

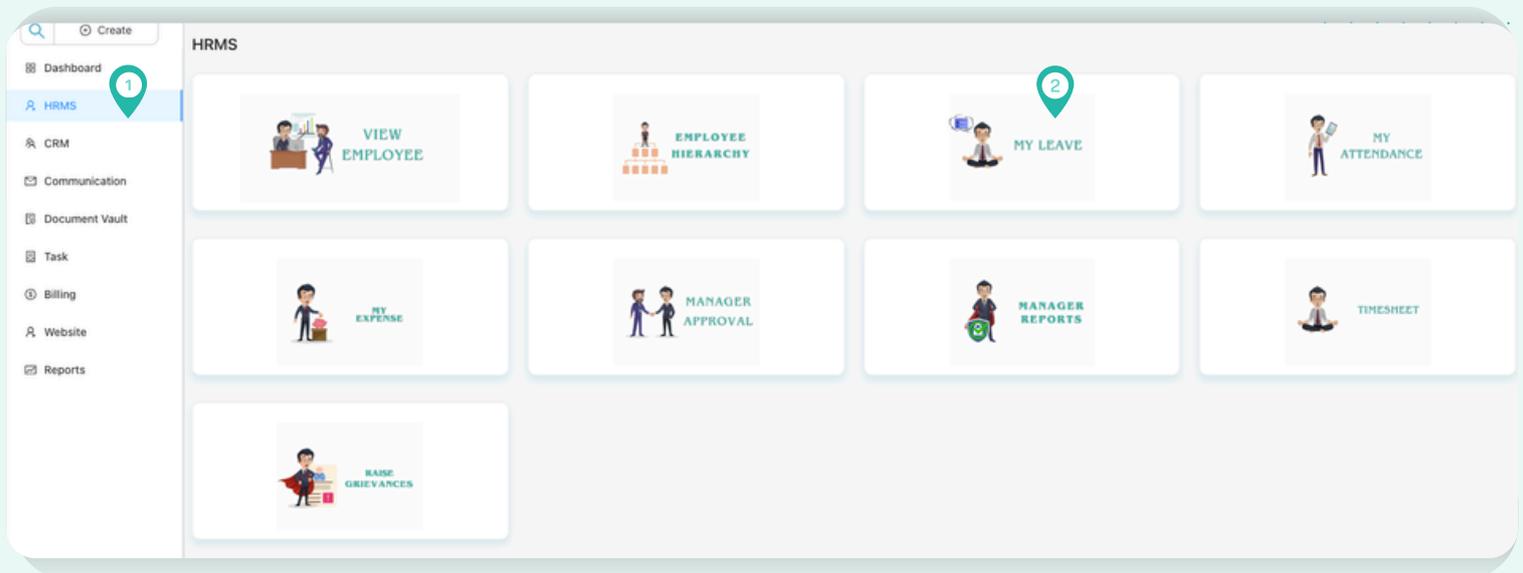


How to **Apply Leave** in CA CloudDesk



STEP 1: OPEN HRMS MODULE

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



1 Click on HRMS.

2 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.

