



How Leave Authorities can take action on Leave

Prepared By

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About:

A Leave Management System automates the leave request process, making it hassle-free for both the management and the employees. It seamlessly handles all the stages involved in a leave management process: application, approval/rejection, filing leaves, managing leave balance, and analysis.

Note:- If the employee is mapped with authorities in a hierarchical order, then the leave application goes in the same order, i.e. the leave application will first get recommended (if applicable), then reviewed (if applicable), and then sanctioned (if applicable). For cancellation, the last authority that has taken action on it needs to cancel that application.

Types of Leave Authorities:

There are three types of Authority in Leave Management:-

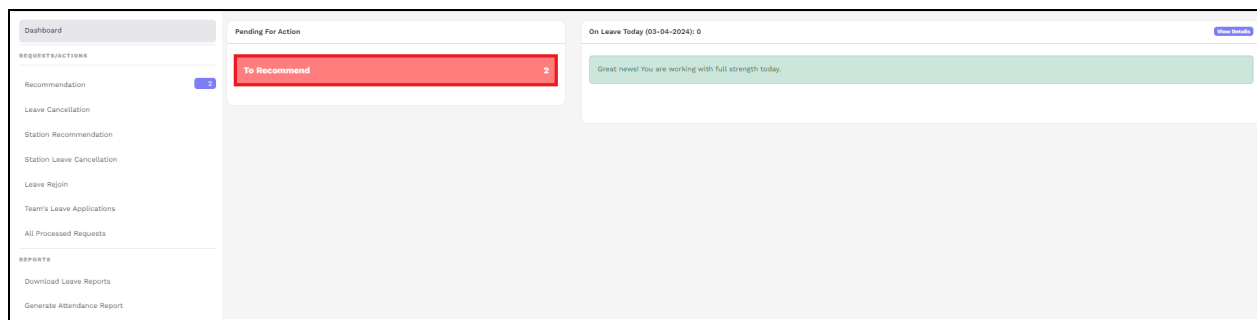
- **Recommendation Authority:** The recommendation authority will recommend the leaves and respond to the note added by the higher authority.
- **Reviewer Authority:** Reviewer authority will review the leaves and will respond to the note added by the higher authority.
- **Sanction Authority:** The sanctioning authority will sanction the leave which leaves are assigned to the sanctioned authority.

1. Recommending Authority

Once the applicant makes a leave request, it goes to the recommending authority. The **recommending authority** will log in from his portal and **Recommend** the leave. The **steps are as follows:-**

Step 1: Login as **Recommending authority** to recommend the leave of an employee, and then launch the leave management module


After launching the Module the Recommending authority can see in the dashboard how many leaves are pending for the Recommendation





Step 2: Go to the "Recommendation Requests" option from the left side panel.

The screenshot shows the 'Leave Applications For Recommendation' page. The left sidebar is the same as in the previous image, with 'Recommendation' highlighted. The main content area has a title 'Leave Applications For Recommendation' and an 'Export' button. Below the title, it says 'Showing 1-2 of 2 items.' and displays a table with 2 rows of leave applications. Each row has an '#', 'Actions' (with edit and delete icons), 'Employee Code', 'Employee Details', 'Leave Record Number', 'Leave Type', 'From Date', 'To Date', 'Days', 'Action Required', and 'Status'.

#	Actions	Employee Code	Employee Details	Leave Record Number	Leave Type	From Date	To Date	Days	Action Required	Status
1		PT202201534	Vivekzdfgfg kumar Yadav, Mr. Vivek Yadav, PT202201534, Deptt of Computer Science, Assistant Professor	CL2400084	Casual Leave	May 1, 2024	May 2, 2024	2	Yes	New Request
2		PT202201534	Vivekzdfgfg kumar Yadav, Mr. Vivek Yadav, PT202201534, Deptt of Computer Science, Assistant Professor	CL2400082	Casual Leave	Apr 12, 2024	Apr 12, 2024	1	Yes	New Request



Step 3: Recommending Authority can view the leave application by clicking on  icon available in front of every leave entry.

