff	lvy		
Join date	28-Jun-2011		
Current availability annual leave balance	15.0 - 1.0 (Approved future leave) = 14.0		
Leave type	年假 <input type="button" value="v"/>		
Leave date	<input type="button" value="calendar"/> from 26 <input type="button" value="v"/> / Sep <input type="button" value="v"/> / 2018 to 28 <input type="button" value="v"/> / Sep <input type="button" value="v"/> / 2018	1. Enter the leave date or press the calendar to select the start and the end date.	
Leave days	<input type="button" value="Details"/>		

Date	Leave days	Leave type	Original shift	New shift (Valid for not enough one day leave)
26-Sep-2018(Wed) <input type="button" value="+"/>	<input type="text" value="0.5"/>	<input type="text" value="Sick leave"/> <input type="button" value="v"/>	A (09:00 am - 10:15 pm)	<input type="text" value="PM (02:00 pm - 06:00 pm)"/> <input type="button" value="v"/>
27-Sep-2018(Thu) <input type="button" value="+"/>	<input type="text" value="1"/>	<input type="text" value="Annual leave"/> <input type="button" value="v"/>	A (09:00 am - 10:15 pm)	Please select <input type="button" value="v"/>
28-Sep-2018(Fri)	1	<input type="text" value="Annual leave(Approved)"/>		

Press <Submit> to update the leave days.

3. Enter the remark as needed.

Remark	<div style="border: 1px solid #ccc; height: 40px;"></div> <p style="text-align: right; font-size: small;">(Maximum 500 characters)</p>
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4. Press <Submit> to hand in the application.



### Upload leave document for application

Main page > Apply own leave > Upload

Leave list

1. Press <Upload> on the specified leave.

Staff code	Staff name	Leave type	Leave from	Leave to	Leave days	Remark	Upload leave document
beauty	Ivy	病假	26-Sep-2018	26-Sep-2018	0.5		<a href="#">Upload</a>
beauty	Ivy	年假	27-Sep-2018	27-Sep-2018	1		<a href="#">Upload</a>
beauty	Ivy	年假	28-Sep-2018	28-Sep-2018	1		<a href="#">Upload</a>

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2. Press <Browse> to select the document.

Upload leave document (doc, xls or pdf)

Please press [ browse ] select file

Please avoid upload file name include ', !, @, \$, #, %, ^, &, \*, +, space.

3. Press <Upload> to update current leave document.

Finish uploading the leave document.

Current leave document

Created staff	Created date	Last updated staff	Last updated	Edit leave document	Delete leave document
Ivy	15-Oct-2018	Ivy	15-Oct-2018	醫生紙.pdf	<a href="#">Delete</a>

Press the current leave document to download the file.

Press here to edit the document name.

Press here to delete the document.



### View own leave record

Main page > Apply own leave > List

Leave list																
Staff code	Staff name	Leave type	Leave from	Leave to	Leave days	Action	Remark	Upload leave document	Prepared by	Application date	Last updated	Last updated date	Approved by	Approved date	Status	
beauty	Ivy	Sick leave	26-Sep-2018	26-Sep-2018		<a href="#">Edit</a> <a href="#">Delete</a>		<a href="#">Upload</a>	Ivy (beauty)	17-Sep-2018	Ivy (beauty)	17-Sep-2018	Ivy (beauty)	10-Oct-2018	Prepared, awaiting for approval	
beauty	Ivy	Annual leave	27-Sep-2018	27-Sep-2018		<a href="#">Edit</a> <a href="#">Delete</a>		<a href="#">Upload</a>	Ivy (beauty)	8-Oct-2018	Ivy (beauty)	8-Oct-2018	Ivy (beauty)	10-Oct-2018	Prepared, awaiting for approval	
beauty	Ivy	Annual leave	28-Sep-2018	28-Sep-2018		<a href="#">Edit</a> <a href="#">Delete</a>		<a href="#">Upload</a>	Ivy (beauty)	17-Sep-2018	Ivy (beauty)	17-Sep-2018	Ivy (beauty)	17-Sep-2018	Approved	

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Users can also view the status of the leave application.

Leave records can be edited or deleted. After the changes have been made, the system will send an email to notify the applicant and the designated person.

### View own leave balance

Main page > Apply own leave > Balance

Press the arrows to view the leave balance of the previous or the next year.

