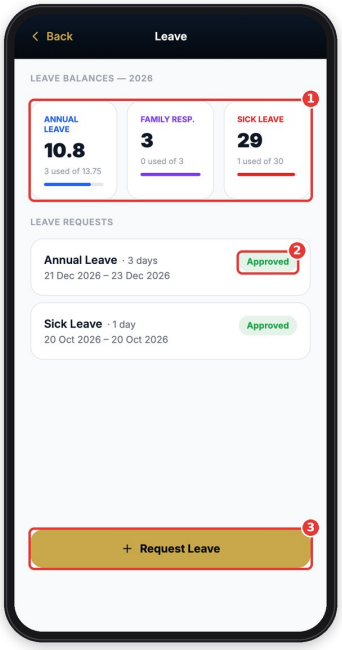
Apply for leave

Check your leave balance, apply for leave and follow the approval.

1. Your leave balances

1. Tap **Leave** in the bottom menu.
2. The cards at the top show how many days you have left of each leave type this year.
3. Your requests are listed below with their status: **Pending**, **Approved** or **Declined**.

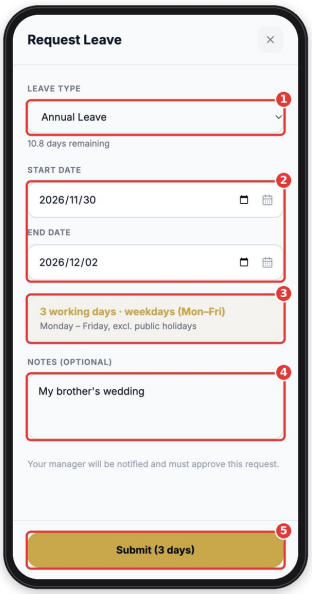


Leave

1. Days left for each leave type.
2. Status of each request.
3. Tap **Request Leave** to apply.

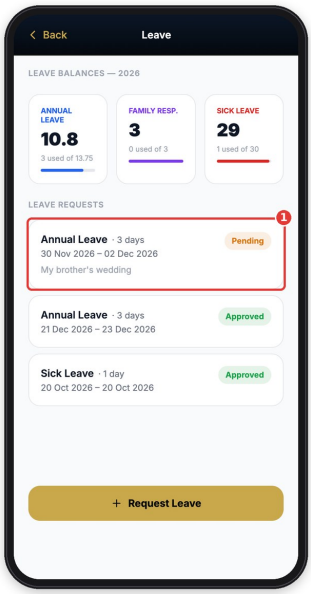
2. Apply for leave

1. Tap **Request Leave**.
2. Choose the leave type, the first and last day, and (if allowed) a half day.
3. Check the number of working days TimeTap worked out from your roster, add a note if you want, and tap **Submit**.



Request Leave

1. Leave type — your balance shows under it.
2. First and last day.
3. Working days counted from your roster.
4. Optional note for your manager.
5. Submit the request.



After you submit

1. Your request shows as **Pending** until your manager decides.

> **Tip:** You get a notification as soon as your leave is approved or declined. If it is declined, your manager may suggest other dates.

Still stuck? Ask your team leader or HR — they can see what TimeTap shows for you.