

How to Apply Leave?

You can follow the below steps to apply leave on Zing HR :

1. Log in to your Zing HR account.
2. On the Attendance dashboard you can apply your leaves. You can apply multiple days of leave as well.

The screenshot displays the 'My Time And Attendance' interface for October 2018. At the top, there is a legend for attendance status: Absent (red dot), Leave Applied (grey dot), Half Day (green dot), Leave Approved (purple dot), Present (green dot), and Outdoor Approved (yellow dot). The calendar shows the following leave types: Present (green dots) on Mon 1, Wed 3, Thu 4, and Fri 5; Absent (red background) on Tue 2 and Thu 18; Leave Approved (purple dot) on Fri 18; Outdoor Approved (yellow background) on Sat 6; and Leave Applied (grey background) on Sun 30, Sun 7, Sun 14, Sun 21, Sun 28, Mon 8, Tue 9, Wed 10, Thu 11, Fri 12, Sat 13, Sat 20, Sat 27, and Sun 28. On the right, a box shows 'Absence in current month' as 0.0. Below this is a list of leave types: Paternity Leaves (NA), Paid Leave (47.00), CompOff Leaves (0.00), BirthDay Leaves (0.00), and Other Leaves (with a dropdown arrow). A red arrow points to the date 30th with the text 'Select the date when you want to apply leave'. A blue arrow points to the 'Other Leaves' button with the text 'Select the type of leave'. At the bottom left, there are buttons for 'Regularize' and 'Outdoor'.

3. Select the date and no of days you want to apply a leave. (If you want to apply multiple days leave, select proper Start Date and End Date.
4. Select the reason from the drop down list and enter the Remarks then click on Apply.

Leave Application
✕

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No. of Days Applied

Leave Type
Start Date
Leave Day
End Date
Leave Day

Paid Leave (47.00) ▾

30/10/2018

Full Day ▾

31/10/2018

Full Day ▾

Reason

[Select Reason](#)

Select ▾

Mobile No.

Email ID

Address

1234567890

abc@zinghr.com

1201-1202, Quantum Towers, Rambaug Lane, Malad West, Mumbai, Maharz

Remarks

Attachment File

[Enter remarks here](#)

Note: (Valid File Types for upload : jpg, jpeg, png, gif, docx, xls, xlsx, pdf) (Max. FileSize : 5 MB)

Application History

No Record Found

Plan

Apply

Apply

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[Approver Details](#)