

## Recruitment User Manual

Please follow the below steps to use the Leave Module in the EMS portal.

Note: if you are not able to see the “**Leave**” option, please login again. If you are still not able to see the menu, please contact the EMS support team.

1. Once logged in, you can access the “**Leave**” option from the “**My Profile**” section of the “**Me**” menu. Please see the below screenshot.

- a) Leave section shows the overall summary of the employee leave along with monthly summary of the current year. Employee can change the year to see the leave summary of previous years as well.
- b) Leave section also shows the applied leaves of the employee under the “**My Leave**” section.
- c) Employee can also see their applied comp-off in the “**My Comp-Off**” tab.
- d) Employees can apply for a leave or comp-off from this screen.

Opening Balance	Leave Credited	Comp Off	Leave Taken	Leave on attendance	Balance
0.00	1.50	2.00	0.00	7.00	-3.50

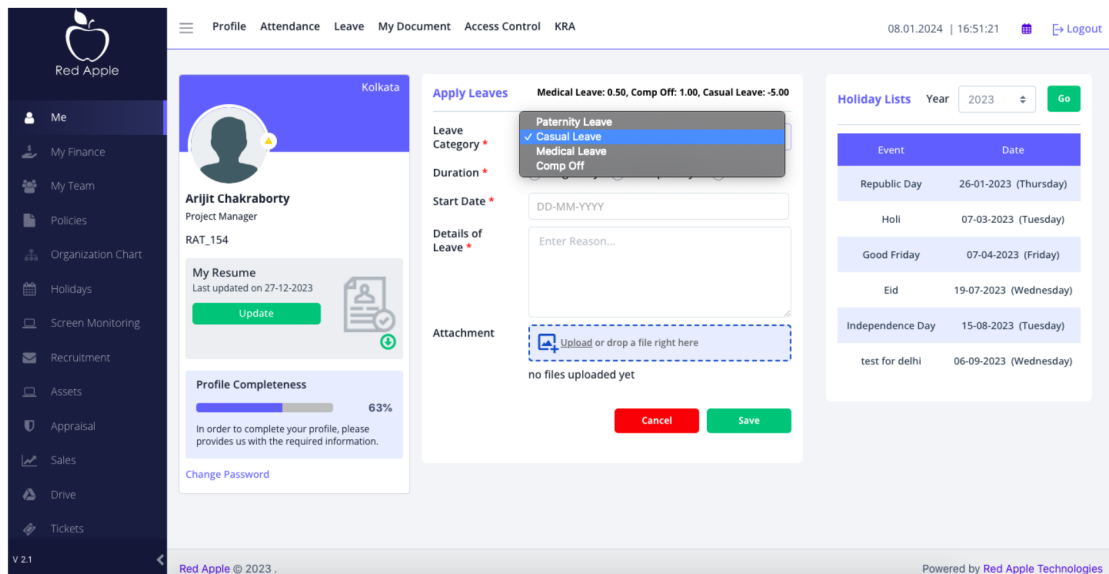
  

Month/Year	Category	Opening Balance	Leave Credited	Total Balance	Leave Taken	Leave Deducted on Attendance	Actual Balance	Salary Deducted
January, 2024	Medical Leave	0.00	0.50	0.50	0.00	0.00	0.50	0
	Comp Off	0.00	2.00	2.00	0.00	1.00	1.00	
	Casual Leave	0.00	1.00	1.00	0.00	6.00	-5.00	
February, 2024	Medical Leave	0.50	0.00	0.50	0.00	0.00	0.50	0
	Comp Off	1.00	0.00	1.00	0.00	0.00	1.00	
	Casual Leave	-5.00	0.00	-5.00	0.00	0.00	-5.00	

