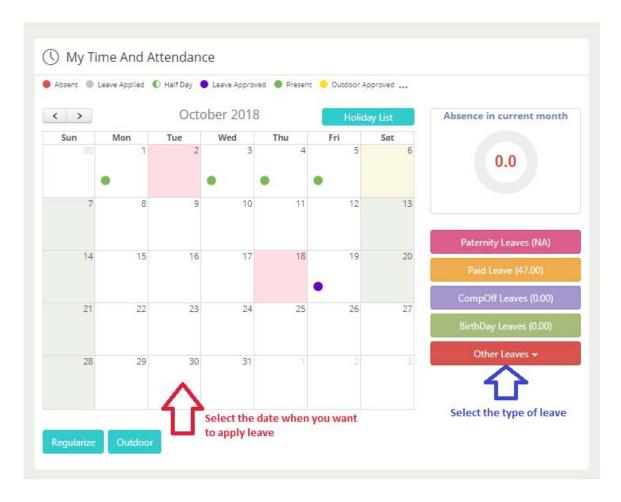## How to Apply Leave?

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.

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 ✕

2		
No. of Days Applied		

Total	Applied	Balance
47	0	47
Details		

1

Mr. Rajesh Karimpuzha Ana
nthanarayanan

rajesh.ananthanarayanan@z
inghr.com

⬆
Approver Details

Leave Type
Paid Leave (47.00) ▼

Start Date
30/10/2018 📅

Leave Day
Full Day ▼

End Date
31/10/2018 📅

Leave Day
Full Day ▼

Reason
Select ▼ ⬅ Select Reason

Mobile No.
1234567890

Email ID
abc@zinghr.com

Address
1201-1202, Quantum Towers, Rambaug Lane, Malad West, Mumbai, Mahara

Remarks

Attachment File
🔗

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

Application History   ⬆ **Enter remarks here**

No Record Found

Plan   Apply

⬆
Apply