

Leave Tracker System

Employee User Manual

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1. About this application

Leave tracker is a leave management application. It helps you track vacation and sick-leave balances, submit time-off requests, follow approvals, and see public holidays for your country. Approvers receive email links to review requests; you can also track progress inside the application.

2. Accessing the application

Open the application in your web browser at the Leave tracker address your administrator gives you.

Use a supported modern browser (Chrome, Firefox, Safari, or Edge).

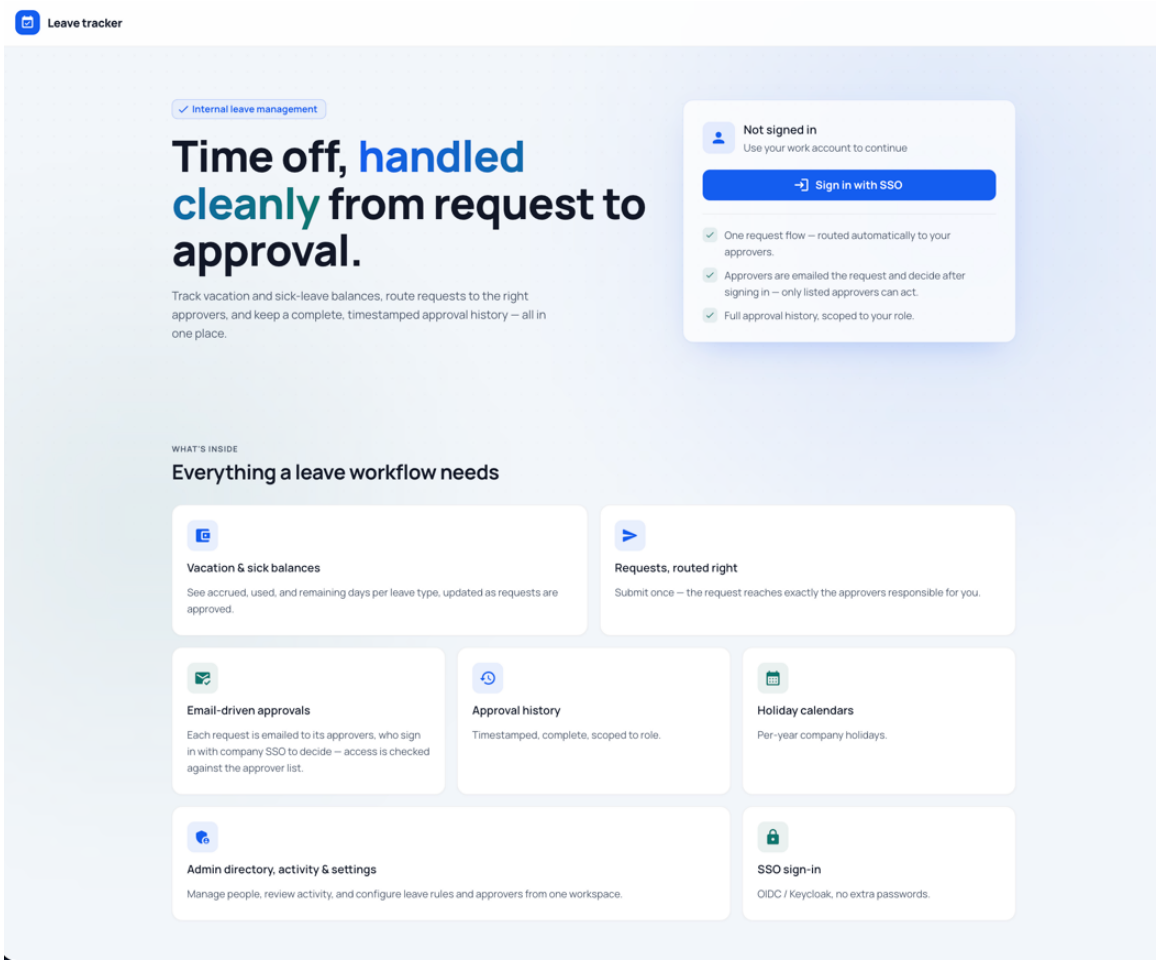


Figure 1 — Landing page before sign-in

3. Signing in

Sign in with company single sign-on (SSO)

Purpose

Access is controlled through your company's identity provider (Keycloak). You must sign in with your work account before any employee features are available.

How to do it

1. Open the Leave tracker URL in your browser.
2. On the landing page, click **Sign in with SSO**.
3. Enter your work credentials on the company login page when prompted.
4. After a successful sign-in, you return to the Leave tracker landing page.

Notes

- Signing in alone is not enough: your account must carry the **employee** role. If you authenticate but have no assigned role, access is refused.

4. Choosing your workspace

Open the employee workspace

Purpose

After sign-in, the landing page lets you choose which part of the application to open.

How to do it

1. Confirm you see **Welcome back,** followed by your first name.
2. Under the **Employee** role chip, locate the card **Enter employee workspace**.
3. Click **Open workspace**.
4. You arrive at the **Leave dashboard**.