Leave Applications For Recommendation											Export
Showing 1-2 of 2 items.											
#	Actions	Employee Code	Employee Details	Leave Record Number	Leave Type	From Date	To Date	Days	Action Required	Status	
		<input type="text"/>	Select Employ... <input type="button" value="v"/>	<input type="text"/>	Select <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	All <input type="button" value="v"/>	All <input type="button" value="v"/>	
1	 	PT202201534	Vivekzdfgf kumar Yadav, Mr. Vivek Yadav, PT202201534, ,Deptt of Computer Science, Assistant Professor	CL2400084	Casual Leave	May 1, 2024	May 2, 2024	2	Yes	New Request	




Casual Leave				Balance	Print					
Leave Record Number	CL2400084		Leave Status	New Request						
Employee Name & Code	Vivekzdfgf kumar Yadav & PT202201534									
Leave Type	Casual Leave									
From	May 1, 2024 (10 AM)		To	May 2, 2024 (6 PM)						
Total Days applied for :	2		Post Dated	No						
Employee Organization Unit	Deptt of Computer Science									
Designation	Assistant Professor									
Prefix:			Suffix:							
Reason / Description	testing		Leave Created Date	Apr 03, 2024 16:25:49						
Purpose	Academic									
Station Leave	No									
Country Leave										
Visiting Country/State Address			Emergency Contact Details							
Combined Leave	No									
University/Institution Name & Address										
Teaching Assignment			Teaching Arrangement							

Step 4: Recommending Authority can recommend the leave by clicking on  icon.

Leave Applications For Recommendation											Export
Showing 1-2 of 2 items.											
#	Actions	Employee Code	Employee Details	Leave Record Number	Leave Type	From Date	To Date	Days	Action Required	Status	
		<input type="text"/>	Select Employ... <input type="button" value="v"/>	<input type="text"/>	Select <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	All <input type="button" value="v"/>	All <input type="button" value="v"/>	
1	 	PT202201534	Vivekzdfgf kumar Yadav, Mr. Vivek Yadav, PT202201534, ,Deptt of Computer Science, Assistant Professor	CL2400084	Casual Leave	May 1, 2024	May 2, 2024	2	Yes	New Request	





Step 5: After clicking on the  button **Recommending authority** has to fill in the following details to recommend the leave:-

1. Recommended status(Select From drop-down, Recommended and Not Recommended)
2. Recommend Remarks(Authority can add the Remark) and click on the submit button.

Casual Leave

Balance Print Update Duties Assignees

Leave Summary

Employee Name: Vivekzcdffg kumar Yadav (PT202201534)
Leave Name: Casual Leave
Days: 2 days
Duration: From May 1, 2024 To May 1, 2024

Casual Leave

Current Balance	50
Opening Balance	8
Year	2024

From Date: 2024-05-01 From Time: 10 AM
To Date: 2024-05-02 To Time: 6 PM
Days: 2
☐ Recalculate Days
Change Status: Recommended
Remarks: Approved
[Click here to view Application](#)
[Submit](#)

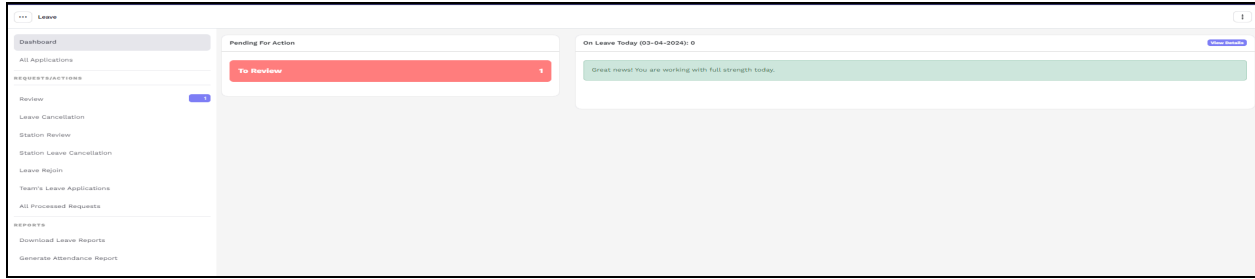
2. Reviewing Authority

After the recommendation, the leave application goes to the reviewing authority. The **Reviewing authority** will log in from his portal and **Review** the leave.

