



Programs

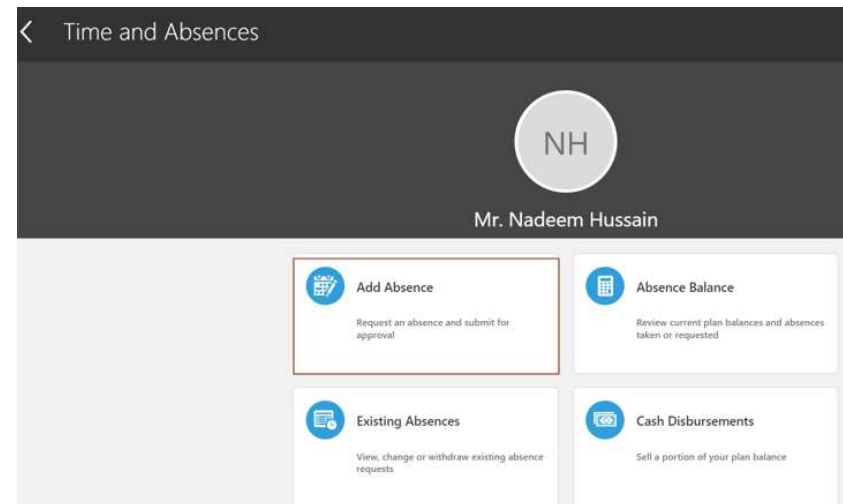
**Apply Leave/Add Absence**

## Apply Leave/Add Absence

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



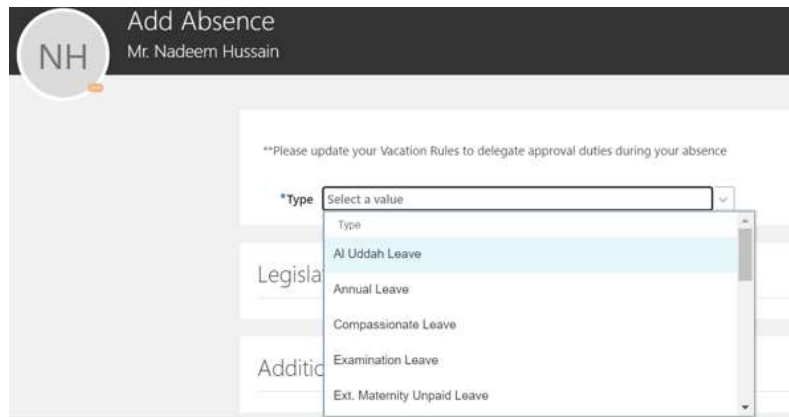
- Click on **Add Absence** tile.



## Apply Leave/Add Absence

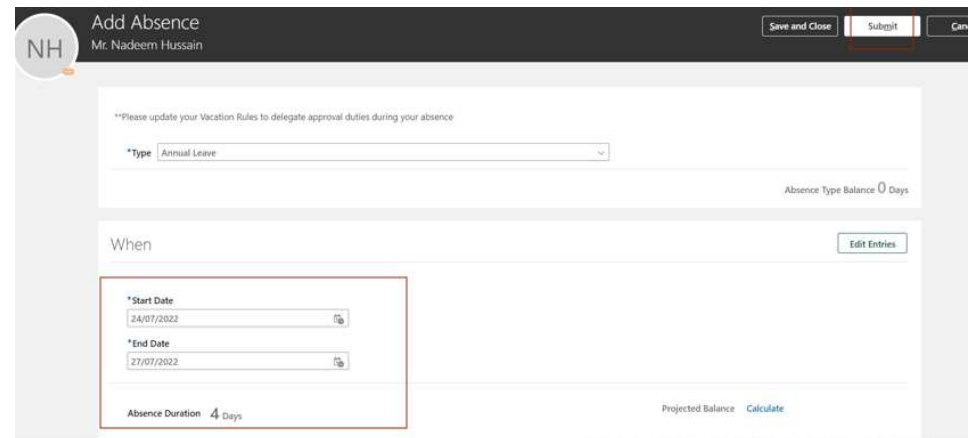
- Select Leave Type.

*Note: Leave types are different based on the employee's eligibility.*



The screenshot shows the 'Add Absence' form for Mr. Nadeem Hussain. The 'Type' dropdown menu is open, displaying the following options: Al Uddah Leave, Annual Leave, Compassionate Leave, Examination Leave, and Ext. Maternity Unpaid Leave. The 'Annual Leave' option is currently selected.