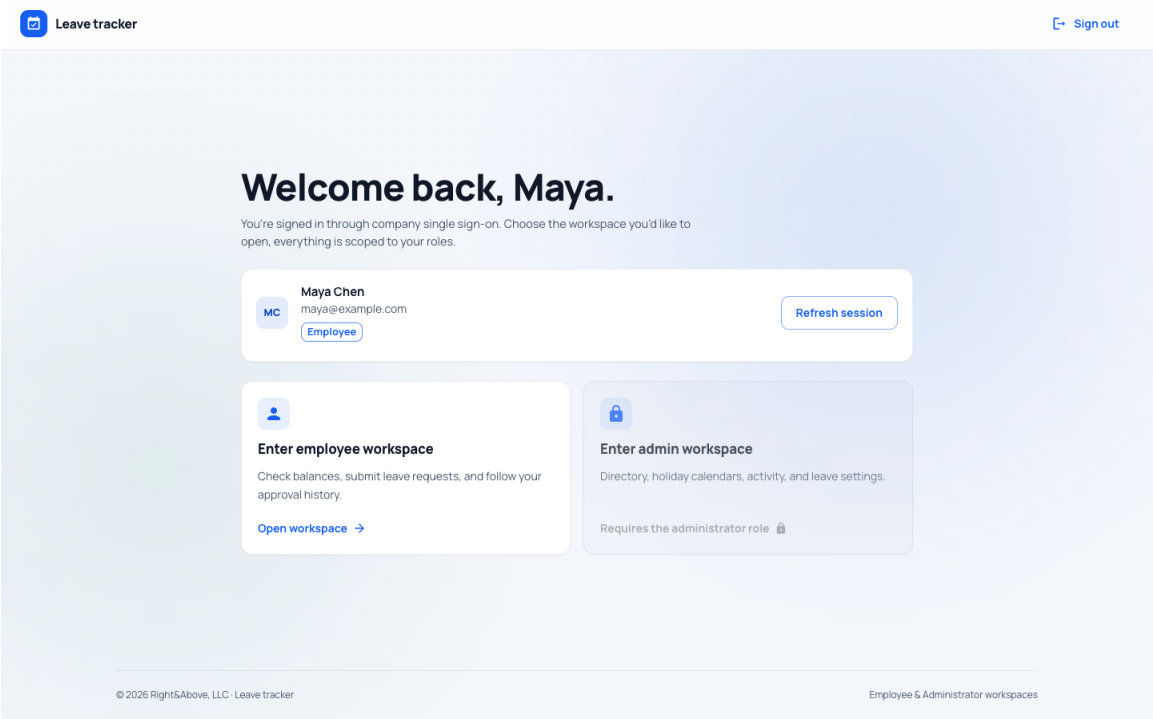


Figure 2 — Signed-in landing page with employee workspace card

Notes

- If you also hold the administrator role, an admin workspace card appears separately. This manual covers employee features only.

5. Navigation overview

The employee workspace uses a sidebar on the left (and a bottom bar on small screens). Sections and items are:

- **Overview — Dashboard**
- **Requests — New request, Request history**
- **Balance — Balance timeline**
- **Reference — Holiday calendars**

At the bottom of the sidebar you see your name, the **Employee** role label, and **Switch workspace** to return to the landing page. The bell icon in the header opens notifications.

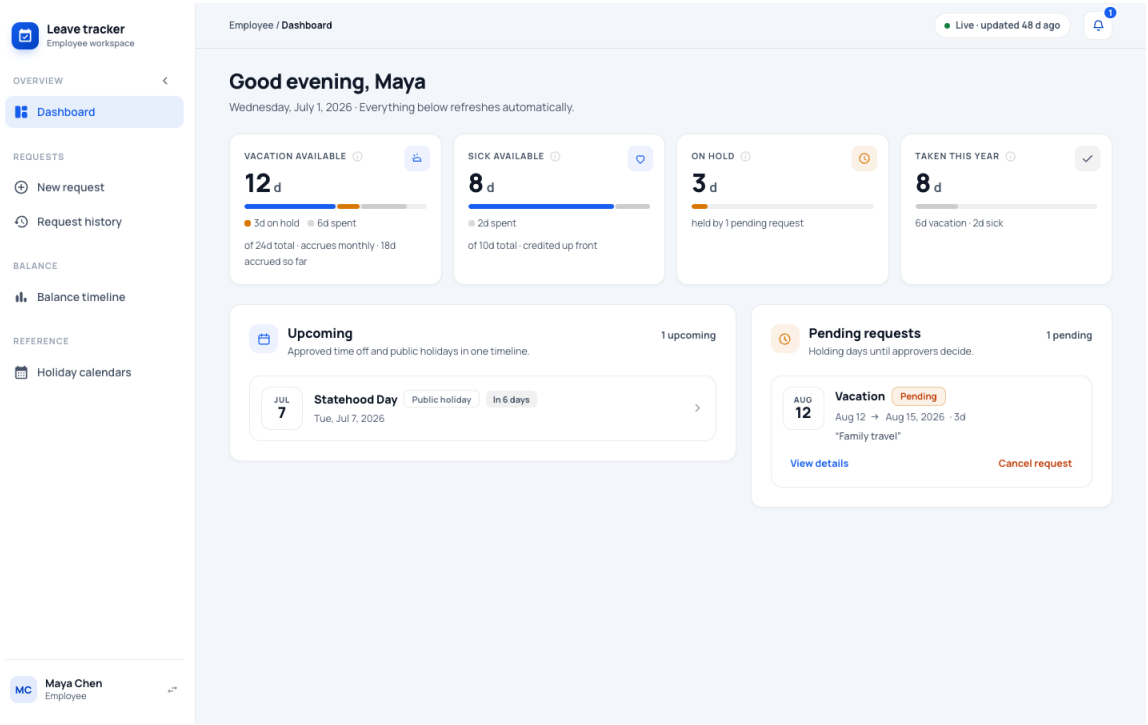


Figure 3 — Employee dashboard with sidebar navigation

6. Leave dashboard

Review your balances and pending requests

Purpose

The dashboard shows a live snapshot of your leave balances, upcoming time off, and requests waiting for approval.

How to do it

1. Open **Dashboard** from the sidebar.
2. Review the four summary cards: **Vacation available**, **Sick available**, **On hold**, and **Taken this year**.
3. Scroll to **Upcoming** to see approved leave and public holidays in the next two weeks.
4. In **Pending requests**, review items holding days until approvers decide.
5. Click **View details** on a pending row to open the full request.
6. Click **Cancel request** on a pending row to withdraw it immediately.

