



LEAVE MANAGEMENT SYSTEM USER MANUAL

Table of Contents

1.System Overview	3
2.Key Features.....	3
3.User Roles (Actions)	3
1. Normal Employee.....	3
2. Supervisor Employee	3
3. HOD/DHOD	3
4. Leave MA.....	3
4.System Workflow	4
1.Normal Employee	4
2.Supervisor Employee	4
3.HOD/DHOD	4
4. Leave MA.....	4
5.Modules/Sections	4
1.Main Dashboard.....	4
2.Approve/Reject	5
a) For HOD/DHOD	5
b) For Supervisors.....	5
3.Apply Leaves	6
4.My Leaves	7
5.Leave History.....	8
6.Duty Leave	8
A. Duty Leave Dashboard	8
7. Manual Leave	10
A) Manual Leave Entry Dashboard	10
8.Add Your Mail	11
9.Holidays.....	11
6. How to.....	12
1. How to Apply for a Leave Request.....	12
2. How to Approve an Annual Leave Request (Representative).....	12

1.System Overview

The Online Leave Management System is designed to simplify and streamline the leave application and approval process within an organization. Employees can easily apply for leaves, track their leave history, and view annual holidays. Supervisors and HOD/DHODs can manage leave requests, approve or deny them, and receive notifications via email.

2.Key Features

- Request leave online.
- Receive email notifications for leave requests, approvals, and rejections.
- Edit or delete leave requests (only when the request status is "Pending").
- Track leave balances and history.
- View yearly holiday calendars.
- Add or remove specific email notifications for users.
- Leave MAs can manually add leave requests for employees.
- Supervisors and HODs can approve/reject all leave requests (regular and duty leaves)
- Leave summary includes all leave types (regular and duty leaves).

❖ Email notifications are sent only to the employees whose email addresses are added to the system.

3.User Roles (Actions)

1. Normal Employee

- Request leave.
- Edit or delete pending leave requests.
- View the holiday calendar for the year

2. Supervisor Employee

- Approve or reject leave requests from Normal Employees.
- Forward approved leave requests to HOD/DHOD for final confirmation.
- Request leave, edit, and delete pending leave requests.
- View the holiday calendar for the year.

3. HOD/DHOD

- Final approval or denial of leave requests forwarded by Supervisors.
- Request leave, edit, and delete pending leave requests.
- View the holiday calendar for the year.

4. Leave MA

- Add Manually Request leave.
- View the holiday calendar for the year.

4. System Workflow

1. Normal Employee

- Adds a leave request.
- System sends an email notification to the selected Supervisor.

2. Supervisor Employee

- Reviews the leave request.
- Approves or rejects the request.
- If approved, forwards the request to the HOD/DHOD.
- System sends an email notification to the assigned HOD/DHOD

3. HOD/DHOD

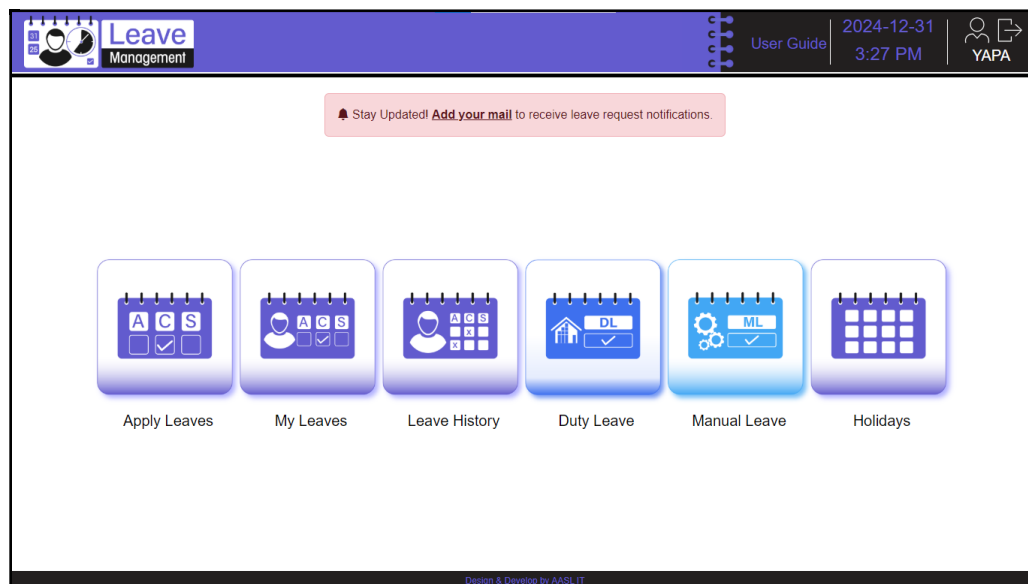
- Finalizes the request by approving or rejecting it.
- System sends an email notification to the Normal Employee with the final decision.

