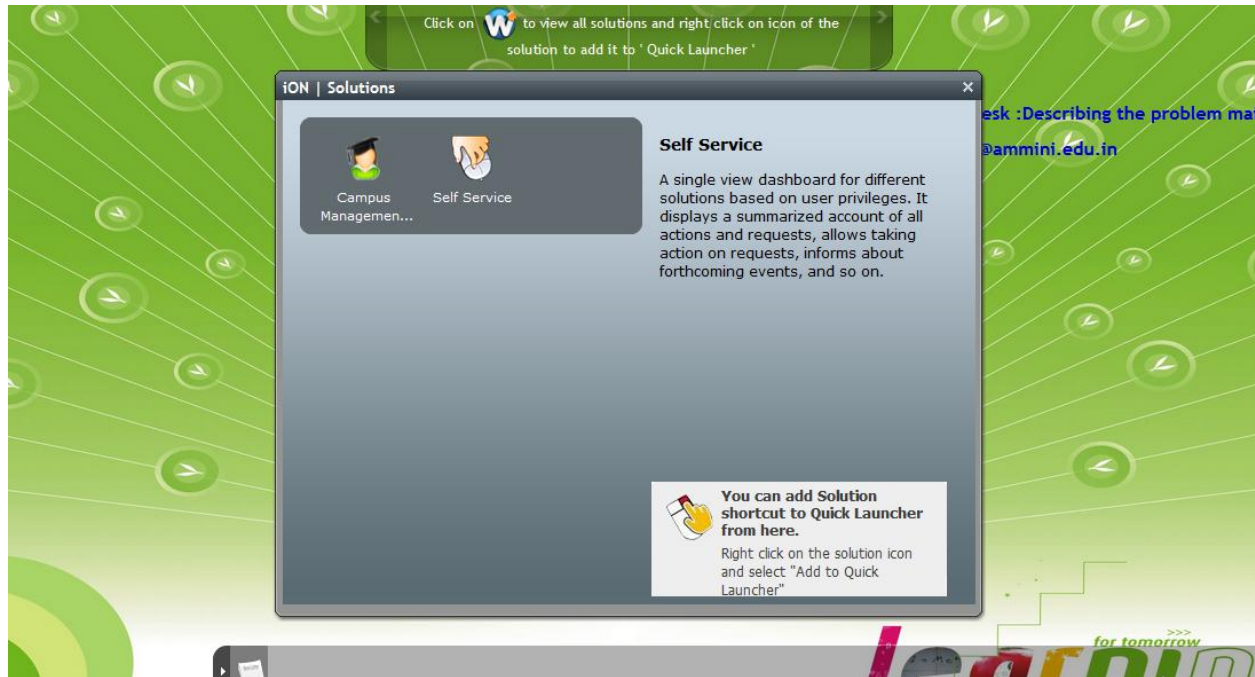


How to apply leave? (For Students)

