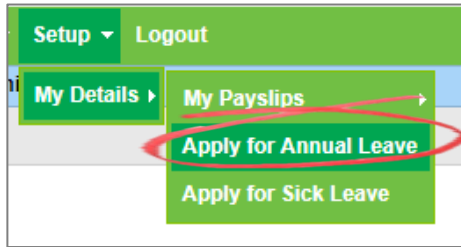


## APPLYING FOR ANNUAL LEAVE


Hover on Setup, hover on My Details and then click on Apply for Annual Leave




The following screen will appear:

**Leave Details**

Team Member : Nadia Kominichi

Leave Start Date :  

Leave End Date :  

Applicant Comments :


Type : Annual


[✔ Apply](#)

Enter in the start and end dates for your Annual Leave, leave a comment, and click Apply:

**Leave Details**

Team Member : Nadia Kominichi

Leave Start Date :  

Leave End Date :  

Applicant Comments :


Type : Annual


[✔ Apply](#)

The following screen will appear, and changes can be made if necessary:

**Leave Details**

Team Member : Nadia Kominichi

Leave Start Date :  

Leave End Date :  

Applicant Comments :

Admin Comments :

Type : Annual  
Status : Pending

Available Annual Leave : 20 day(s) - projected on Nov 15 2018  
Available Sick Leave : 15 day(s) - projected on Nov 15 2018  
Available Alternate Leave : 2 day(s) - projected on Nov 15 2018  
Applied For : 4 day(s)

**Take Leave As**

Date	AL (16)	SL (15)	TIL (2)	RTO	SH	UL
Nov 15 2018	●	●	●	●	●	●
Nov 16 2018	●	●	●	●	●	●
Nov 17 2018	●	●	●	●	●	●
Nov 18 2018	●	●	●	●	●	●
<b>Totals :</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Create Timesheets :

[Save](#)

The supervisor will either accept or decline your request. You will be notified via Messages:

Sep 21 2018 12:38 pm	<p>Leave Approved</p> <p>Hi Nadia,</p> <p>Your Annual leave request has been approved by Timesmart Limited.</p> <p>Your leave begins on Nov 15 2018 and returning on Nov 20 2018.</p> <p>View details of your leave <a href="#">here</a></p> <p><a href="#">I confirm that I have read this message</a></p>	Elizabeth Moss	Nadia Kominichi
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Click 'I confirm that I have read this message' button to complete the process:

Sep 21 2018 12:38 pm	<p>Leave Approved</p> <p>Hi Nadia,</p> <p>Your Annual leave request has been approved by Timesmart Limited.</p> <p>Your leave begins on Nov 15 2018 and returning on Nov 20 2018.</p> <p>View details of your leave <a href="#">here</a></p> <p>Confirmed as read on Oct 03 2018 3:11 pm</p>	Elizabeth Moss	Nadia Kominichi
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