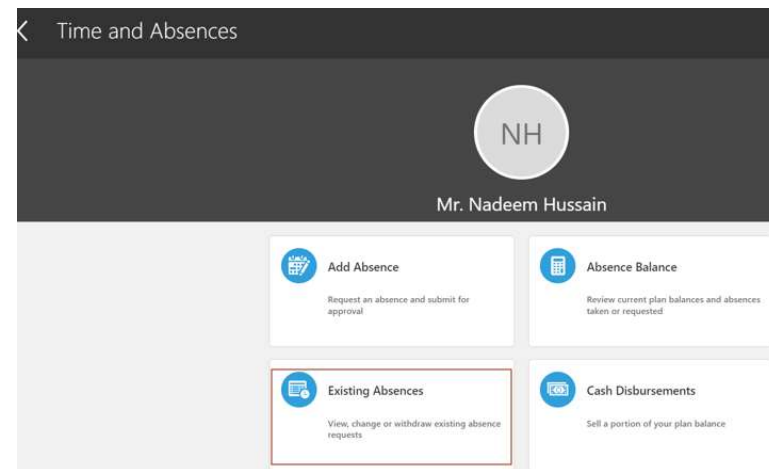


Existing Absences

View existing Absences

- Once the employee signs in, the home page will be displayed.
- Click on the **Me** Tab and then click on **Time and Absences**.

- Click on **Existing Absences** tile.



View existing Absences

- The employee will be able to see the status of all the absences that were added.

Existing Absences
Mr. Yaser Ammar Al-Sarraj

Absences + Add

Last 6 months

Search by type or status

Sort By Date

| | | |
|---|------------------------------|--|
| Annual Leave: 1 Days 11/12/2022 - 11/12/2022 | Awaiting approval | |
| Paid Study Leave: 4 Days 13/11/2022 - 16/11/2022 | Scheduled | |
| Sick Leave: 3 Days 30/10/2022 - 01/11/2022 | Awaiting approval | |
| Long Leave With Pay: 5 Calendar Days 23/10/2022 - 27/10/2022 | Awaiting approval | |
| Hospitalization / Long Sick Leave: 6 Calendar Days 17/10/2022 - 22/10/2022 | Scheduled | |
| Compassionate Leave: 1 Days 16/10/2022 - 16/10/2022 | Awaiting withdrawal approval | |
| Haji Leave: 5 Days 09/10/2022 - 13/10/2022 | Scheduled | |