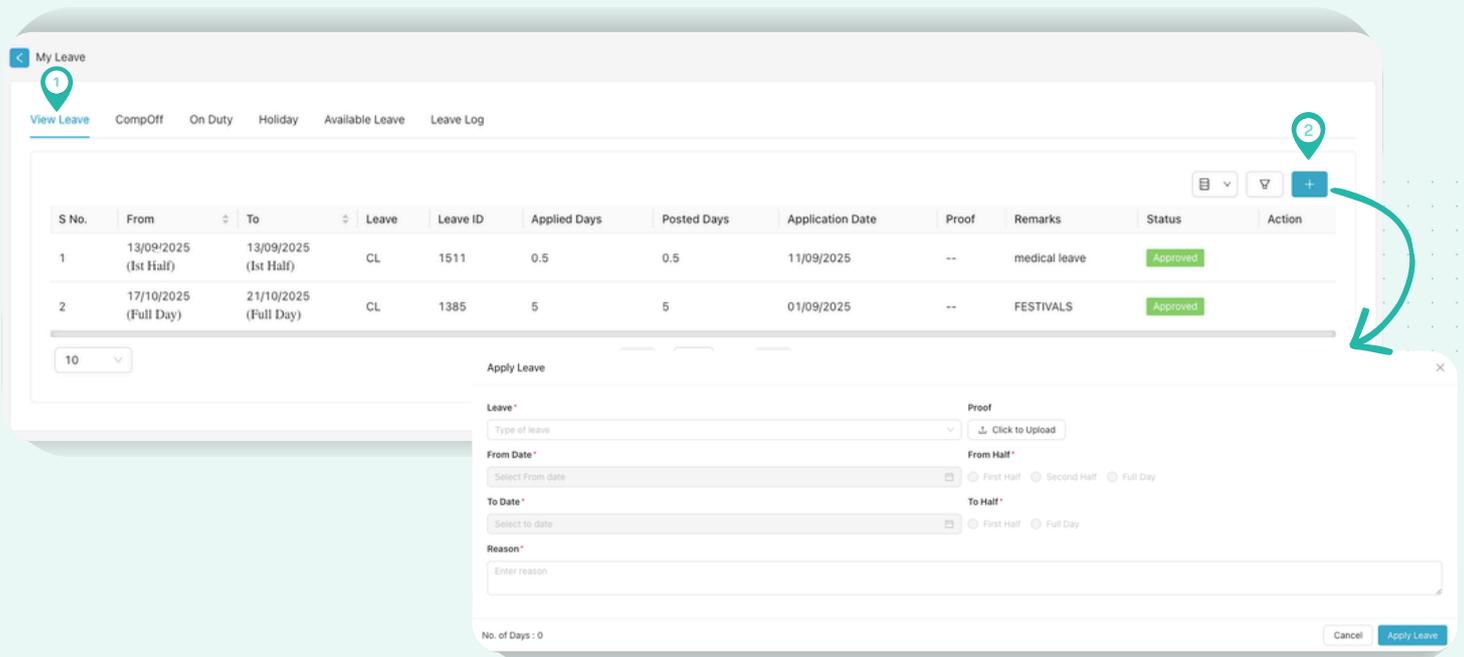


STEP 3: CLICK ON "APPLY LEAVE"

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



- 1 Click on My Leave.
- 2 Click on Apply Leave (+).



My Leave

View Leave | CompOff | On Duty | Holiday | Available Leave | Leave Log

S No.	From	To	Leave	Leave ID	Applied Days	Posted Days	Application Date	Proof	Remarks	Status	Action
1	13/09/2025 (1st Half)	13/09/2025 (1st Half)	CL	1511	0.5	0.5	11/09/2025	--	medical leave	Approved	
2	17/10/2025 (Full Day)	21/10/2025 (Full Day)	CL	1385	5	5	01/09/2025	--	FESTIVALS	Approved	

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Apply Leave

Leave* Proof

From Date* From Half* First Half Second Half Full Day

To Date* To Half* First Half Full Day

Reason*

No. of Days : 0

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

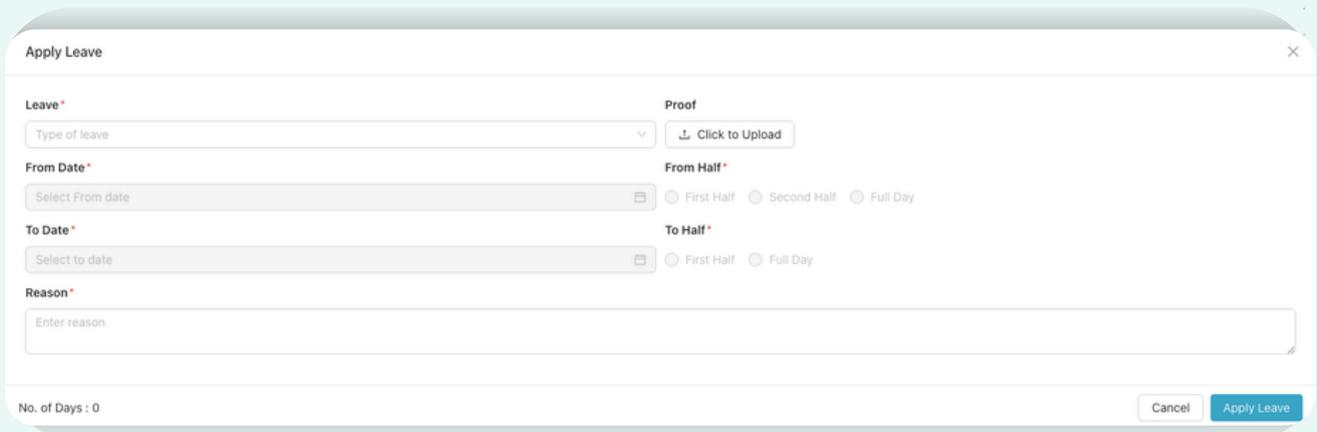
Pick the From Date and To Date for your leave.

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.



