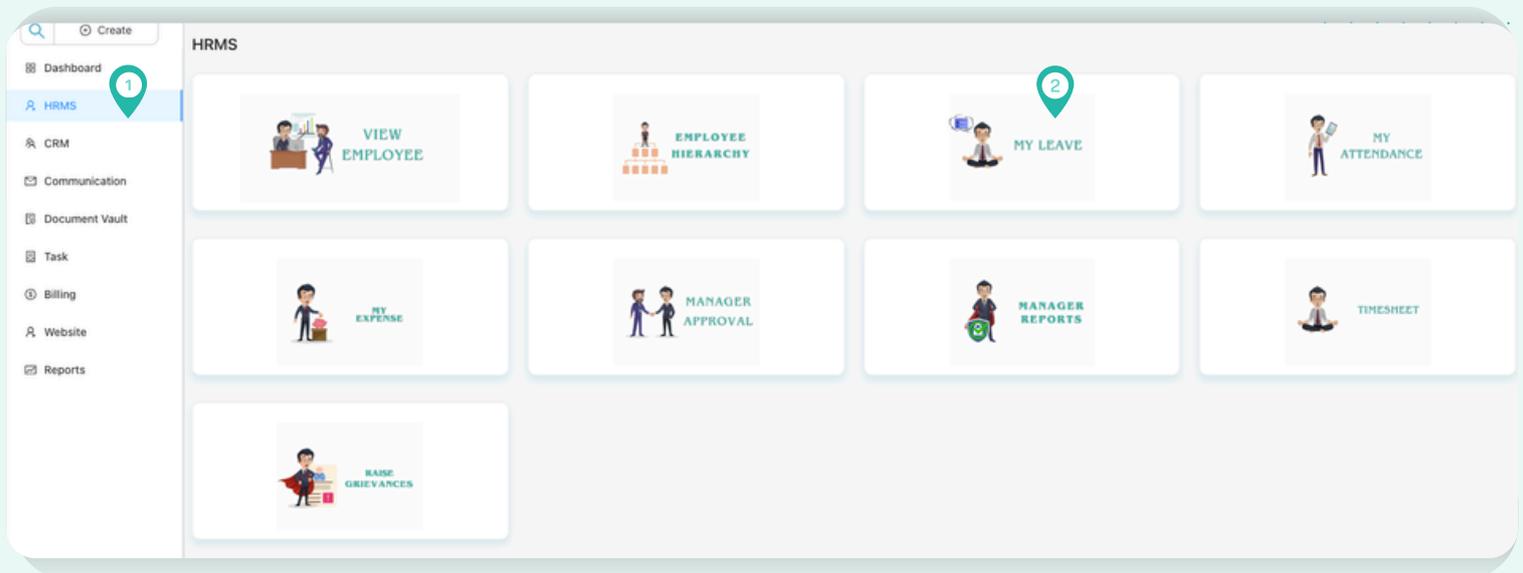# How to Apply Leave in

CA CloudDesk

CA CloudDesk

STEP 1: OPEN HRMS MODULE

From the CA CloudDesk left navigation menu, go to HRMS and Select My Leave to start the process.

Click on HRMS.