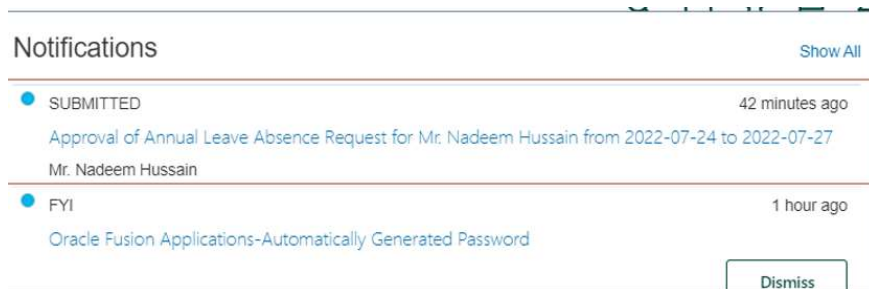
- Enter Start date and End date of the Absence.
- Click **Submit** and it is sent for approvals



The screenshot shows the 'Add Absence' form for Mr. Nadeem Hussain. The 'When' section is highlighted with a red box, showing the 'Start Date' as 24/07/2022 and the 'End Date' as 27/07/2022. The 'Absence Duration' is displayed as 4 Days. The 'Projected Balance' is shown as 0 Days. The 'Submit' button is visible in the top right corner.

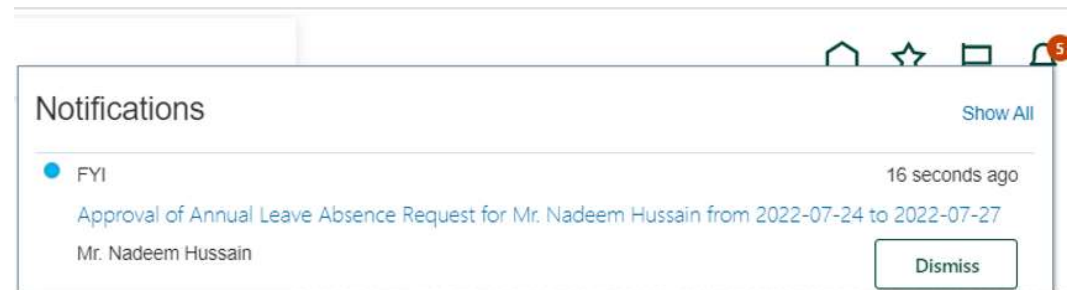
## Apply Leave/Add Absence

- Once the leave is submitted, employee will receive a notification which conveys that the absence has been submitted for approval.
- Once the request is approved by Line Manager, Employee will receive an FYI notification which conveys that the request is approved.



Notifications Show All

- SUBMITTED** 42 minutes ago  
Approval of Annual Leave Absence Request for Mr. Nadeem Hussain from 2022-07-24 to 2022-07-27  
Mr. Nadeem Hussain
- FYI** 1 hour ago  
Oracle Fusion Applications-Automatically Generated Password



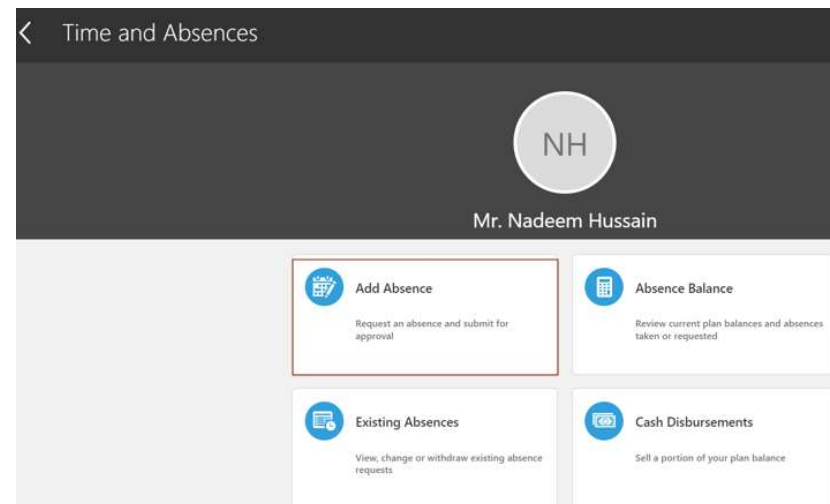
Notifications Show All

- FYI** 16 seconds ago  
Approval of Annual Leave Absence Request for Mr. Nadeem Hussain from 2022-07-24 to 2022-07-27  
Mr. Nadeem Hussain