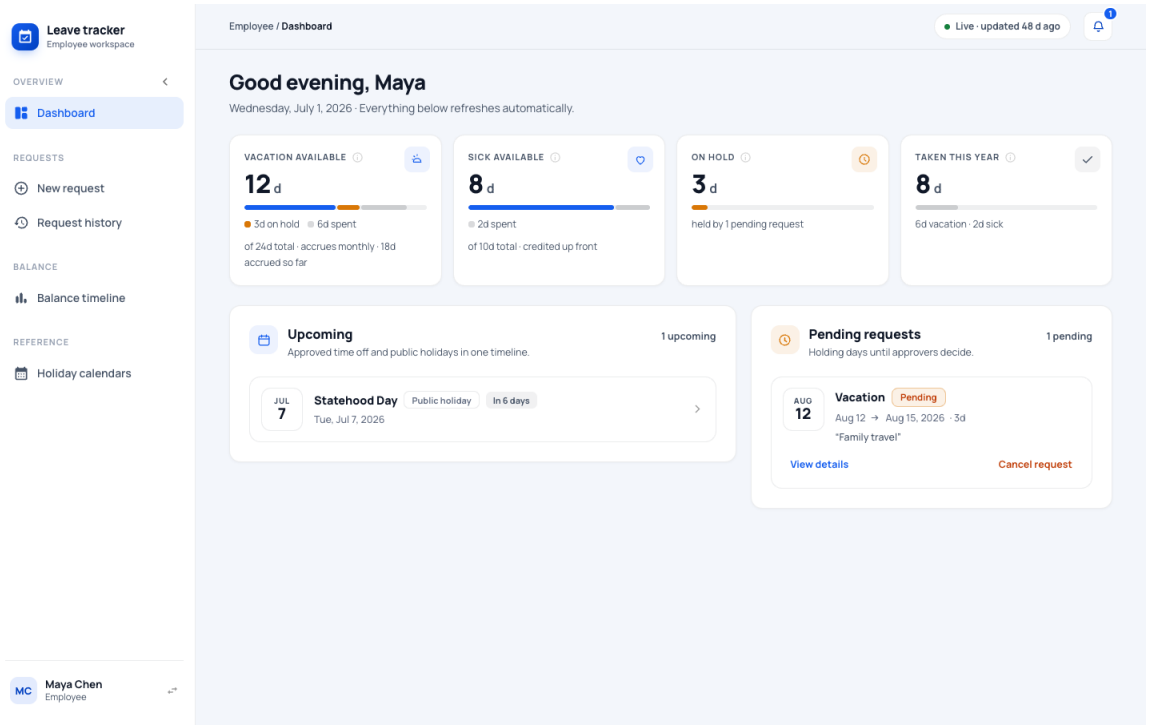


Figure 4 — Leave dashboard with balance cards and pending requests

Notes

- The status pill **Live · updated …** shows when data was last refreshed.
- Hover the info icons on balance cards for calculation hints.

7. Submitting a new leave request

Submit a new leave request

Purpose

Use this workflow to request vacation or sick leave for one or more working days.

How to do it

1. Click **New request** in the sidebar.
2. Under **Leave type**, choose **Vacation** or **Sick leave**.
3. In **Leave date(s)**, click the start date on the calendar, then the end date (a single day is fine). Weekends and public holidays are shaded and do not spend balance.
4. Optional: turn on **Partial days** to specify hours for individual days.
5. Optional: enter a **Comment** for approvers.
6. Under **Approvers**, use **Add approvers** to search by name or email. At least one approver is required when approval is mandatory.
7. Optional: add **CC recipients** who are notified but cannot decide.
8. Review **Current balance** and **This request** in the right-hand panels.
9. When the submit note reads **Ready to submit.**, click **Submit request**.
10. Verify the green success banner shows your submitted dates.

