

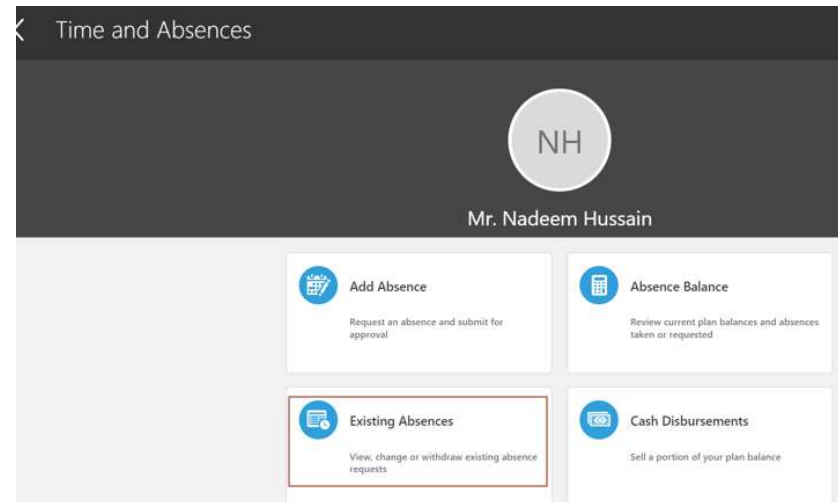
Withdraw Leave

Withdraw Leave

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



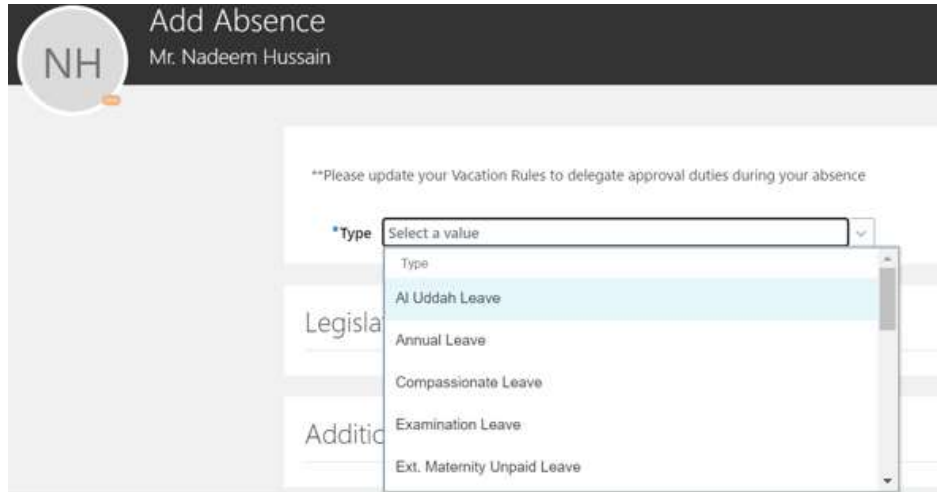
- Click on **Existing Absences** card.



Withdraw Leave

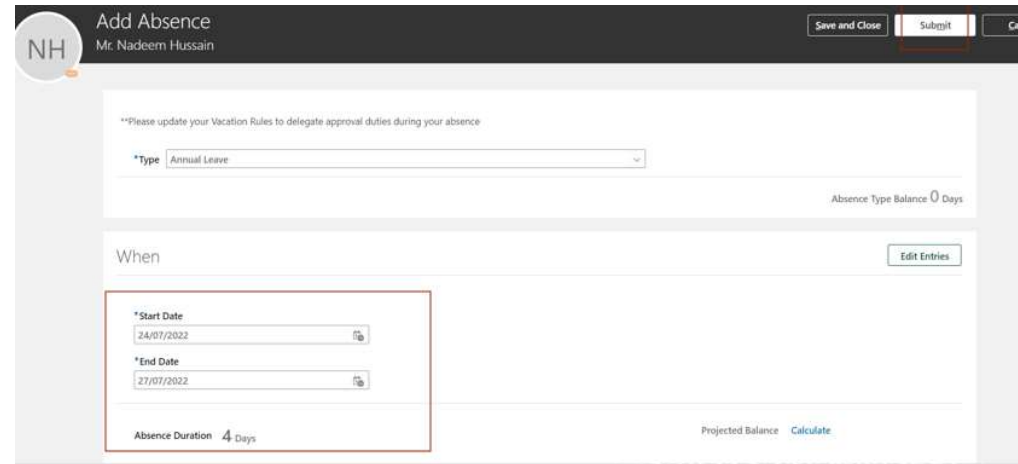
- Select Leave Type.

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



The screenshot shows the 'Add Absence' form for Mr. Nadeem Hussain. A dropdown menu is open for the '*Type' field, displaying a list of leave types: AI Uddah Leave, Annual Leave, Compassionate Leave, Examination Leave, and Ext. Maternity Unpaid Leave. The 'Annual Leave' option is highlighted in light blue. The form also includes a 'Legisla' sidebar and a 'Project Balance' section.

- 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 '*Type' field is set to 'Annual Leave'. The 'When' section contains two date pickers: '*Start Date' (24/07/2022) and '*End Date' (27/07/2022). The 'Absence Duration' is displayed as '4 Days'. The 'Projected Balance' is shown as '0 Days'. The form includes a 'Submit' button and a 'Calculate' link.

Withdraw Leave

- Choose the Leave that needs to be withdrawn and click on Pencil icon next to it.

Note: Only 'In Progress' and 'Scheduled' absences will be allowed for withdrawal. 'Completed' absences cannot be withdrawn.

- Click 'Delete' to withdraw the absence.

Existing Absences
Mr. Nadeem Hussain

Absences + Add

Last 6 months

Search by type or status

Sort By Date

Annual Leave: 4 Days
24/07/2022 - 27/07/2022 Scheduled

Edit Absence
Mr. Nadeem Hussain Delete Submit Cancel

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

*Type Annual Leave

When Edit Entries

*Start Date
24/07/2022

*End Date
28/07/2022

Absence Duration 5 Days Projected Balance Calculate