

Applying for leave

<https://www.youtube-nocookie.com/embed/7BYFnWbZ4wo>

[Apply for leave and get it approved](#)

Before you begin

Know which **leave type** you are requesting (Casual, Sick, or whatever your organisation has configured — see [How leave works](#)), and your start and end dates.

Steps

1. Go to **Leave → My Leave Requests**.
2. Select **Apply for Leave**.
3. Choose the **leave type** from the dropdown.
4. Set the **start date**, and how that day should be counted (**Full Day** or a partial-day breakdown).
5. Set the **end date** and its own breakdown, if the request spans more than one day.
6. Attach a file if your organisation requires supporting evidence for this leave type — a medical certificate, for example.
7. Write a **description**. This is what your approver actually reads; a blank or vague description is the most common reason a request comes back with a question instead of an approval.
8. Confirm the **requested days**, which BlueOneHR calculates from your dates and day breakdowns.
9. Select **Submit Request**.

Free trial. Your workspace is fully available.

Talk to sales

BlueOneHR

Admin viewEmployee view

Signed in as Aarav Sharma · Manager

3

Aarav

Search modules...

Dashboard

My Attendance

My Leave

My Payslips

My Compensation

My Tickets

My NOC Requests

My Tax

My Reimbursements

My KYC

My Document Requests

My Shift Requests

My Work Type Requests

My Asset Requests

My Performance

My Field Work

Help & FAQ

Approvals

Dashboard / My Leave / My Leave Requests / Apply for Leave

Apply for Leave

LEAVE TYPE *
---Choose Leave Type---

START DATE *
13/09/2026

START DATE BREAKDOWN *
Full Day

END DATE
13/09/2026

END DATE BREAKDOWN *
Full Day

ATTACHMENT
Choose File No file chosen

DESCRIPTION *
Description

REQUESTED DAYS

Submit Request

What happens next

Your request appears under **My Leave Requests** with a status, and on your approver's **Leave Requests** queue. Once decided, you can see the outcome from the same screen.

Notes

- A leave type your organisation has not configured will not appear in the dropdown at all; if the one you need is missing, ask your administrator rather than choosing the closest match.
- You do not edit your own leave record directly. If your dates change after submitting, cancel the request (where still possible) and submit a new one, rather than asking someone to alter the approved record by hand.

Troubleshooting

Requested days looks wrong. Check the day breakdown on both the start and end date — a request marked as a half day on one end changes the total without changing the calendar dates shown.

Related

- [How leave works](#)

Created 2026-09-13 17:18:46 UTC by Docs Publisher (CI)

Updated 2026-10-03 03:28:40 UTC by Docs Publisher (CI)