

Leave

Leaves

The "Leave Employee List" page displays a list of all employee leave requests, including relevant details such as the employee ID, name, leave type, start and end dates, leave duration, approval status, and approver. It provides options to manage these leave requests.

Use the search bar to find specific leave requests by employee ID, name, leave type, or other relevant criteria. Click the "Add Now Leave" button to navigate to a page where you can add a new leave request. Clicking the three dots in the "Action" where you can edit, delete and view.

Status: The current status of the leave request (e.g., Pending, Approved, Rejected). Where you can update the status.

The screenshot shows the HRM application interface. On the left is a dark sidebar menu with options like Profit & Loss List, Payment Type, HRM (selected), Department, Designation, Shift, Employee, Leave Request (selected), Leave Type, Leave, Holiday, Attendance, Payroll, Reports, and Settings. The top navigation bar includes a 'View Website' button, language selection (English), a notification bell, and a user profile. The main content area is titled 'Leave List' and features a table with columns: SL, Employee, Month, Department, Start Date, End Date, Leave Type, Leave Duration, Status, and Action. There are four rows of data, each with a checkbox in the SL column and a status button in the Status column. An 'Add new Leave' button is located in the top right corner of the table area.

| SL | Employee | Month | Department | Start Date | End Date | Leave Type | Leave Duration | Status | Action |
|----|---------------|---------|-----------------------|--------------|--------------|--------------|----------------|----------|--------|
| 1 | Nurul Aina | october | Production | 01 Oct, 2025 | 06 Oct, 2025 | Unpaid leave | 6 Days | Pending | ⋮ |
| 2 | Ahmad Rizwan | october | Production | 10 Oct, 2025 | 13 Oct, 2025 | Unpaid leave | 4 Days | Rejected | ⋮ |
| 3 | Siti Zulaikha | october | Sales & Front Counter | 10 Oct, 2025 | 13 Oct, 2025 | Unpaid leave | 4 Days | Approved | ⋮ |
| 4 | Amira Salleh | october | IT & POS Support | 10 Oct, 2025 | 13 Oct, 2025 | Unpaid leave | 4 Days | Pending | ⋮ |

Add New Leave

The "Add New Leave" form appears as a pop-up or overlay on the "Leave Employee List" page. It contains the following fields:

Leave List + Add new Leave

Show- 10 Search...

| SL. | Employee | Type | Leave Duration | Status | Action |
|-----|---------------|-------|----------------|----------|--------|
| 1 | Nurul Aina | leave | 6 Days | Pending | ⋮ |
| 2 | Ahmad Rizwan | leave | 4 Days | Rejected | ⋮ |
| 3 | Siti Zulaikha | leave | 4 Days | Approved | ⋮ |
| 4 | Amira Salleh | leave | 4 Days | Pending | ⋮ |

Create Leave

Employee:

Department:

Leave Type:

Month:

Start Date:

End Date:

Leave Duration:

Status:

Description:

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