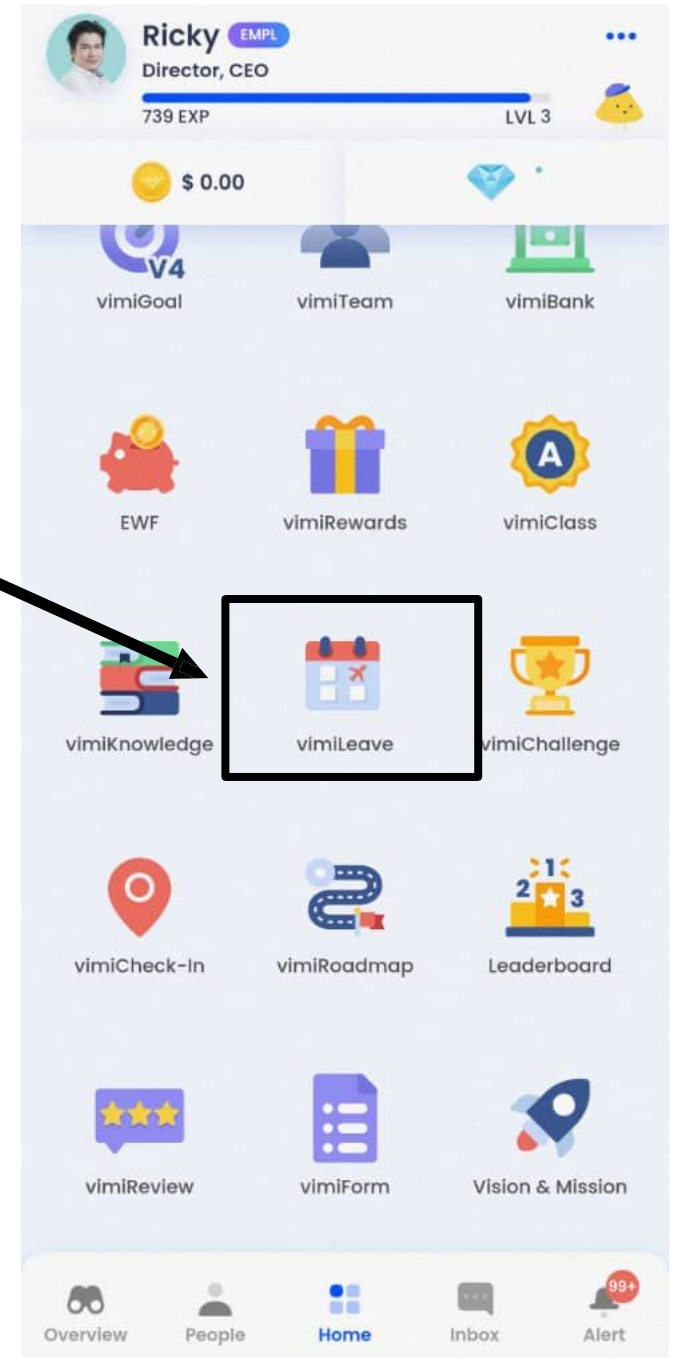
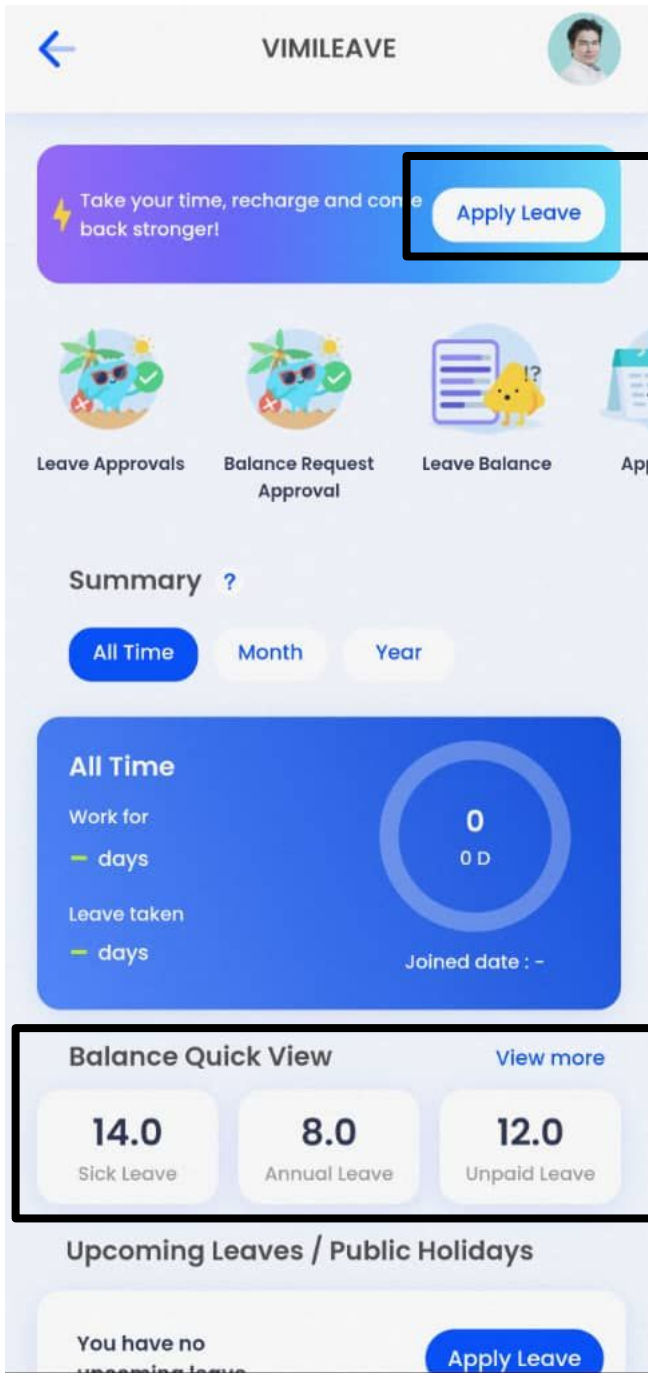


vimiLeave

1. Click 'Home'
2. Click 'vimiLeave'





3. Click to **Apply leave**



4. View **leave balance record**

The screenshot shows the 'APPLY LEAVE' form with the following elements:

- Leave Type ***: A dropdown menu with the text 'Select leave type' and a downward arrow.
- Multiple Days**: A checkbox.
- Date ***: A date selection field with a calendar icon and a dropdown menu showing 'Full day'.
- Duration ***: A text input field with the placeholder 'eg: 0.5,1.0,1.5....' and the unit 'days'.
- Current Balance**: A text field showing '0.0 day(s)'. Below it, a summary row shows 'Leave Duration: 0.0'.
- Reason ***: A text area with the placeholder 'State your reason here'.
- Attachment**: A button with a paperclip icon and the text 'Upload attachment'.
- Submit**: A large button at the bottom with the text 'Submit'.

5. Select leave type: Annual Leave / Sick Leave / etc

6. Select either Full day / 1st Half / 2nd Half

7. Set days duration

8. View current balance

9. Reason to apply leave

10. Upload attachment eg: Medical leave certificate

11. Submit leave