Leave Application Procedure

1. Open your browser (Firefox or Chrome), you will see the below home screen.



2. Then Click Online Leave Management link.

HOME PORTFOLIO	GALLERY WEBMAIL (INSI	DE SHELTECH) WEBMAIL	Search (Dur Website Q
Management Information System	Information & Communication Technology	Human Resource & Corporate Affairs Corporate Affairs Interployee Information Online Leave Management Employee Attendance Vehicle Management System Leave Application Form Late/Early Dept. Form ID Card Form Personnel Information Employee Hiring Form	Finance & Accounts	Sales & Marketing SSSSSS SSSSSS Customer Comments Survey Client Payment Tracking System Dash Board (Sales) Dash Board (COMMON)

3. Then select your ID and type password, now click **Login button** (if you didn't found your ID, Please Click **Sign Up** button and complete your registration).

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Sheltech	Online L	eave Man	agement	
Employee ID	1314-10		- 1	
Password	1314-10	÷		
	Login	Sign Up		
	Forgot p	assword?	-	

4. After successful Login system will show your dashboard menu.

Sheltech Online Le	ave Management					đ	
HOME		LOG OUT					
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5. For applying a leave select **Leave Application** under **Online Leave** menu.

6. Fill-up your application with all required fields. You must confirm **Leave Period** and **Type of Leave**, then confirm your other information like Person who hold charge, Reason for Leave, Address during leave. Finally Click **Apply** button.

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			WELCOME TO ONLINE LEAVE .	APPLICATION		
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7. For Leave details, Please click **Summary** button.

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