The screenshot shows a web form titled "Apply Leave" with a close button (X) in the top right corner. The form is organized into several sections:

- Leave***: A dropdown menu labeled "Type of leave".
- Proof**: A button labeled "Click to Upload".
- From Date***: A date selection field labeled "Select From date".
- To Date***: A date selection field labeled "Select to date".
- From Half***: Radio buttons for "First Half", "Second Half", and "Full Day".
- To Half***: Radio buttons for "First Half" and "Full Day".
- Reason***: A text input field labeled "Enter reason".

At the bottom left, it says "No. of Days : 0". At the bottom right, there are "Cancel" and "Apply Leave" buttons.

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.



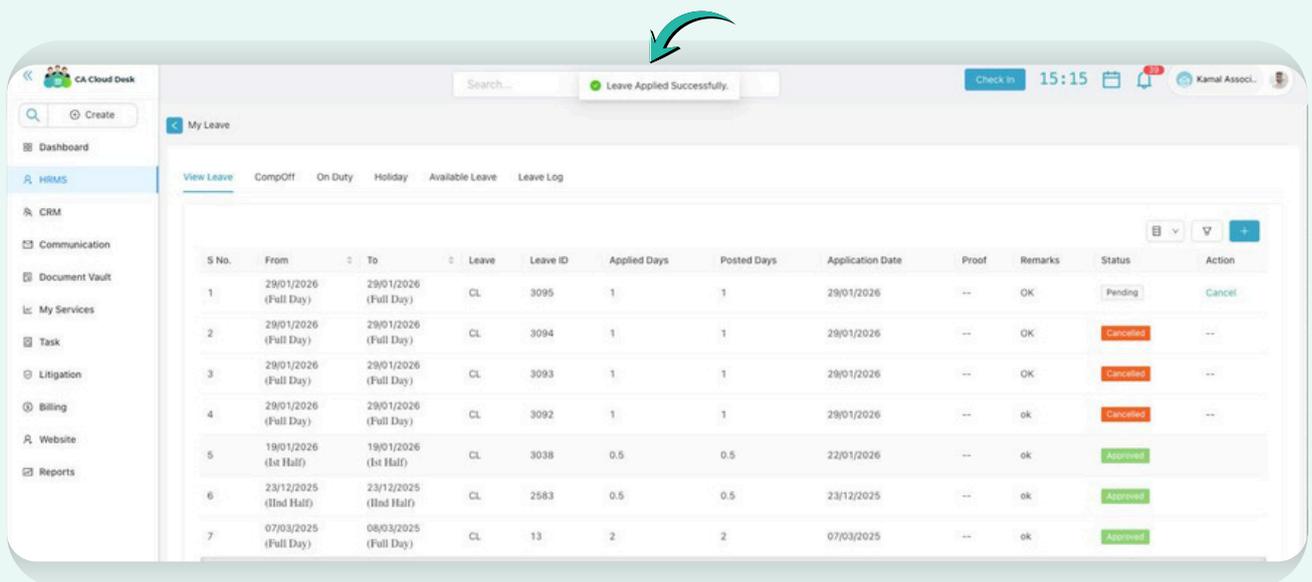
STEP 9: SUBMIT THE LEAVE REQUEST

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)



The screenshot shows the CA CloudDesk HRMS interface. A confirmation popup at the top center reads "Leave Applied Successfully." Below it, the "My Leave" page is displayed with a table of leave requests. The table has columns for S No., From, To, Leave, Leave ID, Applied Days, Posted Days, Application Date, Proof, Remarks, Status, and Action.

S No.	From	To	Leave	Leave ID	Applied Days	Posted Days	Application Date	Proof	Remarks	Status	Action
1	29/01/2026 (Full Day)	29/01/2026 (Full Day)	CL	3095	1	1	29/01/2026	--	OK	Pending	Cancel
2	29/01/2026 (Full Day)	29/01/2026 (Full Day)	CL	3094	1	1	29/01/2026	--	OK	Cancelled	--
3	29/01/2026 (Full Day)	29/01/2026 (Full Day)	CL	3093	1	1	29/01/2026	--	OK	Cancelled	--
4	29/01/2026 (Full Day)	29/01/2026 (Full Day)	CL	3092	1	1	29/01/2026	--	ok	Cancelled	--
5	19/01/2026 (1st Half)	19/01/2026 (1st Half)	CL	3038	0.5	0.5	22/01/2026	--	ok	Approved	--
6	23/12/2025 (1st Half)	23/12/2025 (1st Half)	CL	2583	0.5	0.5	23/12/2025	--	ok	Approved	--
7	07/03/2025 (Full Day)	08/03/2025 (Full Day)	CL	13	2	2	07/03/2025	--	ok	Approved	--