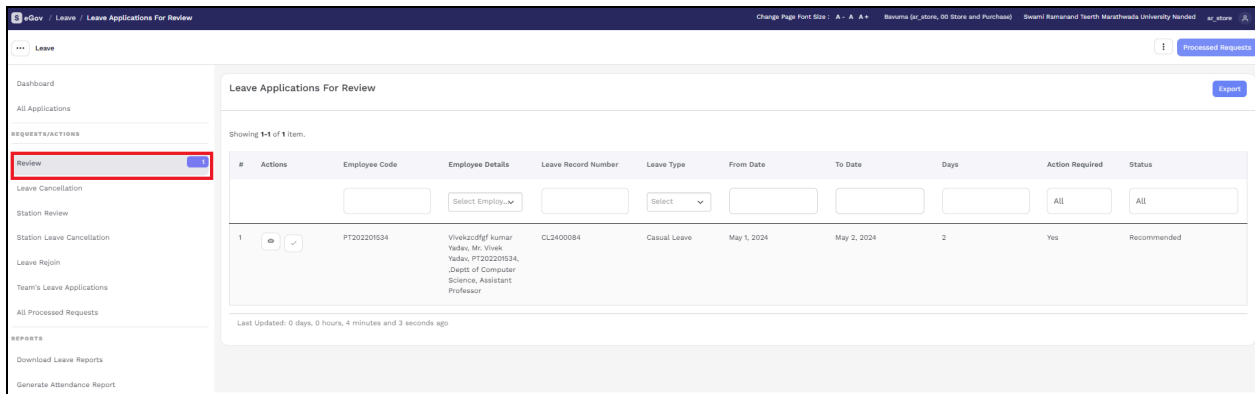
The steps are as follows:-


Step 1: Login as **Review authority** to review the leave of an employee, and then launch the Leave Management Module

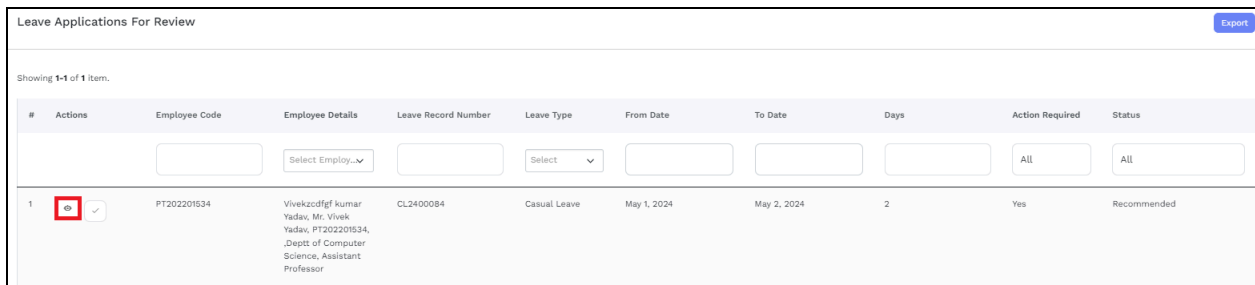
After launching the Module the Recommending authority can see in the dashboard how many leaves are pending for the Recommendation.



Step 2: Go to the "Review Request" option from the left side panel.



Step 3: Reviewing Authority can view the leave application by clicking on  the icon available in the Action column of the leave application.







Casual Leave

BalancePrint

Leave Record Number	CL2400084	Leave Status	Recommended
Employee Name & Code	Vivekzcdffg kumar Yadav & PT202201534		
Leave Type	Casual Leave		
From	May 1, 2024 (10 AM)	To	May 2, 2024 (6 PM)
Total Days applied for :	2	Post Dated	No
Employee Organization Unit	Deptt of Computer Science		
Designation	Assistant Professor		
Prefix:		Suffix:	
Reason / Description	testing	Leave Created Date	Apr 03, 2024 16:25:49
Purpose	Academic		
Station Leave	No		
Country Leave			
Visiting Country/State Address	Emergency Contact Details		
Combined Leave	No		
University/Institution Name & Address			
Teaching Assignment	Teaching Arrangement		

Step 4: Reviewing Authority can review the leave by clicking on  the icon and filling in the following details to review the leave:-

1. Reviewing status (Select From drop-down, Mark for Approval and Mark for Rejection)
2. Comments (Authority can add the Remark) and click on the submit button.

Leave Applications For Review										Export
Showing 1-1 of 1 item.										
#	Actions	Employee Code	Employee Details	Leave Record Number	Leave Type	From Date	To Date	Days	Action Required	Status
		<input type="text"/>	Select Employ...▼	<input type="text"/>	Select ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	All	All
1		PT202201534	Vivekzcdffg kumar Yadav, Mr. Vivek Yadav, PT202201534, Deptt of Computer Science, Assistant Professor	CL2400084	Casual Leave	May 1, 2024	May 2, 2024	2	Yes	Recommended



The screenshot shows a 'Casual Leave' application form. At the top right are 'Balance' and 'Print' buttons. The 'Leave Summary' section includes employee details: Employee Name: Vivekzodffg Kumar Yadav (PT202201534), Leave Name: Casual Leave, Days: 3 days, and Duration: From May 1, 2024 To May 3, 2024. A table shows 'Casual Leave' balances: Current Balance 50, Opening Balance 8, and Year 2024. On the right, there's a 'Change Status' section with a 'Mark for Approval' button, a 'Remarks' field containing 'Approved', and a 'Submit' button. A 'Click here to view Application' link is at the bottom left.