4. Leave MA

- Manually adds a leave request for any employee in their division.
- System sends an email notification to the selected Supervisor.

5. Modules/Sections

1. Main Dashboard



- Quick access to key system functionalities.

(Approve/Reject, Apply Leaves, My Leaves, Leave History, Duty Leave, Manual Leave ,Holidays and Add Your Mail)

2.Approve/Reject

❖ This page is only available to the Supervisor and HOD/DHOD

a) For HOD/DHOD

The screenshot shows the 'Pending List' interface. At the top, there is a 'Back to Dashboard' button and a search bar. Below this is a table with columns: No, Name, Designation, Leave Type, Date, Num of days, and Action. The first entry is for a 'SOFTWARE ENGINEER GRADE II' with a 'Casual' leave type, dated '2024-12-17', for '7' days. The 'Action' column contains three buttons: a blue eye icon, a green checkmark icon, and a red X icon. Annotations with arrows point to these buttons: 'Click the blue eye button to view full details in the left side panel for the leave request.' points to the eye icon; 'Click the green button to approve the leave request. (Approved requests will be moved to the Approved List table).' points to the green checkmark icon; and 'Click the red button to reject the leave request (rejected requests will be moved to the Reject List table).' points to the red X icon. Below the table, there is a 'Showing 1 to 1 of 1 entry' message. To the left of the table, there is a sidebar with details for the selected request, including 'Name', 'Date of Commencing Leave', 'Date of Resuming Duties', 'Reason for Leave', 'Address During Leave', 'Request Date', and 'Approval Status'. Below this sidebar, there is a 'Click the blue eye button to view full details in the left side panel for the leave request.' annotation pointing to the eye icon in the table's action column. To the right of the table, there is a 'Click the gray button to reapprove or reject leaves, adding them back to the Pending List table.' annotation pointing to a gray button in the action column.