Click on My Leave tab

STEP 2: GO TO THE LEAVE SECTION

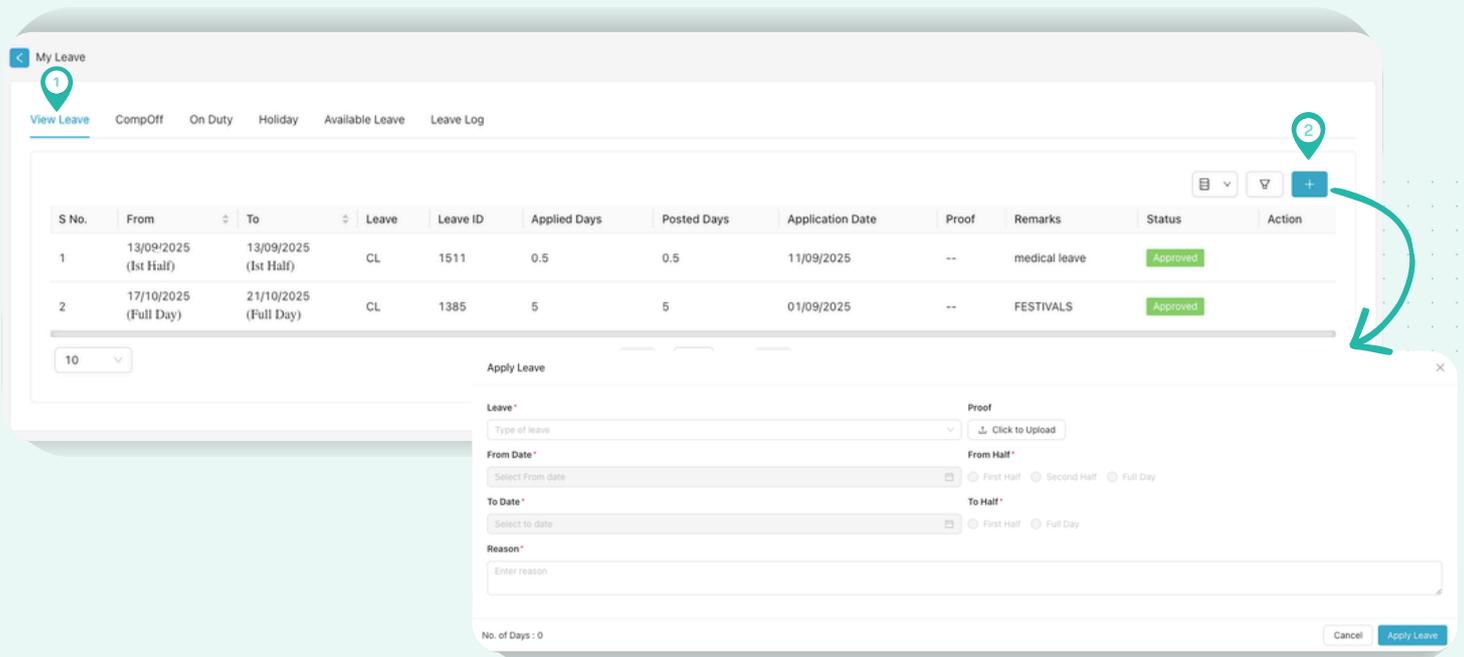Select My Leave. This opens your leave dashboard where you can view leave history and balances.

STEP 3: CLICK ON "APPLY LEAVE"

Click the Apply Leave button or icon to start a new leave request.

1 Click on My Leave.

2 Click on Apply Leave (+).

STEP 4: SELECT LEAVE TYPE

Choose the type of leave you want to apply for from the dropdown list (e.g., Casual Leave, Sick Leave).
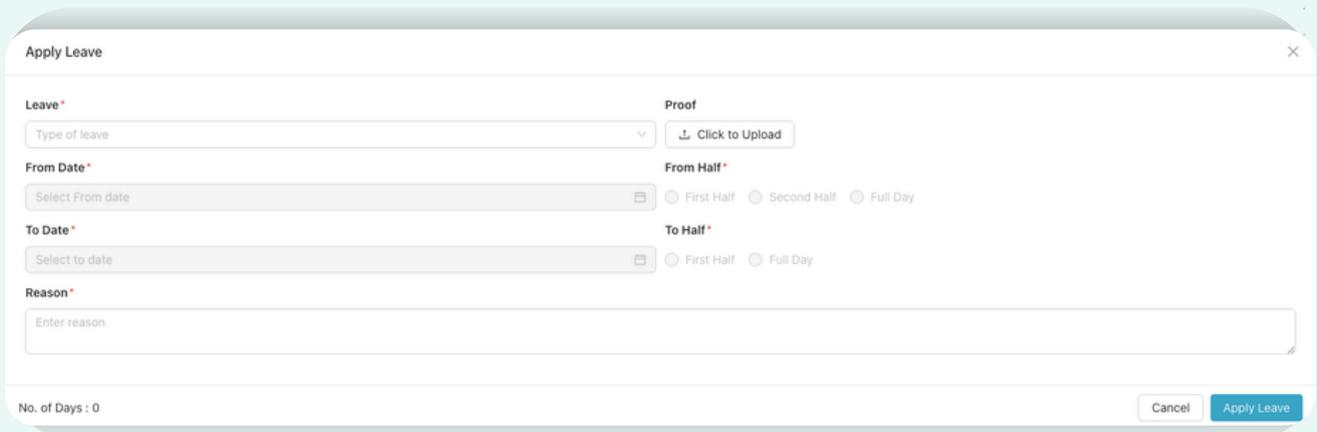
STEP 5: SELECT LEAVE DATES