2018 Year		<a href="#">Upload</a>	<a href="#">List</a>	<a href="#">New</a>		
Ivy(beauty) Leave balance details			Join date : 28-Jun-2011			
From	To	Leave type	Approved by	Balance	Remark	Upload leave document
Balance b/f				0	Remaining annual leave of the previous year and annual leave of this year	
27-Jun-2018 Annual leave				17		
5-Jul-2018	5-Jul-2018	Sick leave	Ivy	0	Leave records (including deductible annual leave and non-deductible annual leave)	
5-Aug-2018	6-Aug-2018	Annual leave	Ivy	-2		
5-Sep-2018 Balance c/f				15	Current remaining annual leave	



### View the leave application that can be approved

When the colleague who is responsible for the approval of leave application receives the email, you can go to the main page > Approve leave to view the leave application.

All employees waiting for the leave approval are shown here.

Staff (First leave day): Tiffany (24-Apr-2018)  
 Staff code: Shirley (6-Oct-2018)  
 Staff name: 010 Tiffany  
 Join date: 28-Mar-2014  
 Annual leave balance: 11.0

Press the arrow to change the sort by application day.

Press <Edit> to change the leave content.

#### Apply leave record

Leave type	Leave from	Leave to	Leave days	Original shift code	Original shift time	New shift code	New shift time	Application date	Leave document	Remark	Action
Sick leave	5-Sep-2018	5-Sep-2018	0.5	A	09:00 am-10:15 pm	B	02:00 pm-6:00 pm	5-Sep-2018	Leave.doc		<input type="checkbox"/> <span style="border: 1px solid red; padding: 2px;">Edit</span> <span style="border: 1px solid red; padding: 2px;">Approve</span> <span style="border: 1px solid red; padding: 2px;">Reject</span>
Annual leave	31-Oct-2018	31-Oct-2018	2	A	09:00 am-10:15 pm			5-Sep-2018			<input type="checkbox"/> <span style="border: 1px solid red; padding: 2px;">Edit</span> <span style="border: 1px solid red; padding: 2px;">Approve</span> <span style="border: 1px solid red; padding: 2px;">Reject</span>
			Total leave days	2.5							

Press to view the uploaded leave document.

#### Approved leave count

Staff leave type	Nov-2018	Oct-2018	Sep-2018	Aug-2018	Jul-2018	Jun-2018	May-2018	Apr-2018	Mar-2018	Feb-2018	Jan-2018	Dec-2017	Total count
Annual Leave	0	0	0	0	0	0	0	3	0	4	0	1	8
Total count	0	0	0	0	0	0	0	3	0	4	0	1	8

The system displays the number and type of the approved leave in the past 12 months.

#### Central staff shift status

User group: All Admin  
 Sales group: All Sales  
 Therapist group: All therapist group Therapist  
 Therapist department: All Facial Machine Controller  
 Position: All  
Submit

	A 09:00 am-10:15 pm		
	On duty staff count	Tiffany	Awaiting for approval staff count
5-Sep-2018 (Wed)	5	-1	0
30-Oct-2018 (Tue)	5	-1	-2
31-Oct-2018 (Wed)	5	-1	-2

The system also shows the on duty staff count, applicant, awaiting for approval staff count based on the leave date and the original shift.

#### Overlap leave list

	Tiffany	Ivy	Shirley
30-Oct-2018 (Tue)	Annual leave (09:00 am - 10:15 pm)	Annual leave (09:00 am - 10:15 pm)	Annual leave (09:00 am - 10:15 pm)
31-Oct-2018 (Wed)	Annual leave (09:00 am - 10:15 pm)	Annual leave (09:00 am - 10:15 pm)	Annual leave (09:00 am - 10:15 pm)

If there are more than one employees applying for the leave on the same day, the system will list those employees and their leave dates.





### View the on duty staff count with conditions

Staff (First leave day): Tiffany (24-Apr-2018)

Staff code: 010

Staff name: Tiffany

Join date: 28-Mar-2014

Annual leave balance: 11.0

#### Apply leave record

Leave type	Leave from	Leave to	Leave days	Original shift code	Original shift time	New shift code	New shift time	Application date	Leave document	Remark	Action
Sick leave	5-Sep-2018	5-Sep-2018	0.5	A	09:00 am-10:15 pm	B	02:00 pm-6:00 pm	5-Sep-2018	Leave.doc		<input type="checkbox"/> <a href="#">Edit</a> <a href="#">Approve</a> <a href="#">Reject</a>
Annual leave	31-Oct-2018	31-Oct-2018	2	A	09:00 am-10:15 pm			5-Sep-2018			<input type="checkbox"/> <a href="#">Edit</a> <a href="#">Approve</a> <a href="#">Reject</a>
			Total leave days	2.5							

