

## future date Leave application for - Covid Special Leave

### Step 1

Take the cursor to Leave tab and select e-Leave Application

The screenshot shows a web browser window with the URL `sharekonnct.sharekhan.com/hrms/pages/ViewAttendanceCalendar.aspx?C=REGP`. The page header includes the Sharekhan logo and navigation tabs for Dashboard, Employee, Attendance, and Leave. A dropdown menu is open over the Leave tab, listing options: Leave Application (highlighted), e-Leave Application, Leave Balance Report, and Leave Balance Monthly. The main content area displays a calendar for May 2020, a shift schedule from 09:30 AM to 06:00 PM, and buttons for Check-in, Forgot ID card, and Work from home.

### Step 2

Once you select the e-Leave Application you will be directed to leave information screen. Now you need to select appropriate leave type you want to apply. If you are infected with Covid or are symptomatic, then eligible to apply for **Covid special leave for self – CSLE** or If your family member is infected with Covid or are symptomatic, then you should apply for **Covid Special leave for Family Member – CSLF**. Click on Let's go button under the leave type you need to apply leave.

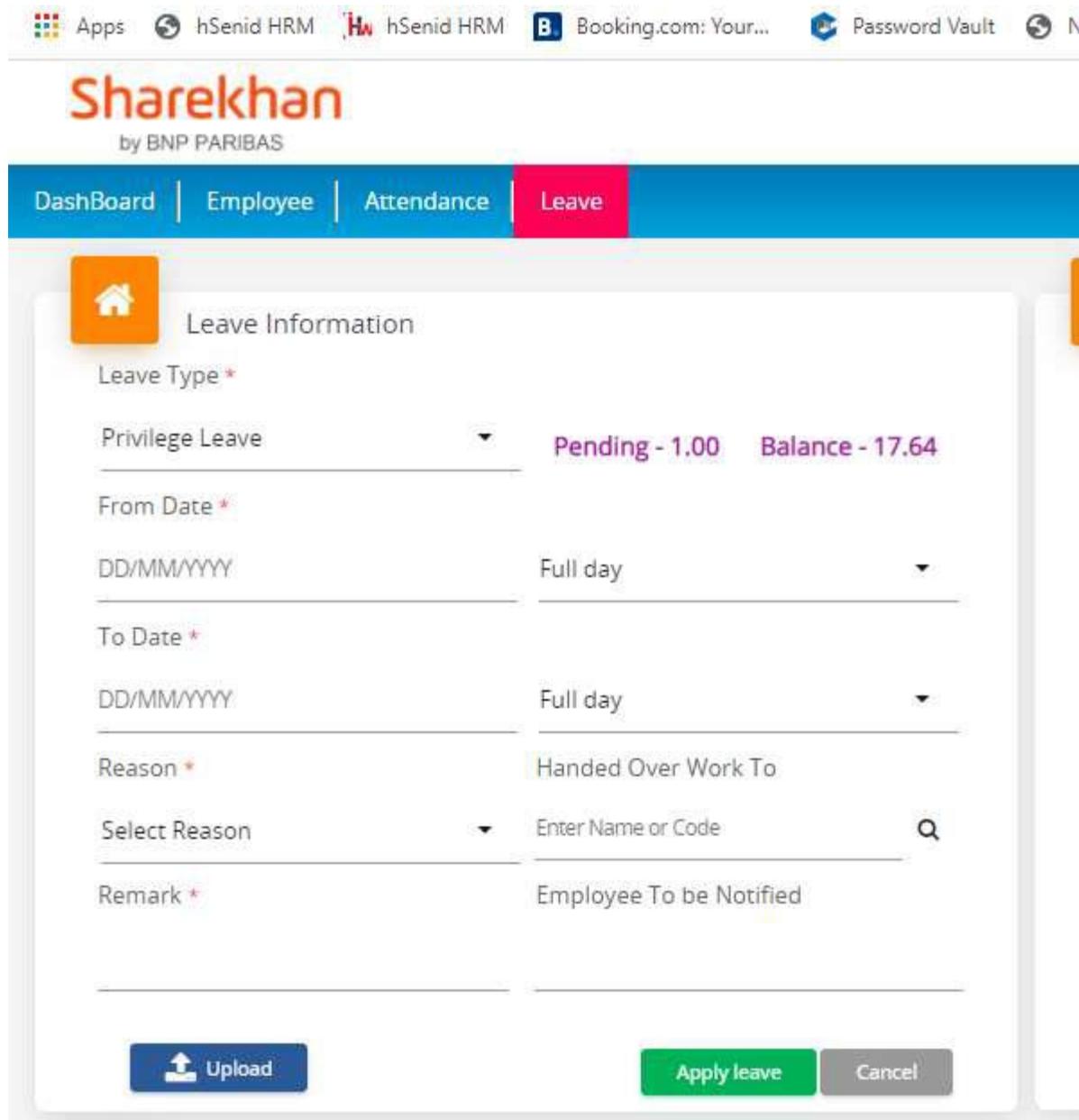
The screenshot shows the Leave Information screen with four leave type cards. Each card displays a circular gauge for 'Available' leave and a table of leave details. The 'Let's go' button is visible at the bottom of each card.