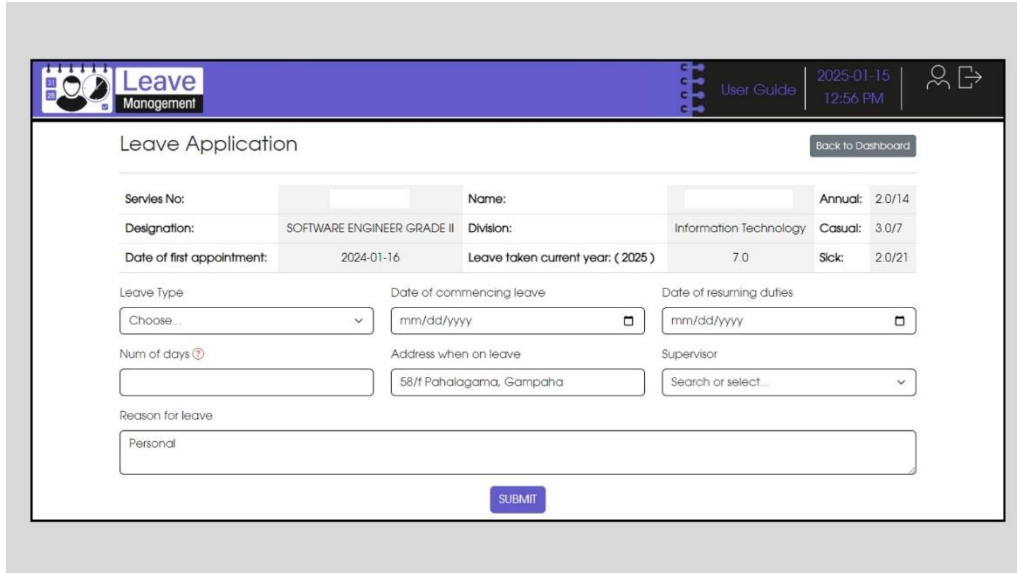
b) For Supervisors

The screenshot shows the 'Approve / Reject' form. At the top, there is a 'Click the green button to open the approve/reject form.' annotation pointing to a green button in the top left corner. The form has a 'Choose...' dropdown for 'Approve/Denied'. Below this is a 'Select Supervisor' dropdown. The 'Reason for Rejection' field is optional. The 'Submit' button is green. Annotations with arrows point to these elements: 'Click the blue eye button to view full details in the left side panel for the leave request.' points to the eye icon in the table's action column; 'Click the green button to open the approve/reject form.' points to the green button in the top left corner; '1. First, select an option: Approved or Reject. (If 'Approved' is selected, you are required to select the supervisor's name from the second dropdown.) Important!' points to the 'Approve/Denied' dropdown; '2. If 'Approved' is selected in the first dropdown, selecting the supervisor's name is required.' points to the 'Select Supervisor' dropdown; and '3. If 'Denied' is selected in the first dropdown, adding a reason for denial is optional.' points to the 'Reason for Rejection' field. Below the form, there is a sidebar with details for the selected request, including 'Name', 'Date of Commencing Leave', 'Date of Resuming Duties', 'Reason for Leave', 'Address During Leave', 'Request Date', and 'Approval Status'. Below this sidebar, there is a 'Click the blue eye button to view full details in the left side panel for the leave request.' annotation pointing to the eye icon in the table's action column.

- Allows Supervisors and HODs/DHODs to view, approve, or reject pending leave requests.
- A table of pending leave requests will appear, showing employee details, leave type, dates, and reasons.

- Supervisors can approve or reject the leave and forward it to the HOD/DHOD for further action.
- HOD/DHOD can finalize the approval or denial of leave requests.
- Email notifications are sent at each stage.

3. Apply Leaves



The screenshot shows a web application titled "Leave Management". The header includes a "User Guide" link, the date "2025-01-15", and the time "12:56 PM". The main form is titled "Leave Application" and includes a "Back to Dashboard" link. The form contains the following fields:

Services No:		Name:		Annual:	2.0/14
Designation:	SOFTWARE ENGINEER GRADE II	Division:	Information Technology	Casual:	3.0/7
Date of first appointment:	2024-01-16	Leave taken current year: (2025)	7.0	Sick:	2.0/21

Below the table, there are three columns of input fields:

- Left Column:** "Leave Type" (dropdown menu with "Choose..." selected), "Num of days" (text input with a help icon).
- Middle Column:** "Date of commencing leave" (date picker showing "mm/dd/yyyy"), "Address when on leave" (text input with "58/f Pahalgama, Gampaha").
- Right Column:** "Date of resuming duties" (date picker showing "mm/dd/yyyy"), "Supervisor" (dropdown menu with "Search or select..." selected).

At the bottom, there is a "Reason for leave" text area with "Personal" entered, and a "SUBMIT" button.

- All employees, including Supervisors and HODs/DHODs.
- Allows users to submit a new leave request.
- A leave request form will open where you can select leave type, dates, and provide a reason.
- Submit the form to send the request to your supervisor for approval.

4. My Leaves

The screenshot displays the 'My Leave List (2025)' interface. At the top, there's a header with 'Leave Management', 'User Guide', and the date '2025-01-15 1:04 PM'. Below the header, the title 'My Leave List (2025)' is followed by buttons for 'Approve/Reject Annual Leave' and 'Back to Dashboard'. A table lists 5 leave entries with columns: No, Name, Leave Type, Date, Num of days, Approve status, and Action. The 'Action' column contains icons for viewing details (eye), editing (pencil), and deleting (trash). Annotations explain these icons: a blue eye icon for viewing details, a green pencil icon for editing, and a red trash icon for deleting (available only for pending requests). Below the table, a box titled 'Edit Leave Request' shows a form with fields for Service No, Name, Annual leave (0/14), Designation (SOFTWARE ENGINEER GRADE II), Division (Information Technology), Casual leave (0/7), Date of first appointment, Leave taken current year (0), Sick leave (0/21), Leave Type (Annual), Date of commencing leave (12/19/2024), Date of resuming duties (12/20/2024), Num of days (2), Address when on leave (test Address), Supervisor (YAPA E N S), Reason for leave (Personal), and an 'UPDATE' button.