#### Approved leave count

Staff leave type	Nov-2018	Oct-2018	Sep-2018	Aug-2018	Jul-2018	Jun-2018	May-2018	Apr-2018	Mar-2018	Feb-2018	Jan-2018	Dec-2017	Total count
Annual Leave	0	0	0	0	0	0	0	3	0	4	0	1	8
Total count	0	0	0	0	0	0	0	3	0	4	0	1	8

1. Select user group, sales group, therapist group and therapist department.

#### Central staff shift status

<b>User group</b> <input type="text" value="All"/> <input type="text" value="Admin"/>	<b>Sales group</b> <input type="text" value="All"/> <input type="text" value="Sales"/>	<b>Therapist group</b> <input type="text" value="All therapist group"/> <input type="text" value="Therapist"/>	<b>Therapist department</b> <input type="text" value="All"/> <input type="text" value="Facial"/> <input type="text" value="Machine Controller"/>	<b>Position</b> <input type="text" value="All"/>	<input type="button" value="Submit"/>
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2. Press <Submit> to filter the staff.

	A 09:00 am-10:15 pm		
	On duty staff count	Tiffany	Awaiting for approval staff count
5-Sep-2018 (Wed)	4	-1	0
30-Oct-2018 (Tue)	4	-1	-2
31-Oct-2018 (Wed)	4	-1	-2

The system will update the on duty staff count immediately.

#### Overlap leave list

	Tiffany	Ivy	Shirley
30-Oct-2018 (Tue)	Annual leave (09:00 am - 10:15 pm)	Annual leave (09:00 am - 10:15 pm)	Annual leave (09:00 am - 10:15 pm)
31-Oct-2018 (Wed)	Annual leave (09:00 am - 10:15 pm)	Annual leave (09:00 am - 10:15 pm)	Annual leave (09:00 am - 10:15 pm)



### Approve/ Reject the leave application

Staff (First leave day): Tiffany (24-Apr-2018)

Staff code:

Staff name:

Join date:

Annual leave balance:

The colleague can press <Approve> after considering various factors for the decision. The applicant and the designated person will receive an email and the leave balance will be updated immediately.

#### Apply leave record

Leave type	Leave from	Leave to	Leave days	Original shift code	Original shift time	New shift code	New shift time	Application date	Leave document	Remark	Action
Sick leave	5-Sep-2018	5-Sep-2018	0.5	A	09:00 am-10:15 pm	B	02:00 pm-6:00 pm	5-Sep-2018	Leave.doc		<input type="checkbox"/> Edit <input type="checkbox"/> <b>Approve</b> <input type="checkbox"/> <b>Reject</b>
Annual leave	31-Oct-2018	31-Oct-2018	2	A	09:00 am-10:15 pm			5-Sep-2018			<input type="checkbox"/> Edit <input type="checkbox"/> <b>Approve</b> <input type="checkbox"/> <b>Reject</b>
			Total leave days								

If the colleague decides to reject the application, you can press <Reject>. The system will send an email to the applicant and the designated person.

#### Approved leave count

Staff leave type	Nov-2018	Oct-2018	Sep-2018	Aug-2018	Jul-2018	Jun-2018	May-2018	Apr-2018	Mar-2018	Feb-2018	Jan-2018	Dec-2017	Total count
Annual Leave	0	0	0	0	0	0	0	3	0	4	0	1	8
Total count	0	0	0	0	0	0	0	3	0	4	0	1	8

#### Central staff shift status

User group <input type="button" value="All"/> <input type="button" value="Admin"/>	Sales group <input type="button" value="All"/> <input type="button" value="Sales"/>	Therapist group <input type="button" value="All therapist group"/> <input type="button" value="Therapist"/>	Therapist department <input type="button" value="All"/> <input type="button" value="Facial"/> <input type="button" value="Machine Controller"/>	Position <input type="button" value="All"/>	<input type="button" value="Submit"/>
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	A 09:00 am-10:15 pm		
	On duty staff count	Tiffany	Awaiting for approval staff count
5-Sep-2018 (Wed)	5	-1	0
30-Oct-2018 (Tue)	5	-1	-2
31-Oct-2018 (Wed)	5	-1	-2

#### Overlap leave list

	Tiffany	Ivy	Shirley
30-Oct-2018 (Tue)	Annual leave (09:00 am - 10:15 pm)	Annual leave (09:00 am - 10:15 pm)	Annual leave (09:00 am - 10:15 pm)
31-Oct-2018 (Wed)	Annual leave (09:00 am - 10:15 pm)	Annual leave (09:00 am - 10:15 pm)	Annual leave (09:00 am - 10:15 pm)