Pick the From Date and To Date for your leave.

STEP 6: ENTER REASON FOR LEAVE

Provide a reason or description for your leave request

STEP 7: ATTACH SUPPORTING DOCUMENTS (OPTIONAL)

If needed, attach any supporting documents (e.g., medical certificate) using the upload option.

STEP 8: SELECT LEAVE DURATION (HALF DAY / FULL DAY)

Choose the From Half and To Half options to apply for first half, second half, or full-day leave.
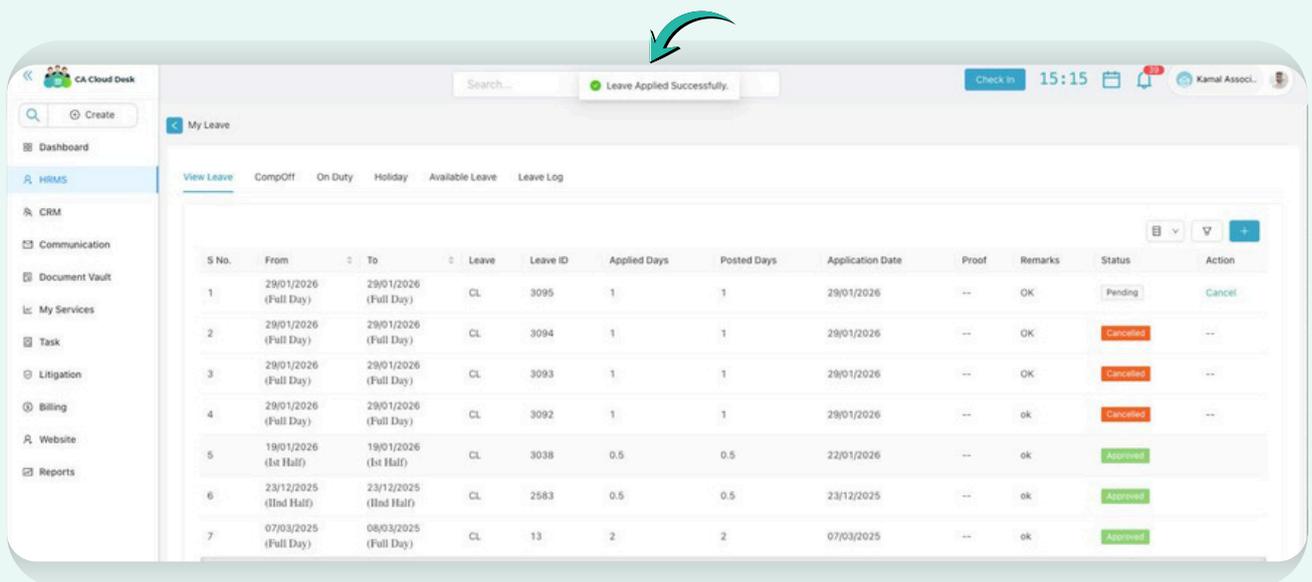
STEP 9: SUBMIT THE LEAVE REQUEST

Click on Apply Leave to Submit your leave request. The system will save your request & send it for approval.

STEP 10: TRACK LEAVE STATUS

After clicking Save, a confirmation popup appears with the message "Leave Applied successfully."

After submission, you can view the status of your leave (Pending, Approved, Cancelled)