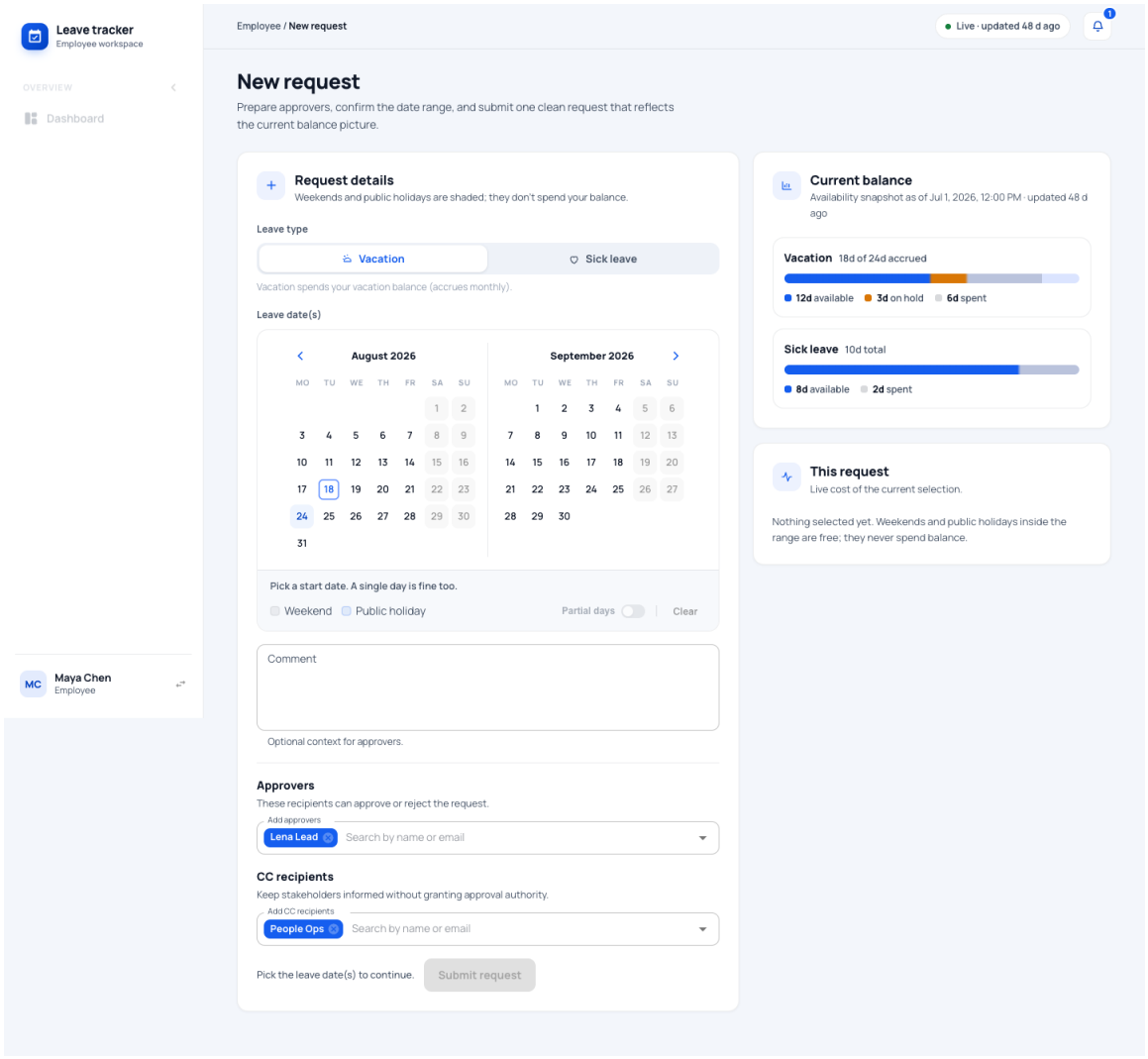


Figure 5 — New request form with calendar and approver fields

Notes

- Leave can be planned for the current year and next year only.
- If no holiday calendar exists for your country or year, submission is blocked with a message to contact your administrator.
- During a probationary period, leave taken before the end date of that period may be unpaid, depending on your company policy.

8. Request history

Browse and filter your past requests

Purpose

Request history lists every leave request you have submitted, with filters for status and dates.

How to do it

1. Click **Request history** in the sidebar.
2. Use status pills (**All**, **Pending**, **Approved**, **Rejected**, **Cancelled**, **Superseded**) to filter.
3. Optional: set **Leave dates** to narrow by period.
4. Click **View details** on any row to open the full record.
5. On an approved request that has not started, click **Change dates** to propose new dates.
6. Click **Cancel request** (pending) or **Cancel leave** (approved, not started) to withdraw.

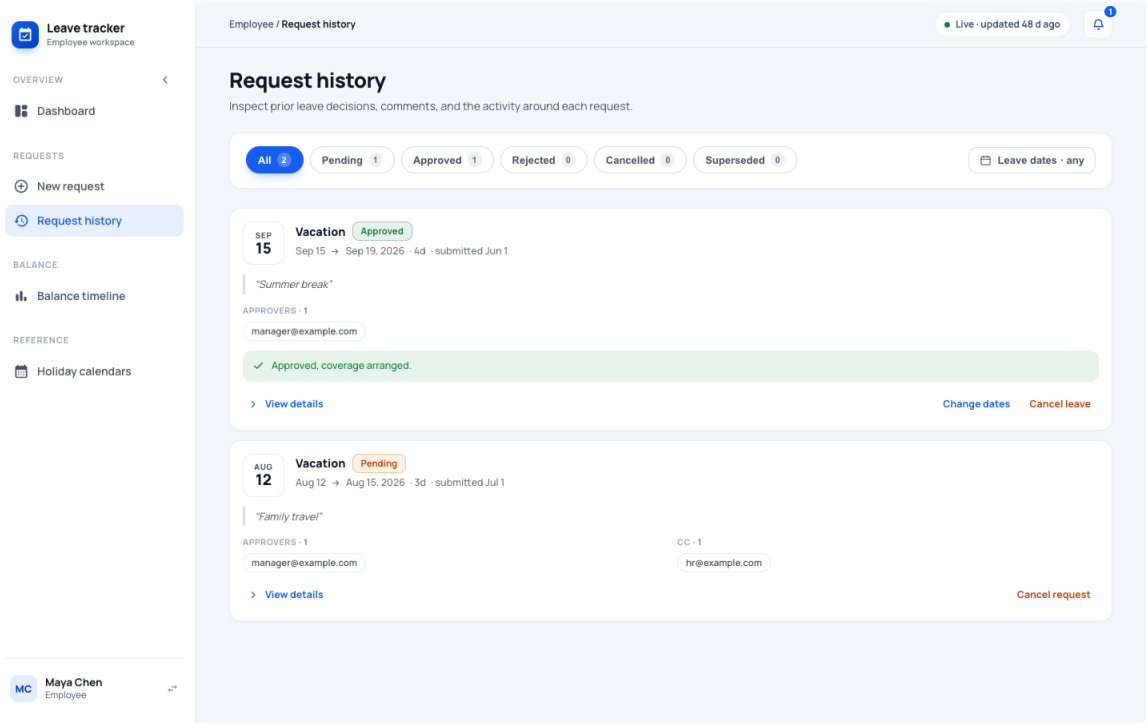


Figure 6 — Request history with status filters

9. Viewing request details

Inspect one request

Purpose

The request detail page shows the full context: dates, approvers, balance impact, and activity.

How to do it

1. From the dashboard or history, click **View details**.
2. Review metric tiles: **Leave type**, **Requested period**, **Status**, **Approvers**.
3. Read the **Summary**, **Balance impact**, **Approval routing**, and **Request activity** cards.
4. Use **Request history** (breadcrumb link) to go back.

