



HOW TO FILE A LEAVE

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The screenshot shows the Timora HRMS interface. On the left sidebar, the 'Leaves' menu item is highlighted with a red box. In the top right corner, the 'Request Leave' button is also highlighted with a red box. The main content area features a 'Sick Leaves Remaining' card with a value of 5.00. Below this is a 'Leave List' table with the following data:

Leave Type	From	To	Approved By	No of Days	Status	Action
Sick Leave	08 Jan 2026	08 Jan 2026	-	1.00	Pending	
Sick Leave	06 Jan 2026	06 Jan 2026	-	1.00	Pending	

Showing 1 - 2 of 2 entries

In **Leave (Employee)**, you can view all your available **leave credits**. Click **Request Leave** to file a leave request.

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The screenshot displays the Timora HRMS interface. On the left, a sidebar menu includes 'Attendance', 'Leaves', and 'Leave (Employee)'. The main content area shows the 'Leaves' section with a 'Sick Leaves Remaining' card displaying '5.00' and a 'Leave List' table. A 'Request Leave' button is highlighted in the top right. A red-bordered pop-up form titled 'Add Leave Request' is overlaid on the screen, containing the following fields:

- Leave Type: Select
- From: mm/dd/yyyy
- To: mm/dd/yyyy
- No of Days: [input field]
- Remaining Days: [input field]
- Reason: [text area]
- Supporting Documents: Choose Files (No file chosen)

Buttons for 'Cancel' and 'Add Leaves' are located at the bottom of the form.

A pop-up form will appear where you need to **fill in all required details** to file your leave request.

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Add Leave Request ✕

Leave Type

From To

No of Days Remaining Days

Reason

Supporting Documents
 No file chosen

Note:

- The system follows the **Leave Policy** set in the portal. If enabled, make sure to comply with the following before filing:
 - **Advance Notice Period**
 - **Half-Day Leave** rules
 - **Backdated Filing** limits
 - **Required Documents** (if applicable)
- If your leave dates are **separated by non-working days** (e.g., weekends or rest days), you must **file separate leave requests**.
 - **Example:** If filing leave for **Friday and Monday**, submit **two separate requests** so that **Saturday and Sunday** are not included if they are not regular workdays.

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The screenshot displays the Timora HRMS interface. On the left is a navigation menu with sections: MAIN MENU (Dashboard, Leaves), HRM (Attendance, Leaves), FINANCE & ACCOUNTS (Payslip), and ADMINISTRATION. The main content area shows the 'Leaves' section for an employee, with a 'Sick Leaves' summary card showing 5.00 remaining. Below this is a 'Leave List' table with columns for Leave Type, No of Days, and Remaining Days. A modal window titled 'Edit Leave Request' is open, containing the following fields:

- Leave Type: Sick Leave
- From: 01/08/2026
- To: 01/08/2026
- Half Day: Full Day
- No of Days: 1
- Remaining Days: 5.00
- Reason: test
- Supporting Documents: No file chosen

At the bottom of the modal are 'Cancel' and 'Update' buttons. In the background, a table of leave requests is visible, with the 'Pending' status in the 'Status' column highlighted by a red box.

Additional Note:

If there are any adjustments needed on a filed leave, you may **update the request as long as it is still pending**. Simply click the **Edit icon** in the **Action** column, make the necessary changes, and click **Update** to save.