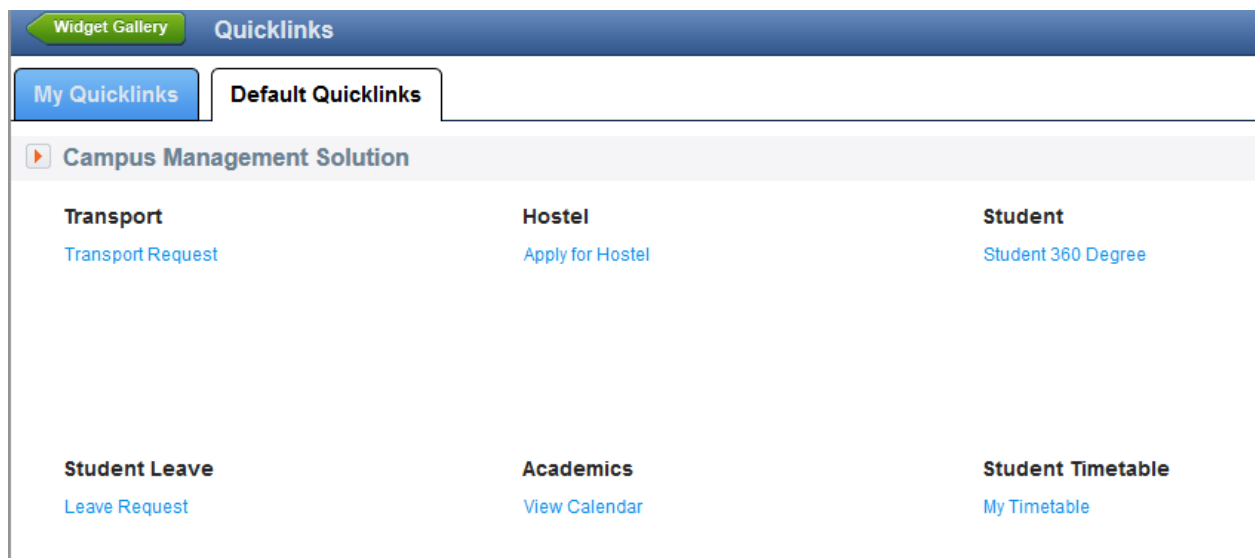
Step 1:

Login to your TCS iON Self Service



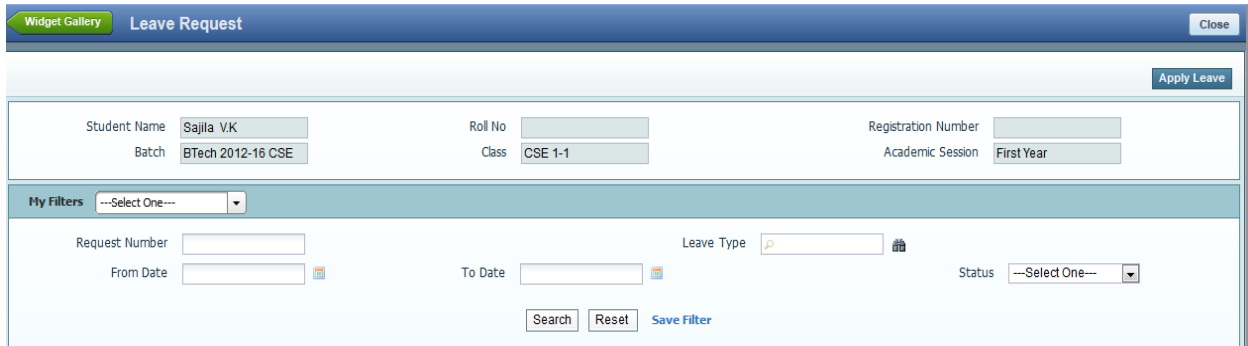
Step 2:

Look for **Leave Request** tab in Quick links << default quick Links<< Campus Management Solution




Step 3:

Click on Apply Leave tab seen on the right side



Step 4:

- Choose the relevant leave type using the look up.
- Choose the appropriate Leave duration from the drop down according to your requirement.
- Select the date and **time** for which you need to apply
- Furnish the reason as Leave comment
- In the case of Duty Leave and Medical Scan copy of the Duty/Medical Certificate is mandatory
- Click on Show Time table. You will get the view of the timetable for which you have applied for the leave.



DATE - TIME	9:0-10:0	10:0-11:0	11:0-12:0
01-07-2013 (Mon)		Free	

Step 5:

- If you verified then click save. You have completed the task.

(Thu)	Free
05-07-2013 (Fri)	Free
06-07-2013 (Sat)	Free
07-07-2013 (Sun)	Sunday

: Absent : Present : Not Marked

[Subject-wise leave detail](#) [View history](#) [Save](#) [Cancel](#)

Note:

You can track your leaves through your widgets and the 360 degree view. The leaves that you have applied will be escalated to the group tutors and then to HOD/Principal