No	Name	Leave Type	Date	Num of days	Approve status	Action
1		Casual	2025-01-21	1.0	Pending	[Eye] [Pencil] [Trash]
2		Sick	2025-01-20	1.0	Denied	[Eye]
3		Sick	2025-01-20	2.0	Supervisor Approved	[Eye]
4		Casual	2025-01-20	2.0	Supervisor Denied	[Eye]
5		Sick	2025-01-12	2.0	Pending	[Eye] [Pencil] [Trash]

Showing 1 to 5 of 5 entries

Annotations:

- Click the blue eye button to view full details in the left side panel for the leave request.
- Click the red button to delete the leave request. The delete option is available only if the approval status is pending.
- Click the green button to go to the edit leave request page. You can edit the date, number of days, reason, and change the supervisor using this page.

Edit Leave Request Form:

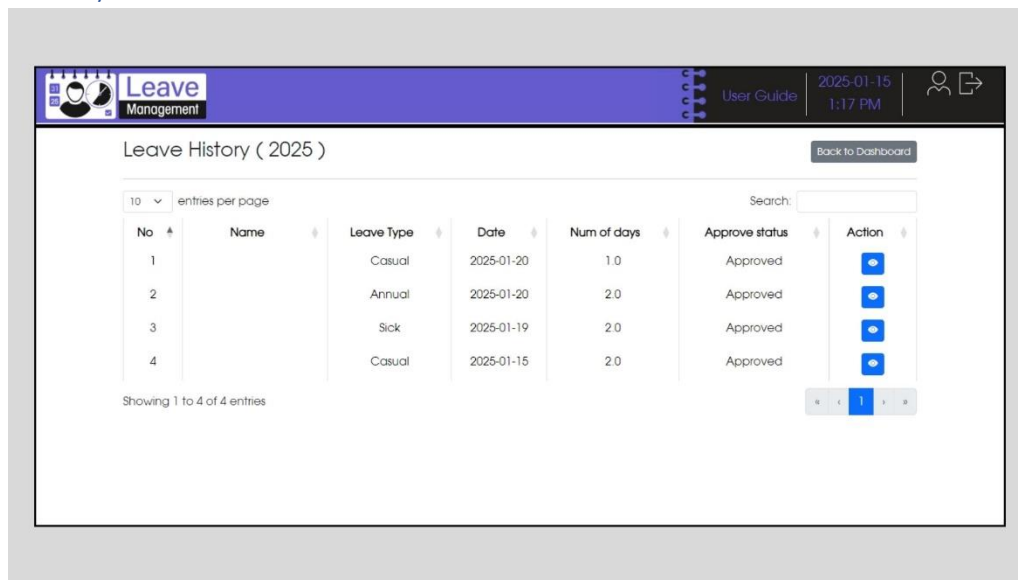
Go Back

Service No: [] Name: [] Annual: 0/14
Designation: SOFTWARE ENGINEER GRADE II Division: Information Technology Casual: 0/7
Date of first appointment: [] Leave taken current year: 0 Sick: 0/21

Leave Type: Annual (Selected) Date of commencing leave: 12/19/2024 Date of resuming duties: 12/20/2024
Num of days: 2 Address when on leave: test Address Supervisor: YAPA E N S (Selected)
Reason for leave: Personal
UPDATE