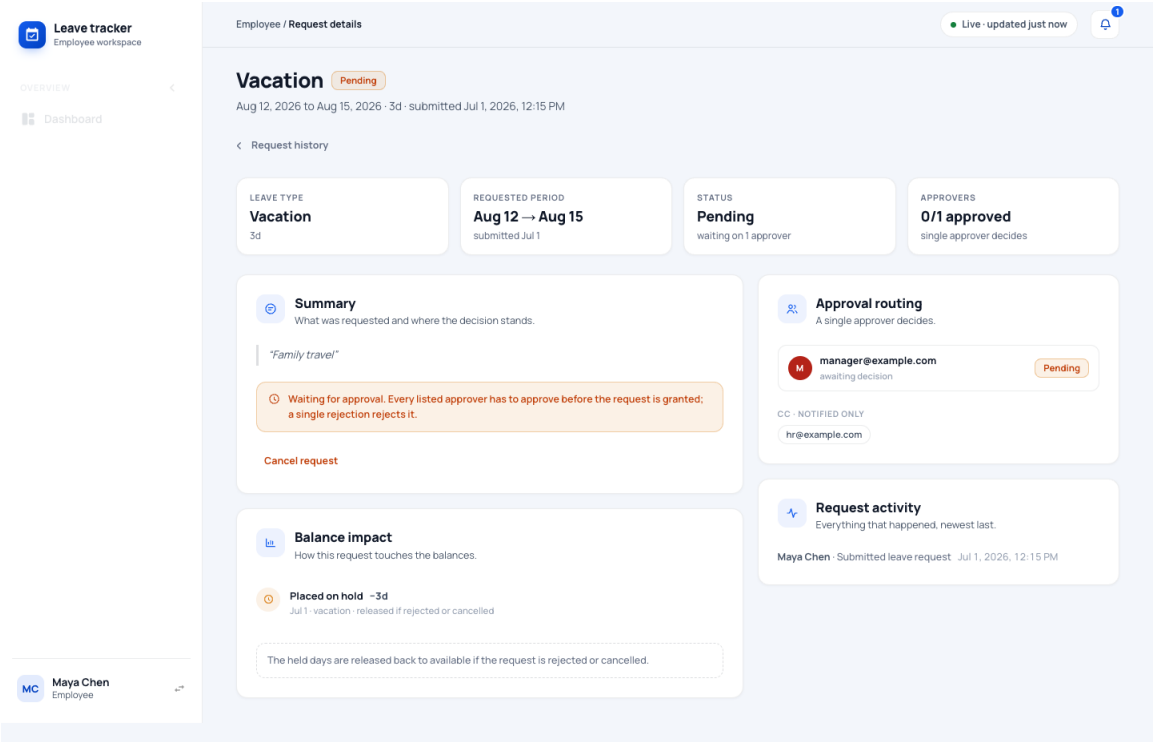


Figure 7 — Pending request detail page

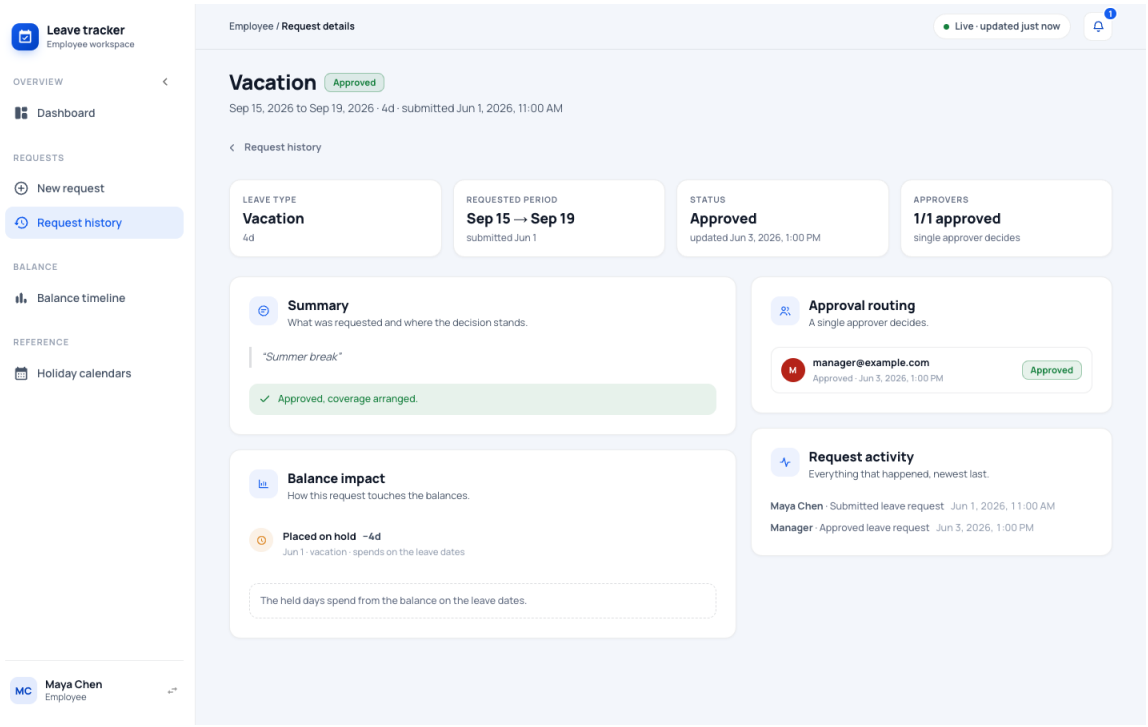


Figure 8 — Approved request detail page

10. Cancelling or changing leave

Cancel a pending request

Purpose

Pending requests can be cancelled immediately; held days return to your available balance.

How to do it

1. Locate the pending request on the dashboard or in **Request history**.
2. Click **Cancel request**.
3. Verify the request disappears or shows status **Cancelled** after refresh.

Cancel approved leave that has not started

Purpose

Approved bookings can be cancelled before the leave period begins.

How to do it

1. In **Request history**, find an approved request with **Cancel leave**.
2. Click **Cancel leave**.

3. In the dialog **Cancel this approved leave?**, read the confirmation.
4. Click **Cancel leave** to confirm, or **Keep leave** to abort.
5. Verify booked days return to your balance.

