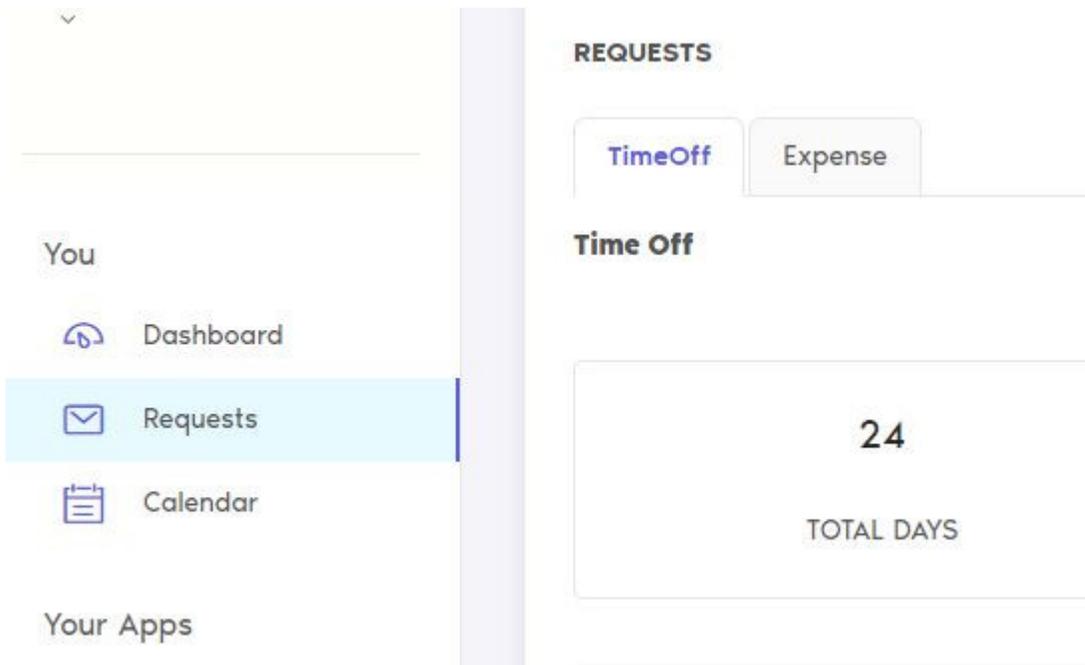
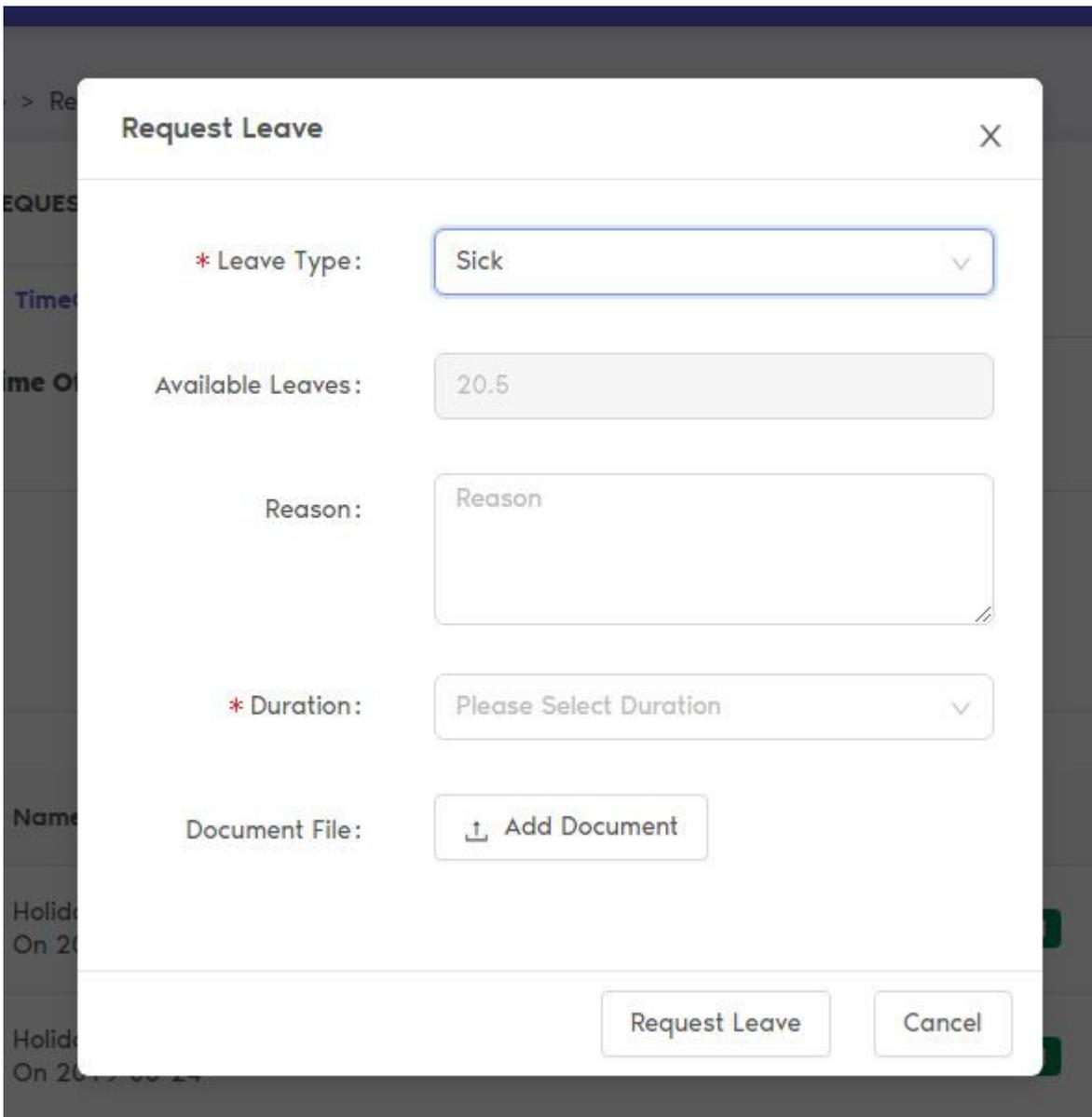


Requesting a Leave

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 screenshot of a 'Request Leave' form. The form is titled 'Request Leave' and has a close button (X) in the top right corner. It contains several fields: 'Leave Type' is a dropdown menu with 'Sick' selected; 'Available Leaves' is a text input field showing '20.5'; 'Reason' is a text area with 'Reason' entered; 'Duration' is a dropdown menu with 'Please Select Duration' selected; and 'Document File' is a button with an upload icon and the text 'Add Document'. At the bottom of the form are two buttons: 'Request Leave' and 'Cancel'.

> Re

Request Leave

* 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.

Revision #3

Created Tue, Jul 30, 2019 11:55 AM by [Vikas Patial](#)

Updated Tue, Jul 14, 2020 5:34 AM by [Vikas Patial](#)