# Apply Leave with Mandatory Attachment

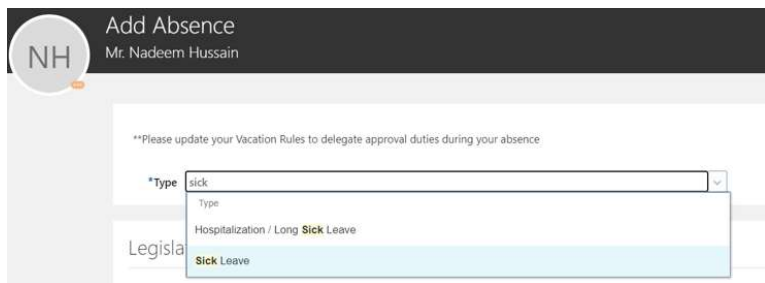
- Once the employee signs in, the home page will be displayed.
- Click on the **Me** Tab and then click on **Time and Absences**.

- Click on **Add Absence** tile.

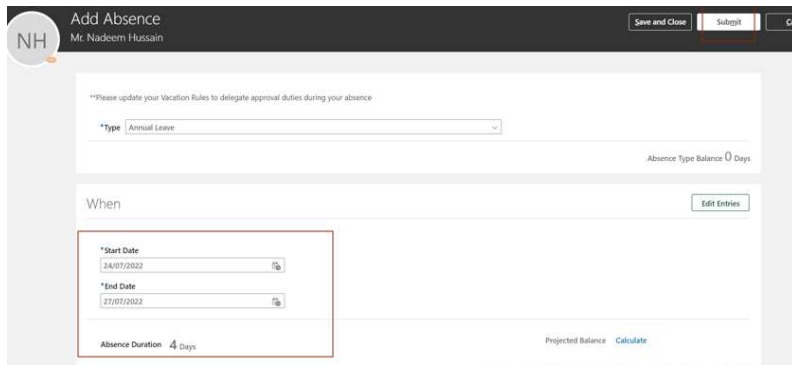


# Apply Leave with Mandatory Attachment

- Select Leave Type as **Sick leave** as it requires mandatory attachment.

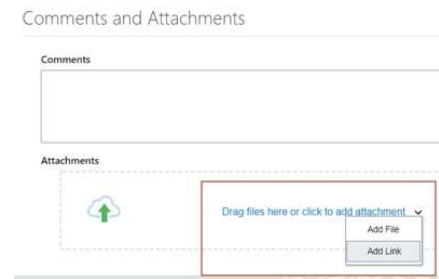


The screenshot shows the 'Add Absence' form for Mr. Nadeem Hussain. The 'Type' dropdown menu is open, showing options: 'Type', 'Hospitalization / Long Sick Leave', and 'Sick Leave'. The 'Sick Leave' option is highlighted in blue. A note above the dropdown reads: '\*\*Please update your Vacation Rules to delegate approval duties during your absence\*\*'. The 'Legisla' label is visible on the left side of the form.



The screenshot shows the 'Add Absence' form for Mr. Nadeem Hussain. The 'Type' dropdown menu is set to 'Annual Leave'. The 'When' section is highlighted with a red box, showing the 'Start Date' (24/07/2022) and 'End Date' (27/07/2022) fields. The 'Absence Duration' is 4 Days. The 'Projected Balance' is 0 Days. The 'Save and Close' button is highlighted with a red box. The 'Submit' button is also visible.

- Enter State date and End date of the Absence.
- Scroll down to 'Comments and Attachments' section. Click on 'Drag files here or click to add attachment' and select 'Link' to add any web link. Add link and click on 'Save and Close'.
- Click **Submit** and it is sent for approvals.



The screenshot shows the 'Comments and Attachments' section. The 'Comments' field is empty. The 'Attachments' section has a red box around the 'Add Link' button. The text 'Drag files here or click to add attachment' is visible. The 'Add File' and 'Add Link' buttons are also visible.



The screenshot shows the 'Add Link' dialog box. The 'Link' field contains the URL 'https://www.oracle.com'. The 'Save and Close' button is highlighted with a red box. The 'Cancel' button is also visible.