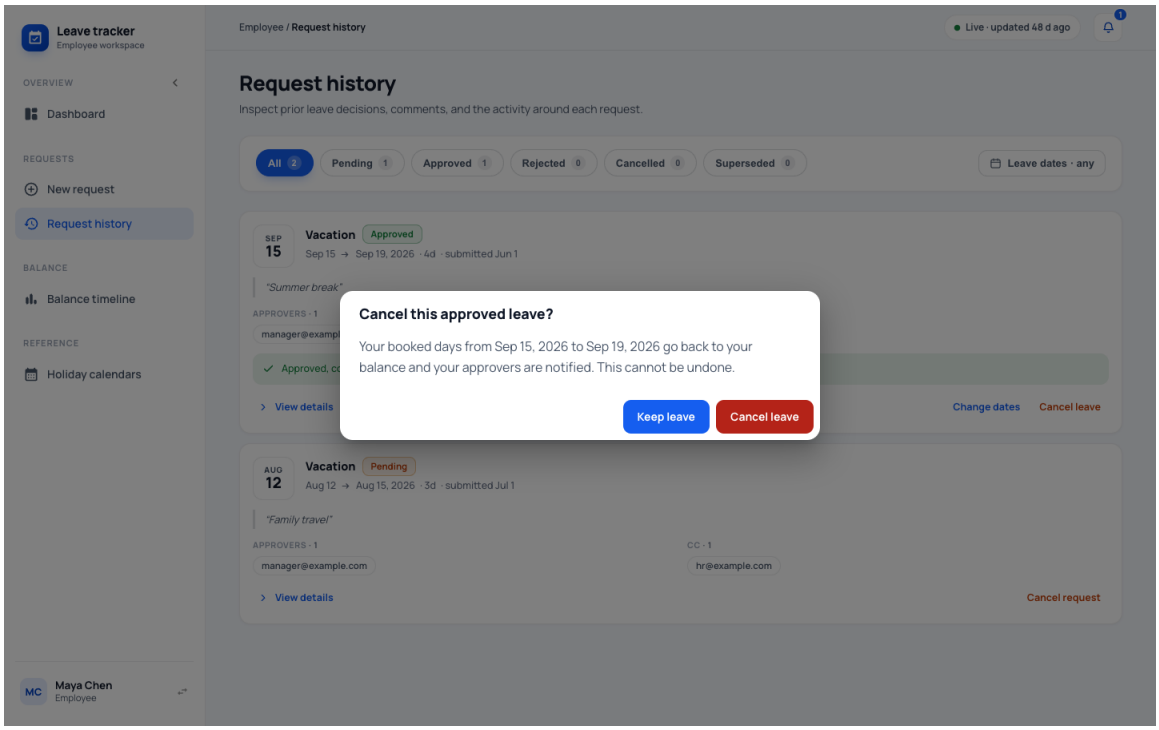


Figure 9 — Confirmation dialog for cancelling approved leave

Change dates on approved leave

Purpose

Propose new dates without cancelling the original booking first.

How to do it

1. In **Request history**, click **Change dates** on an eligible approved request.
2. You are taken to **Change approved leave** with the current dates shown.
3. Select new dates and adjust comment or partial days if needed.
4. Click **Submit change for approval** (or **Submit request** when auto-approved).
5. Your original leave stays approved until every approver approves the change.

Notes

- You cannot change leave that has already started or has a change awaiting approval.

11. Balance timeline

Track every balance movement

Purpose

The balance timeline is the full record of how your balance reached its current number: days earned, days held, days released and days taken.

How to do it

1. Click **Balance timeline** in the sidebar.
2. Review vacation and sick balance tiles at the top.
3. In **Ledger**, filter by leave type (**All types**, **Vacation**, **Sick**) or **Movement type** (Accrual, Placed on hold, Released, Consumed, Carryover, and others).
4. Scroll through movements grouped by month.

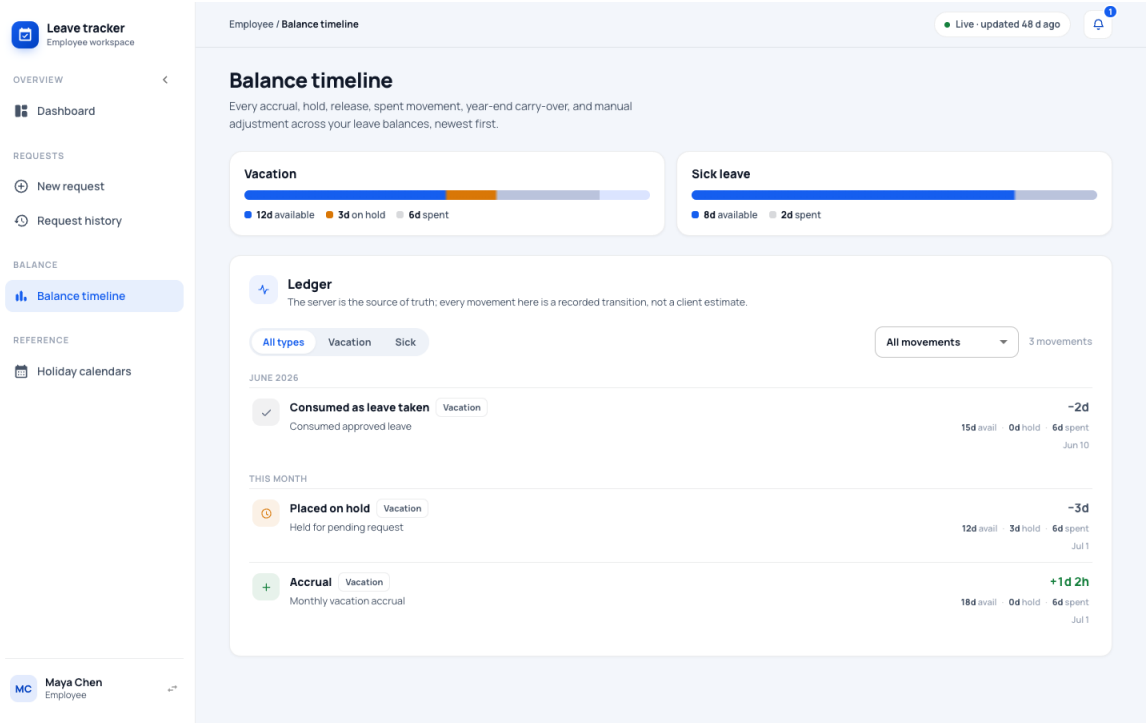


Figure 10 — Balance timeline ledger with filters

12. Holiday calendars

Look up public holidays

Purpose

See which days are non-working public holidays for each configured country.

