

How leave works

Leave covers requesting time off, allocating how much of each leave type an employee has, and approving or rejecting requests.

The pieces

Screen	What it is for
Dashboard	What is waiting on you: requested leave, recently approved leave, and the next holiday.
My Leave Requests	Your own requests and their status.
Leave Requests	Every request across the organisation, for whoever approves them.
Leave Types	The categories of leave your organisation offers — Casual Leave, Sick Leave, and whatever else has been configured.
Assigned Leave	How much of each leave type an employee currently holds.
Leave Allocation Request	A request to be given additional leave, separate from an ordinary time-off request.

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Signed in as Ananya Iyer · HR Head

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Ananya

Dashboard / Leave

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REQUESTED3

APPROVED THIS MONTH0

REJECTED THIS MONTH0

NEXT HOLIDAY
Ganesh Chaturthi · Sep 14, 2026

Requested Leave

EMPLOYEE	LEAVE TYPE	START	END	DAYS
Rahul Joshi (BOHR0015)	Casual Leave	Sep 28, 2026	Sep 30, 2026	3.0
Kavya Reddy (BOHR0007)	Sick Leave	Sep 15, 2026	Sep 15, 2026	1.0
Rohan Nair (BOHR0005)	Casual Leave	Sep 21, 2026	Sep 22, 2026	2.0

Recently Approved

EMPLOYEE	LEAVE TYPE	START	END	DAYS
No approved leave this month.				

Leave types are configured, not fixed

What counts as "Sick Leave" or "Casual Leave", how many days each carries, and whether it is paid, is set up under **Leave Types** by an administrator. Do not assume every organisation offers the same leave types with the same allowances; check what has actually been configured before documenting or promising a specific number of days to an employee.

What to read next

- [Applying for leave](#)
- [Approving and rejecting leave](#)