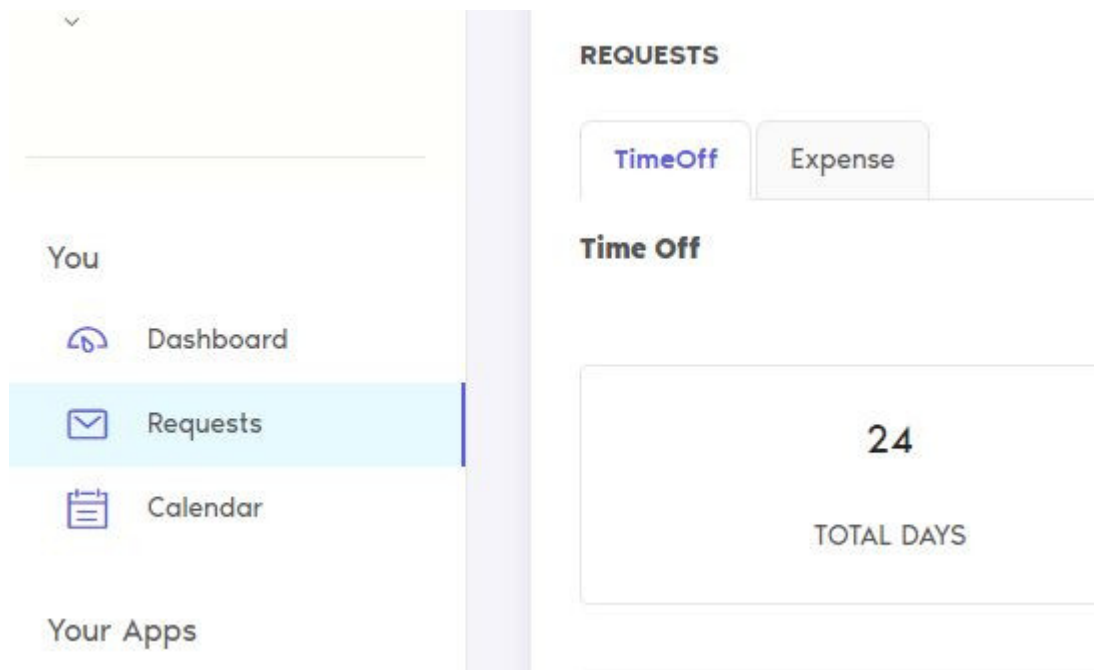
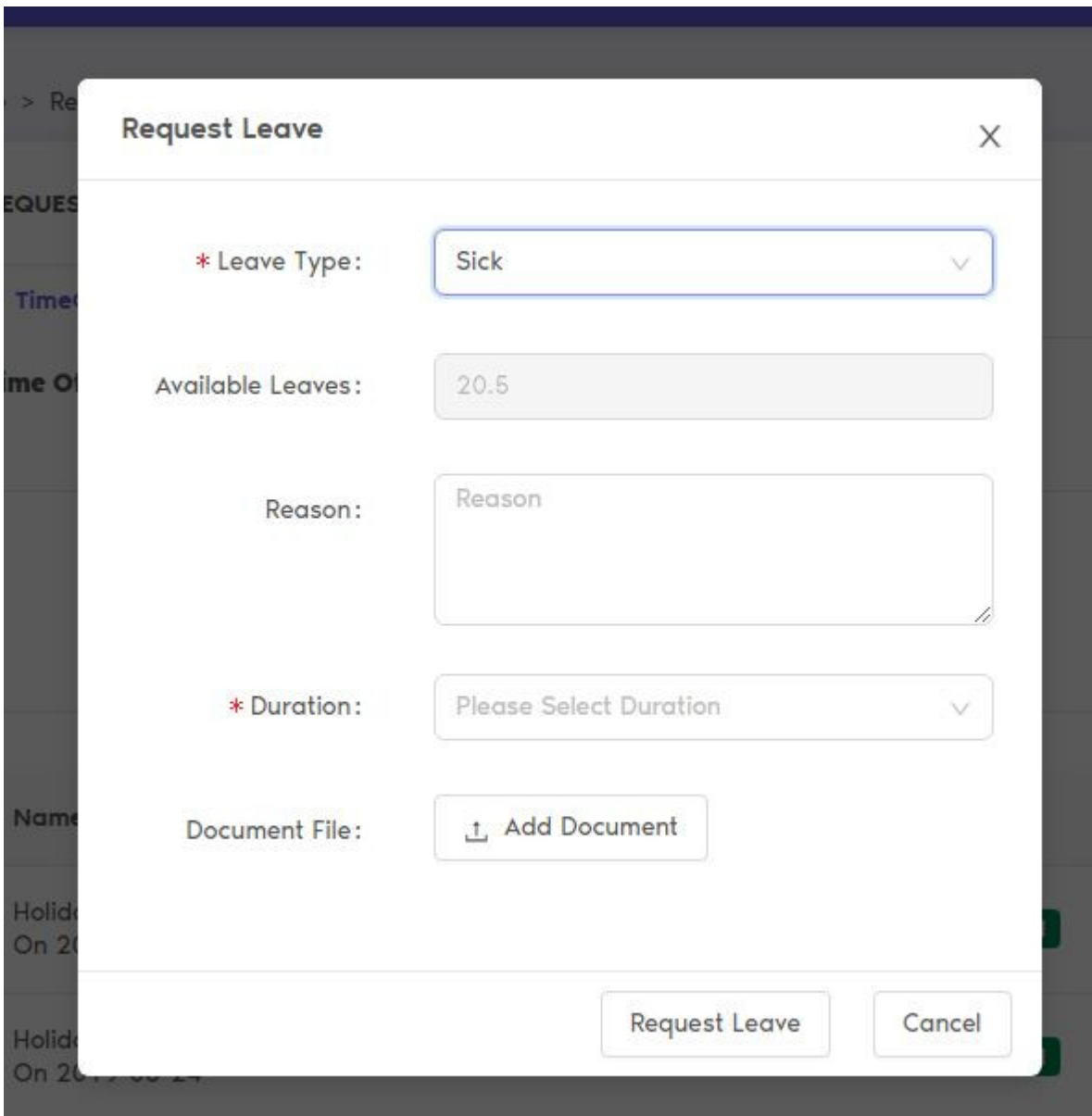


# Requesting a Leave

To request a leave with CuteHR all you have to do is go to the Requests Page and click Request Leave



Fill in the appropriate fields and Click Request Leave.

A modal window titled "Request Leave" with a close button (X) in the top right corner. The form contains several fields: a dropdown menu for "Leave Type" with "Sick" selected, a text input for "Available Leaves" showing "20.5", a text area for "Reason" with the placeholder "Reason", a dropdown menu for "Duration" with "Please Select Duration" selected, and a file upload button labeled "Add Document" with a paperclip icon. At the bottom right, there are two buttons: "Request Leave" and "Cancel".

**Request Leave** X

\* Leave Type: Sick

Available Leaves: 20.5

Reason: Reason

\* Duration: Please Select Duration

Document File: Add Document

Request Leave Cancel

You will come to know when your leave is approved , you may also cancel or modify your leave request from the same page.

If you modify your leave it will again go for approval.

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