How to do it

1. Click **Holiday calendars** in the sidebar.
2. Choose a **Country** and **Year**.
3. Switch **Display** between **Calendar** and **List**.
4. Review holidays; upcoming items may show a **soon** marker in list view.

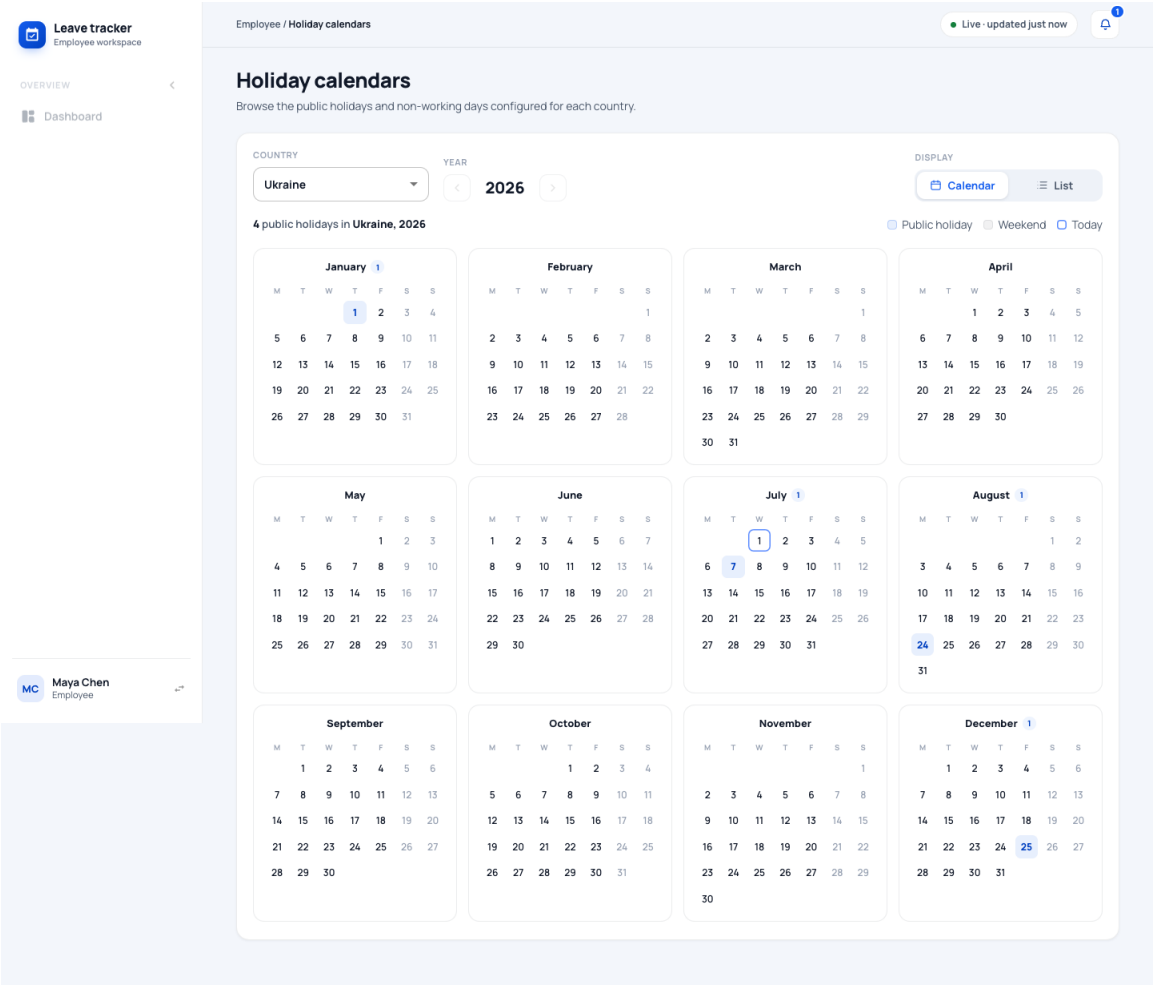


Figure 11 — Holiday calendars for a country and year

13. Notifications

Use the notification bell

Purpose

Notifications alert you to requests needing action and updates on your own requests.

How to do it

1. Click the bell icon (**Notifications**) in the header.
2. Browse tabs such as **All**, **Action needed**, **Updates**, **In progress**, **Approved**, and **Rejected**.
3. Use **Mark all read** when prompted.
4. Click a notification row to open the linked request.
5. Close the panel with **Close notifications**.