Leave Type	Available	Opening Balance	Credited Days	Availed Leaves	Encashment Days	Balance Leave
Responsibility Leave	1.00	1	0	0.00	0	1.00
Covid Special Leave - Family Member Infected	5.00	5	0	0.00	0	5.00
Covid Special Leave - Self Infected	5.00	5	0	0.00	0	5.00
Privilege Leave	38.53	38.53	0	0.00	0	38.53

### Step 3

This screen will show the leave type you clicked and you can even change the leave type using the dropdown. Select the From Date and To Date. Select appropriate reason from dropdown. In case of CSLE, the reason should be - Self Infected with covid and for CSLF Family member Infected with Covid.

**Compulsorily mention in remarks - the date from of covid positive report or symptoms occurred.**



The screenshot shows the Sharekhan HRM interface. At the top, there are navigation tabs: Dashboard, Employee, Attendance, and Leave (highlighted in red). Below the tabs is the 'Leave Information' form. The form includes the following fields:

- Leave Type \***: A dropdown menu currently showing 'Privilege Leave'. To the right, it displays 'Pending - 1.00' and 'Balance - 17.64'.
- From Date \***: A date input field showing 'DD/MM/YYYY' and a dropdown menu set to 'Full day'.
- To Date \***: A date input field showing 'DD/MM/YYYY' and a dropdown menu set to 'Full day'.
- Reason \***: A dropdown menu currently showing 'Handed Over Work To'.
- Select Reason**: A search input field with the placeholder text 'Enter Name or Code' and a search icon.
- Remark \***: A text input field containing the text 'Employee To be Notified'.

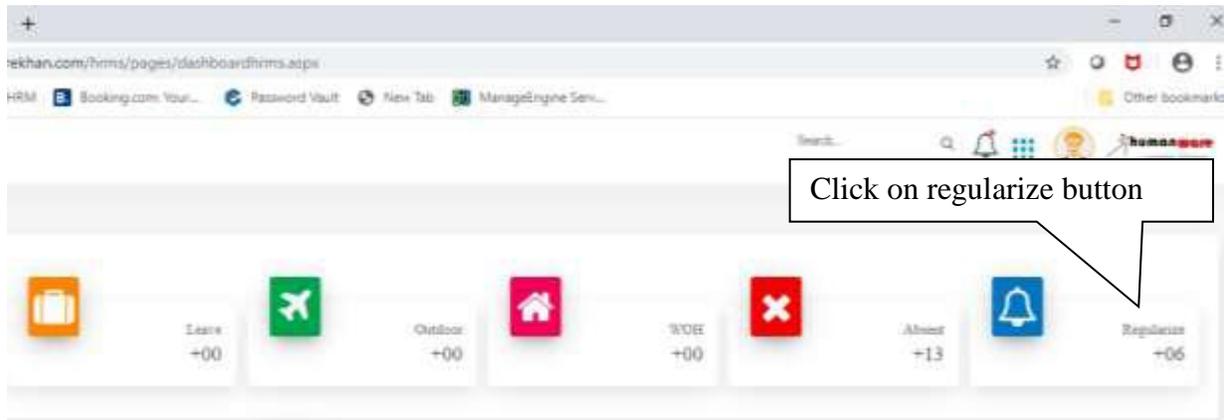
At the bottom of the form, there are three buttons: 'Upload' (blue), 'Apply leave' (green), and 'Cancel' (grey).

You may also mention Handed over work details in space provided and also if you want to intimate leave notification to anyone other than your immediate manager can be done by mentioning email id in employee to be notified and click on Apply Leave.

## Back dated Leave application for - Covid Special Leave

### Step 1

Click on regularize button



### Step 2

Select type of regularization under the head **“Regularize”** for Self Infected with covid - CSLE and for Family member infected with Covid – CSLF, then select **Full Day** as **“Type”** and then select appropriate reason and then click on apply.

All	Date	Shifts	Regularise	Type	Reason
<input type="checkbox"/>	23/04/2021 (Fri)	09:30 AM TO 06:00 PM	Work from home	Full day	Work from home
<input checked="" type="checkbox"/>	26/04/2021 (Mon)	09:30 AM TO 06:00 PM	Work from home	First Half	Work from home
<input type="checkbox"/>	27/04/2021 (Tue)	09:30 AM TO 06:00 PM	Work from home	Second Half	Work from home
<input checked="" type="checkbox"/>	28/04/2021 (Wed)	09:30 AM TO 06:00 PM	Corporate Social Responsibil	First Half	CSR Activity
<input checked="" type="checkbox"/>	29/04/2021 (Thu)	09:30 AM TO 06:00 PM	Covid Special Leave - Family I	Full day	Family Member Infected With
<input checked="" type="checkbox"/>	30/04/2021 (Fri)	09:30 AM TO 06:00 PM	Covid Special Leave - Self Infe	Full day	Self Infected with Covid
<input type="checkbox"/>	03/05/2021 (Mon)	09:30 AM TO 06:00 PM	Select	Select	Select Reason
<input checked="" type="checkbox"/>	04/05/2021 (Tue)	09:30 AM TO 06:00 PM	Select	Select	Select Reason

In case of any difficulty, please reach out to [payroll@sharekhan.com](mailto:payroll@sharekhan.com)

Thanks