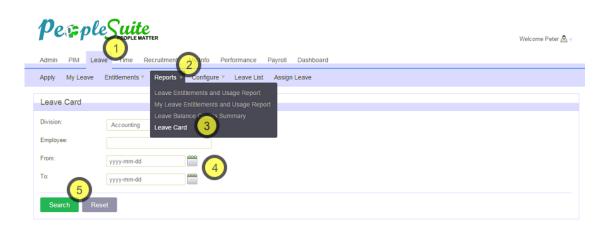
Instruction on how to access an employee's basic Leave Card

Access Leave Card under Leave Reports



- 1. Go to Leave tab
- 2. Reports subtab
- 3. Leave Card
- 4. Choose FROM and TO fields as start and end dates
- 5. Press Search and a PDF leave card will be generated for you to save, download, or print.