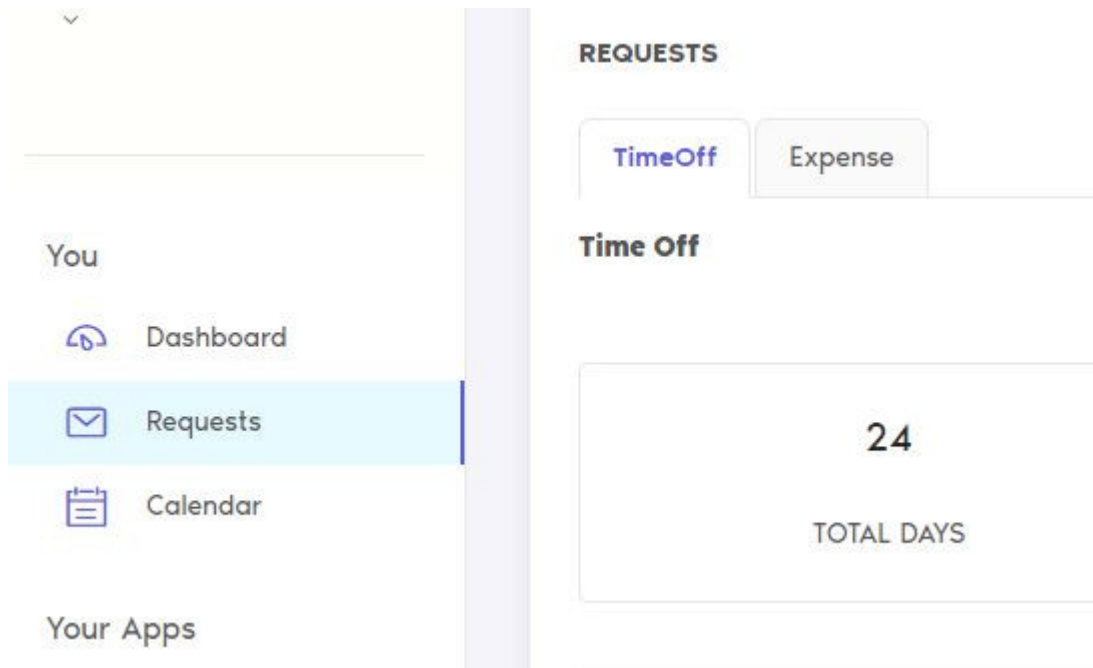
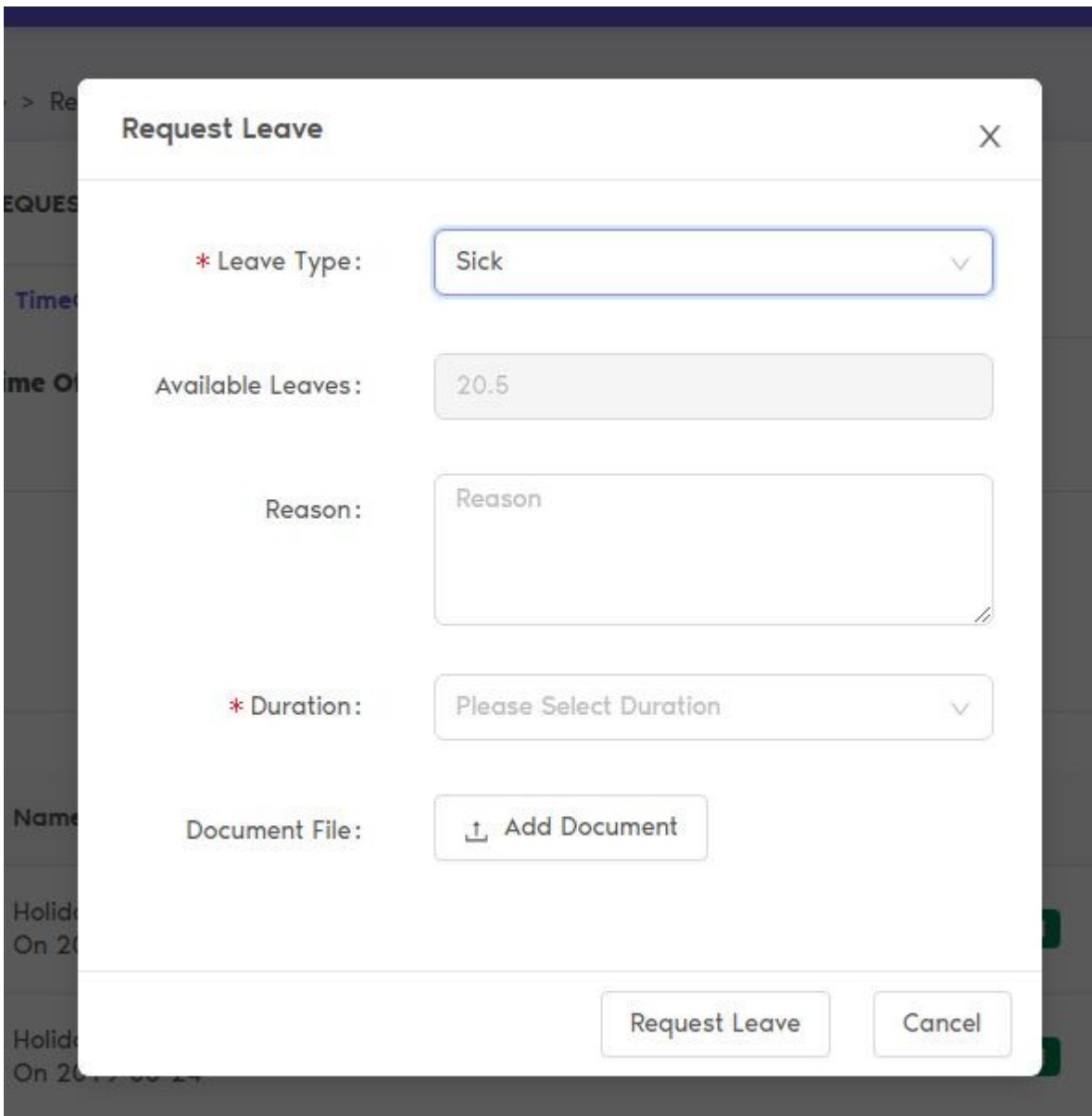


Requesting a Leave

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 paper plane icon. At the bottom right 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.

Revision #3

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

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