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 emplyoyee under the **"My Leave"** section.

    c)   Employee can also see their applied comp-off in the **"My Comp-Off"** tab.

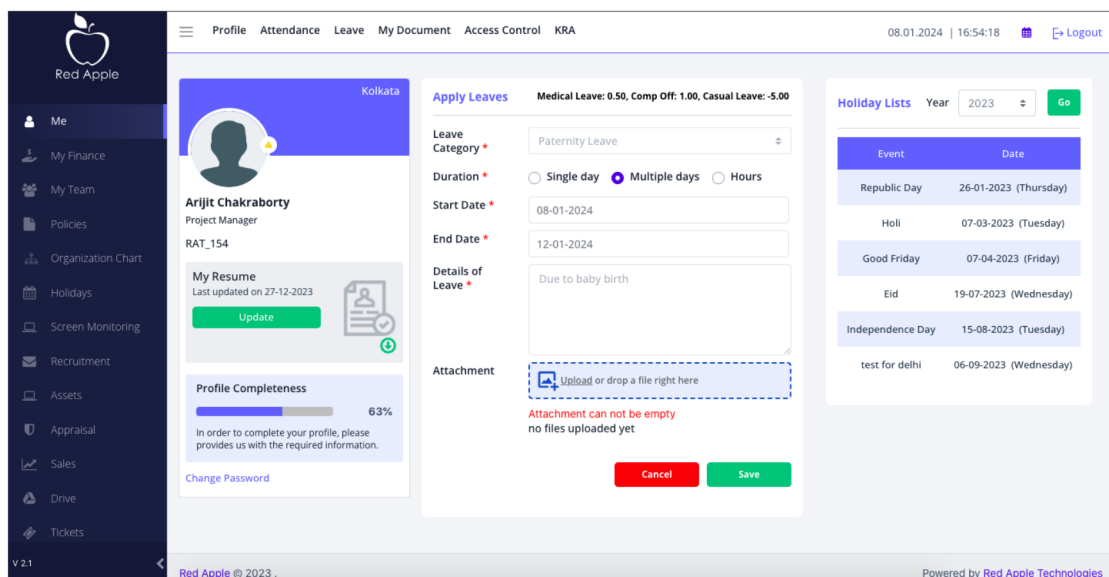   d)   Employees can apply for a leave or comp-off from this screen.

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 associasted with thier leave.

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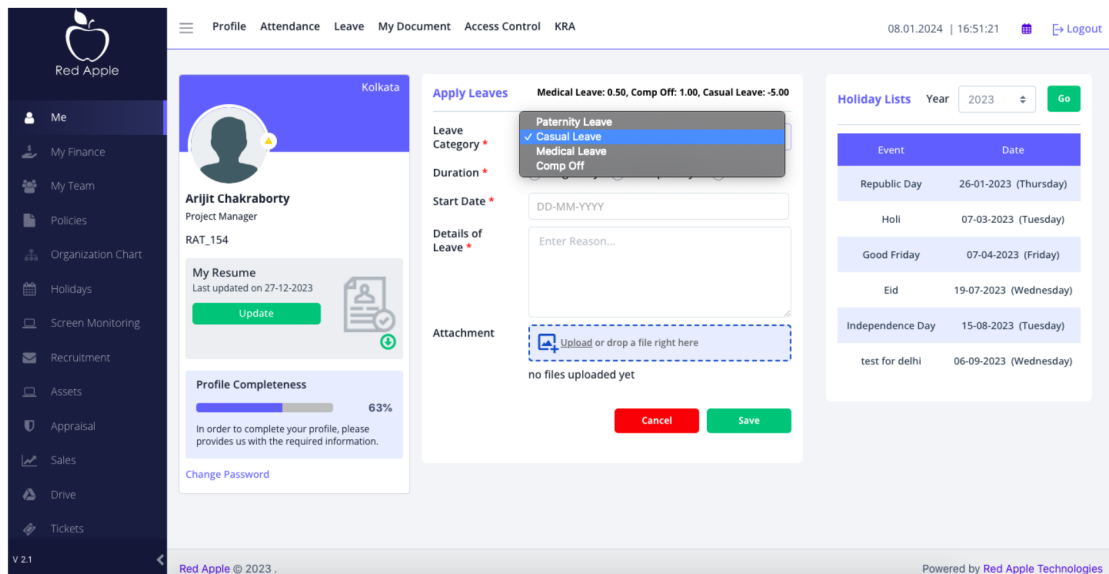
3. For **Maternity** and **Paternity** leaves, only admin can approve it but reporting manager will be able to view the leave application and its status in view-only mode. While applying for Paternty and Maternity leave, employee has to submit the respective documents.

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

5. Clicking on "**Apply Comp-Off**" will take the employee to the comp-off application page where employee needs to fill up the details associasted with thier comp-off.