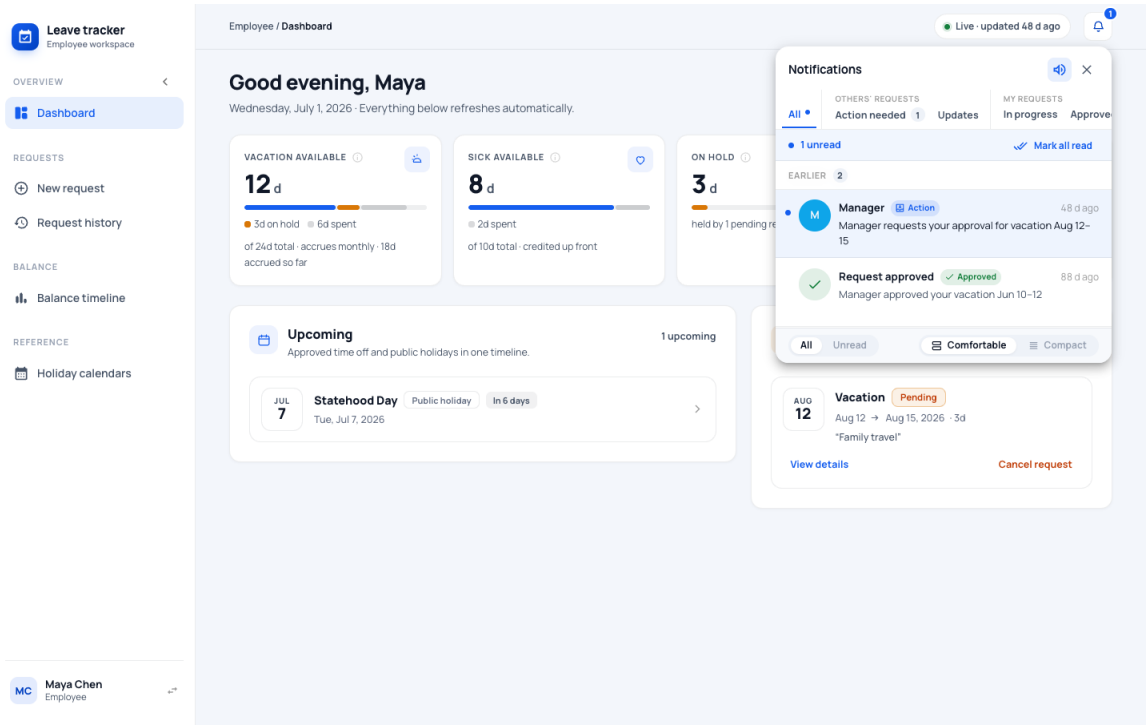


Figure 12 — Notifications panel with category tabs

14. Opening an approval link from email

View a request from an email link

Purpose

When you are copied on a request or open your own request from email, you land on **Approval review**.

How to do it

1. Click the link in the approval email.
2. Sign in if prompted.
3. Review **Employee**, **Leave type**, **Requested period**, and **Decision** tiles.
4. Read **Balance impact**, **Approval routing**, and **Request activity**.

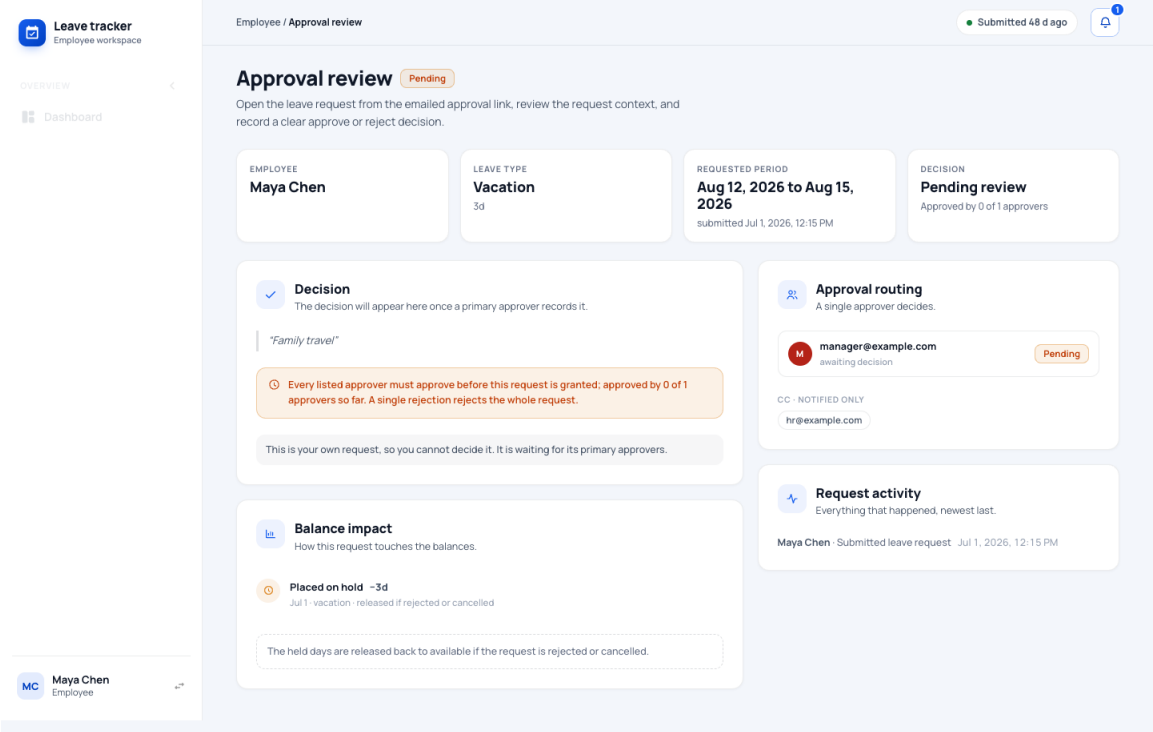


Figure 13 — Approval review page when viewing your own request

Notes

- If this is your own request, you cannot approve or reject it — you can only follow progress.
- Primary approvers see **Approve request** and **Reject request** buttons.

15. Request statuses explained

Pending: Waiting for approvers; requested days are on hold.

Approved: Request granted; days will be consumed as leave is taken.

Rejected: Request denied; held days return to available balance.

Cancelled: Withdrawn by you; held or booked days are released.

Superseded: Replaced by a newer approved booking (after a successful change).

16. When leave is unavailable

Leave submission may be blocked when:

- Your employment start date has not arrived yet (**Employment starts soon**).
- An administrator has not finished your profile (**Profile setup in progress**).
- No holiday calendar is configured for your country or for the year you selected.
- Your account lacks the employee role or is otherwise restricted.

In each case, contact your administrator if the message persists.