3. Sanction Authorities

After the recommendation and review, the leave application goes to the **sanction authority**. The **sanctioning authority** will log in from his portal and **Approve** the leave.

The steps are as follows:-

Step 1: Login as **sanction authority** to review the leave of an employee, and then launch the Leave Management Module

After launching the Module the Sanctionauthority can see in the dashboard how many leaves are pending for the Sanction.

The screenshot shows a 'Leave' management dashboard. The left sidebar has a 'Sanction' button with a notification badge. The main area is titled 'Pending For Action' and features a red box labeled 'To Sanction' with a count of 1. A top right widget shows 'On Leave Today (03-04-2024): 0' with a 'View Details' button. A green notification banner at the bottom says 'Great news! You are working with full strength today.'

Step 2: Go to the "**Sanction Requests**" option from the left side panel.

Leave

Dashboard

REQUEST ACTIONS

Sanction

Leave Cancellation

Station Sanction

Station Leave Cancellation

Leave Rejoin

Team's Leave Applications

All Processed Requests



REPORTS

Download Leave Reports


Generate Attendance Report

Leave Applications For Sanction

Showing 1-1 of 1 item.



#	Actions	Employee Code	Employee Details	Leave Record Number	Leave Type	From Date	To Date	Days	Action Required	Status
1	 	PT202201534	Vivekzodgdfg kumar Yadav, Mr. Vivek Yadav, PT202201534, Deptt of Computer Science, Assistant Professor	CL2400084	Casual Leave	May 1, 2024	May 2, 2024	2	Yes	Reviewed

Last Updated: 0 days, 0 hours, 1 minutes and 38 seconds ago

Step 3: The Sanctioning Authority can view the leave application by clicking on  icon available in front of every entry.

Leave Applications For Sanction

Showing 1-1 of 1 item.

#	Actions	Employee Code	Employee Details	Leave Record Number	Leave Type	From Date	To Date	Days	Action Required	Status
1	 	PT202201534	Vivekzodgdfg kumar Yadav, Mr. Vivek Yadav, PT202201534, Deptt of Computer Science, Assistant Professor	CL2400084	Casual Leave	May 1, 2024	May 2, 2024	2	Yes	Reviewed


Last Updated: 0 days, 0 hours, 1 minutes and 38 seconds ago



Casual Leave

Balance Print

Leave Record Number	CL2400084	Leave Status	Reviewed
Employee Name & Code	Vivekzodgdfg kumar Yadav & PT202201534		
Leave Type	Casual Leave		
From	May 1, 2024 (10 AM)	To	May 2, 2024 (6 PM)
Total Days applied for :	2	Post Dated	No
Employee Organization Unit	Deptt of Computer Science		
Designation	Assistant Professor		
Prefix:		Suffix:	
Reason / Description	testing	Leave Created Date	Apr 03, 2024 16:25:49
Purpose	Academic		
Station Leave	No		
Country Leave			
Visiting Country/State Address	Emergency Contact Details		
Combined Leave	No		
University/Institution Name & Address			
Teaching Assignment	Teaching Arrangement		

Step 4: The Sanctioning Authority can sanction the leave by clicking on  the icon and filling in the following details to Sanctioned the leave:-

1. Sanction Status(Select From dropdown, Sanctioned and Rejection)
2. Comments (Authority can add the Remark) and click on the submit button.

Leave Applications For Sanction

Bulk Sanction

Export

Showing 1-1 of 1 item.

#	Actions	<input type="checkbox"/>	Employee Code	Employee Details	Leave Record Number	Leave Type	From Date	To Date	Days	Action Required	Status
			<input type="text"/>	<div>Select Employee...</div>	<input type="text"/>	<div>Select</div>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<div>All</div>	<div>All</div>
1	<div><div></div><div></div></div>	<input type="checkbox"/>	PT202201534	Vivekzcdfgf kumar Yadav, Mr. Vivek Yadav, PT202201534, ,Deptt of Computer Science, Assistant Professor	CL2400084	Casual Leave	May 1, 2024	May 2, 2024	2	Yes	Reviewed

Last Updated: 0 days, 0 hours, 4 minutes and 14 seconds ago



Casual Leave

[Balance](#)[Print](#)

Leave Summary

Employee Name:

Vivekzdfgf kumar Yadav (PT202201534)

Leave Name:

Casual Leave

Days:

2 day(s)

Duration:

From May 1, 2024 To May 2, 2024

Casual Leave

Current Balance

50

Opening Balance

8

Year

2024

Change Status *

Sanctioned

Remarks

Approved

Submit

Click here to view Application

Samarth eGov

Thank You!!

Team Samarth appreciates your time!