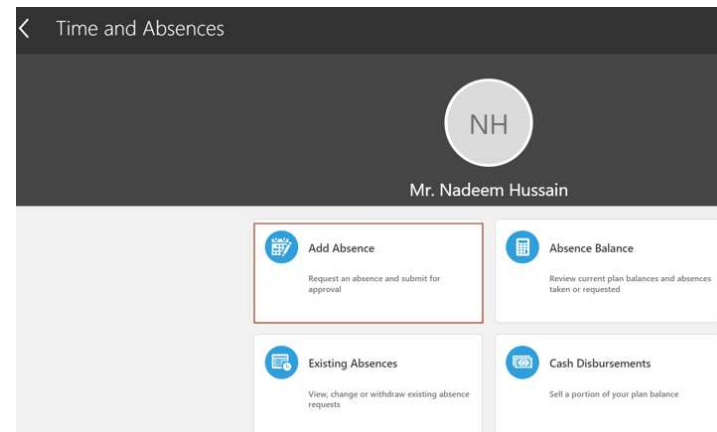


# Apply Leave with Mandatory Reason

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



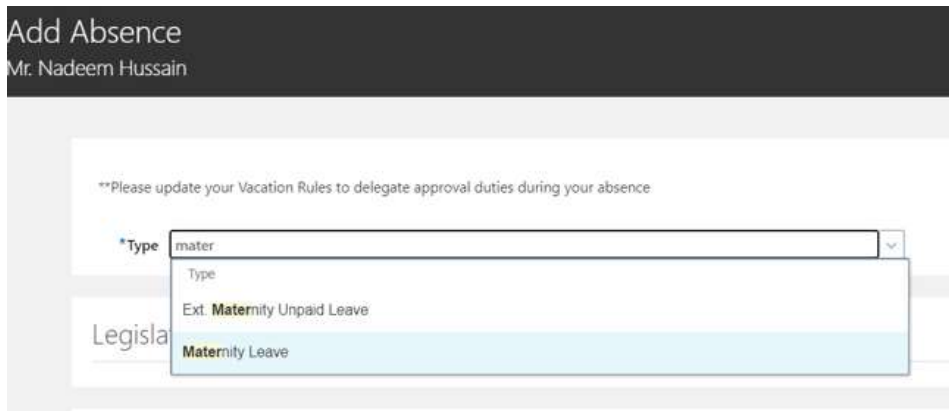
- Click on **Add Absence** tile.





## Apply Leave with Mandatory Reason

- Select Leave Type where the reason is mandatory.
- Choose **Maternity Leave**.



**Add Absence**  
Mr. Nadeem Hussain

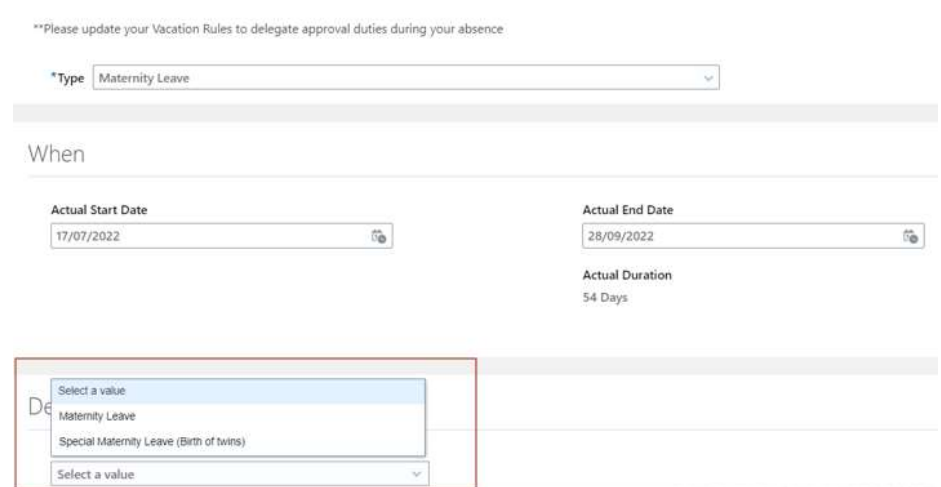
\*\*Please update your Vacation Rules to delegate approval duties during your absence

\*Type mater

- Type
- Ext. **Maternity Unpaid Leave**
- Maternity Leave**

Legisla

- Enter State date and End date of the Absence.
- Under 'Details' section, click on 'Reason' dropdown to select the appropriate reason.
- Click **Submit**.



\*\*Please update your Vacation Rules to delegate approval duties during your absence

\*Type Maternity Leave

When

Actual Start Date 17/07/2022

Actual End Date 28/09/2022

Actual Duration 54 Days

De

Select a value

- Maternity Leave
- Special Maternity Leave (Birth of twins)

Select a value