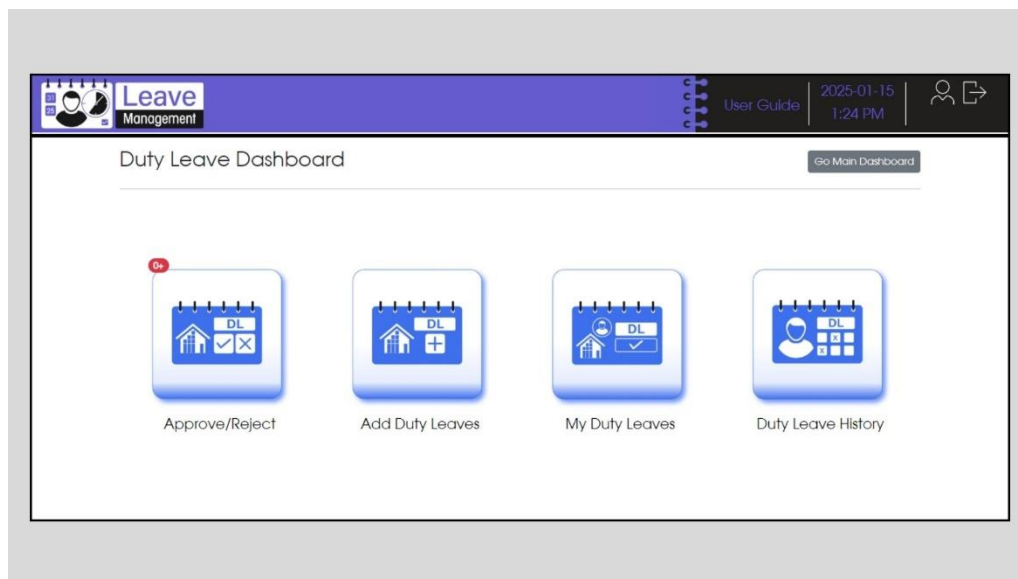
- All employees, including Supervisors and HODs/DHODs.
- Displays a list of all leave requests submitted by the user, along with their current status (Pending, Approved, or Rejected).
- View all your leave requests with details like leave type, dates, status, and reasons.
- Edit or delete leave requests if their status is still **Pending**.

5. Leave History



- All employees, including Supervisors and HODs/DHODs.
- Provides a complete history of all leave requests, including approved.
- Click the blue eye button to view full details in the left side panel for the leave request.

6. Duty Leave



A. Duty Leave Dashboard

- Quick access to key system functionalities.
- Approve/Reject, Add Duty Leaves, My Duty Leaves, Duty Leave History)

a) Approve/Reject

- This page is only available to the Supervisor and HOD/DHOD

(The same process applies to approving and rejecting Duty Leave requests.)

b) Add Duty Leaves

The screenshot shows a web application interface for 'Leave Management'. The header includes a logo, the title 'Leave Management', and user information: 'User Guide', '2025-01-15 1:50 PM', and 'Gaurinda'. The main form is titled 'Duties Leave Application' and includes a 'Back to Dashboard' link. The form contains the following fields:

- Service No:** 000001
- Name:** Janindu Gaurinda
- Designation:** SOFTWARE ENGINEER GRADE II
- Division:** Information Technology
- Leave Type:** A dropdown menu with 'Choose...' selected.
- Supervisor:** A dropdown menu with 'Search or select...' selected.
- Nature for Duties:** A text input field.
- SUBMIT** button.

Below the form, there are two instructions in a box:

- When an employee attends to work outside after signing on/placing the Fingerprint and does not report back to work, shall fill Columns No. 2 and 3 (**Departure**).
- When an employee attends to work outside and arrives for work shall fill Columns No. 1 and 3 (**Arrival**).

- All employees, including Supervisors and HODs/DHODs.
- Allows users to submit a new leave request.
- A leave request form will open where you can select leave type, dates, and provide a reason.
- Submit the form to send the request to your supervisor for approval.