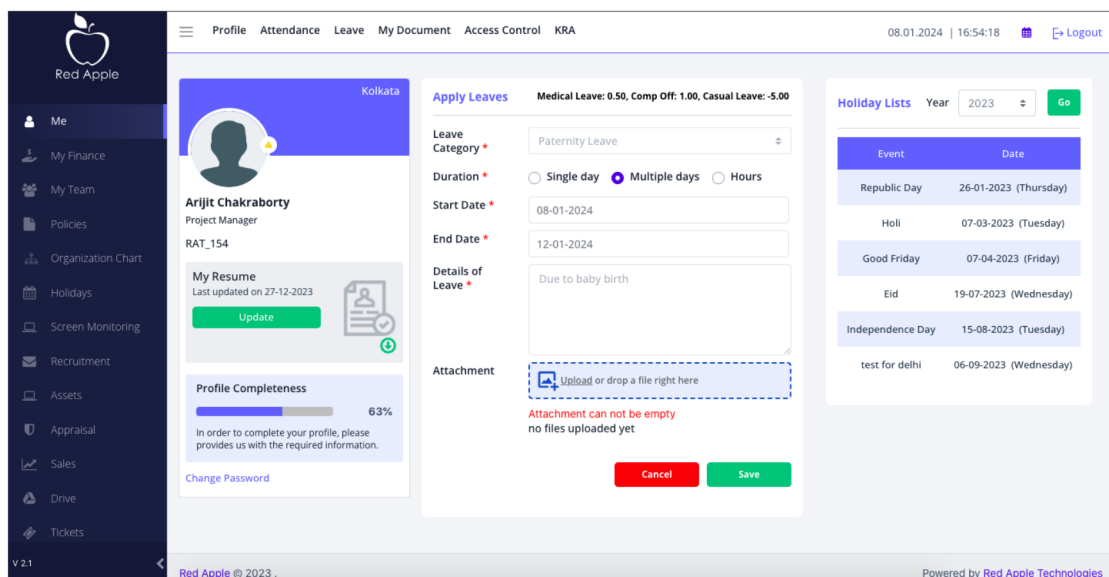
2. Clicking on “**Apply Leave**” will take the employee to the leave application page where employee needs to choose the type of leave and fill up the other details associated with their leave.

Event	Date
Republic Day	26-01-2023 (Thursday)
Holi	07-03-2023 (Tuesday)
Good Friday	07-04-2023 (Friday)
Eid	19-07-2023 (Wednesday)
Independence Day	15-08-2023 (Tuesday)
test for delhi	06-09-2023 (Wednesday)

There are different type of leaves available such as “Casual”, “Medical”, “Comp-Off”, “Paternity” and “Maternity” leaves. **Paternity** or **Maternity** leave option will be appeared based on the gender of the currently logged in employee. Employee can also see the available leave balance as well. To avail a comp-off, employee needs to select the leave category “Comp-off” which will be adjusted with their comp-off balance. If no comp-off balance is available, employee can not apply for a comp off.



3. For **Maternity** and **Paternity** leaves, only admin can approve it but reporting manager will be able to view the leave application and its status in view-only mode. While applying for Paternity and Maternity leave, employee has to submit the respective documents.



4. Employee can apply for a comp-off from the leave section by clicking the “Apply Comp-Off” option. Please see the below screenshot.

**Leave Balance** (2024)

Opening Balance	Leave Credited	Comp Off	Leave Taken	Leave on attendance	Balance
0.00	1.50	2.00	0.00	7.00	-3.50

*Leave will be credited by end of every month.*

**Leave History** (2024)

Month/Year	Category	Opening Balance	Leave Credited	Total Balance	Leave Taken	Leave Deducted on Attendance	Actual Balance	Salary Deducted
January, 2024	Medical Leave	0.00	0.50	0.50	0.00	0.00	0.50	0
	Comp Off	0.00	2.00	2.00	0.00	1.00	1.00	
	Casual Leave	0.00	1.00	1.00	0.00	6.00	-5.00	
February, 2024	Medical Leave	0.50	0.00	0.50	0.00	0.00	0.50	0
	Comp Off	1.00	0.00	1.00	0.00	0.00	1.00	
	Casual Leave	-5.00	0.00	-5.00	0.00	0.00	-5.00	

5. Clicking on “**Apply Comp-Off**” will take the employee to the comp-off application page where employee needs to fill up the details associated with their comp-off.

**Apply Comp Off** Medical Leave: 0.50, Comp Off: 1.00, Casual Leave: -5.00

Duration \*  Single day  Multiple days  Hours

Start Date \*

Details of Comp-off \*

Attachment  no file uploaded yet

**Holiday Lists** (Year: 2023)

Event	Date
Republic Day	26-01-2023 (Thursday)
Holi	07-03-2023 (Tuesday)
Good Friday	07-04-2023 (Friday)
Eid	19-07-2023 (Wednesday)
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