c) My Duty Leaves

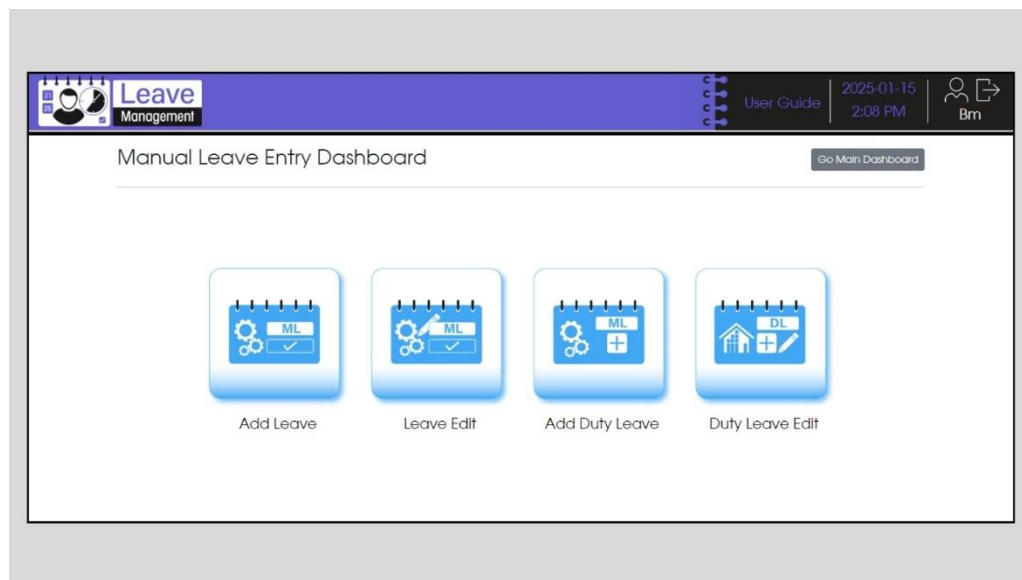
- All employees, including Supervisors and HODs/DHODs.
- Displays a list of all leave requests submitted by the user, along with their current status (Pending, Approved, or Rejected).
- View all your leave requests with details like leave type, dates, status, and reasons.
- Edit or delete leave requests if their status is still **Pending**.

d) My Duty History

- All employees, including Supervisors and HODs/DHODs.
- Provides a complete history of all approved leave requests.

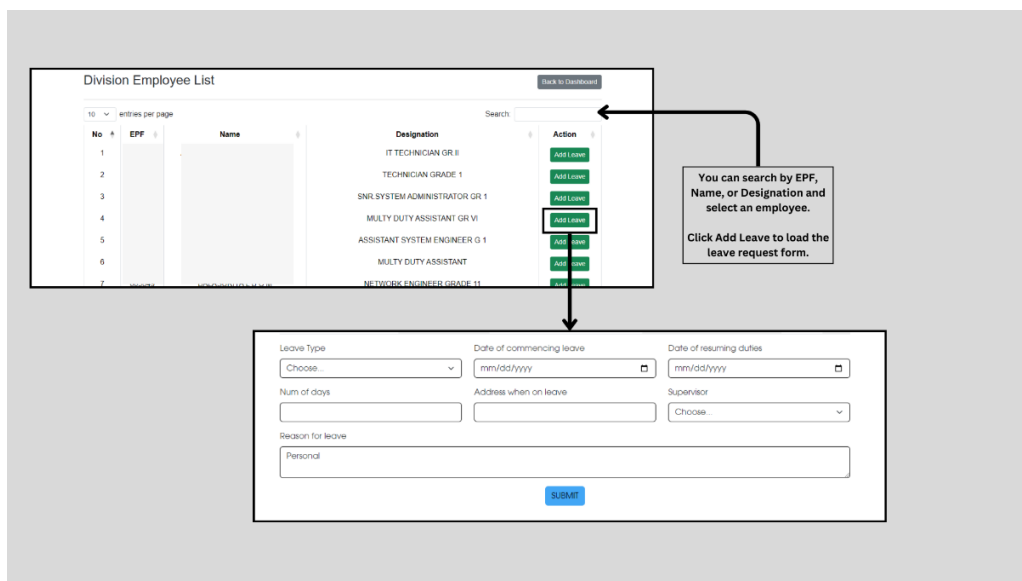
7. Manual Leave

❖ This page is only available to the Leave MA



A) Manual Leave Entry Dashboard

- Quick access to key system functionalities.
- Add Leave, Leave Edit, Add Duty Leave, Duty Leave Edit
- You can search by EPF, Name, or Designation and select an employee. Click **Add Leave** to load the leave request form.



8.Add Your Mail

The screenshot shows a web interface for adding an email address. At the top, there is a form with two input fields: 'Your EPF Number' (empty) and 'Airport Mail' (containing 'exampl.it@airport.lk'). A blue 'SUBMIT' button is positioned below the 'Airport Mail' field. To the right of the form, a text box explains: 'Using this form, you can add your airport email to this system and receive notifications.' An arrow points from this text box to the 'SUBMIT' button. Below the form, there is a confirmation message: 'Your Airport Mail: exampl.it@airport.lk'. To the right of the email address is a red square button with a white minus sign. A text box below this button states: 'You can remove your email using this red button', with an arrow pointing to the red button.

- All employees, including Supervisors and HODs/DHODs.
- Allows employees to add or remove their email addresses for receiving notifications.
- Enter your email address in the provided field.
- Save the changes to start receiving email notifications.
- To stop receiving notifications, remove your email address.

9.Holidays

- All employees, including Supervisors and HODs/DHODs.
- Displays the list of official holidays for the year, helping users plan their leaves.
- View a complete list of holidays with dates and descriptions.

6. How to

1. How to Apply for a Leave Request

The screenshot shows the 'Leave Application' form. Step 1 points to the 'Leave Type' dropdown menu, which is currently set to 'Annual'. Step 2 points to the 'Supervisor' dropdown menu, which is currently set to 'Search or select...'. Below the form, there are two callout boxes. The first box, labeled '1', explains that if 'Annual' is selected, a Representative must be chosen. The second box, labeled '2', shows a list of representatives with a search bar and a note that the search bar can be used to find names easily.

Leave Application

Services No: [] Name: [] Annual: 2/0/14
Designation: SOFTWARE ENGINEER GRADE II Division: Information Technology Casual: 1/0/7
Date of first appointment: [] Leave taken current year: (2025) 3/0 Sick: 0/21

Leave Type: Choose... Date of commencing leave: mm/dd/yyyy Date of resuming duties: mm/dd/yyyy
Num of days: [] Address when on leave: Test Address Supervisor: Search or select...
Reason for leave: Personal

1. If you select the "Annual" leave type, you must choose a Representative .(2 input) (someone who agrees to handle your duties during your leave period).

2. Select a Representative or Supervisor for leave approval. You can use the search bar to easily find their name.

Representative: Search or select...
Search or select...
ABEYGUNAWARDENA M A M N
ABEYRAINE G D
ABEYWICKREMA T I
ANURAGA L J
ARIYASINGHE D

2. How to Approve an Annual Leave Request (Representative)

The screenshot shows the 'My Leaves' tab selected in the top navigation bar. Below it, there is a 'Pending Annual Leave List' table. The table has columns for No, Name, Designation, Leave Type, Date, Num of days, and Action. The first row shows a pending annual leave request for a Software Engineer Grade II. Below the table, there is a 'Approve / Reject' dialog box with a dropdown for 'Approve/Denied' (set to 'Approved'), a dropdown for 'Supervisor' (set to 'Search or select...'), and a 'Submit' button. The dialog box also has a 'Close' button.

Step 1: Go to the "My Leaves" Tab

Step 2: Click on "Approve Reject Annual Leave" to view the list of leave requests requiring your approval.

Step 3: If you agree to act as the Representative during the leave period, click Approve. If you cannot take responsibility, click Reject and provide a reason if necessary.

Once you approve the request, it will automatically proceed to the Supervisor for further action.

Approve / Reject

Approve/Denied: Approved
Supervisor: Search or select...
Submit

Pending Annual Leave List

No	Name	Designation	Leave Type	Date	Num of days	Action
1	[]	SOFTWARE ENGINEER GRADE II	Annual	2025-01-18	1/0	[] [] []

3. How to Add a Half Day Leave

The screenshot shows a leave request form with the following fields:

- Leave Type: Choose...
- Date of commencing leave: mm/dd/yyyy
- Date of resuming duties: mm/dd/yyyy
- Num of days: (highlighted with a red box)
- Address when on leave: test Address
- Supervisor: Search or select...
- Reason for leave: Personal
- SUBMIT button

An arrow points from the 'Num of days' field to a detailed instruction box:

To add a half-day leave, enter 0.5 in the Num of days .

Num of days

Enter Half Day Leave:

In the Number of Days field, enter 0.5 to indicate a half day.