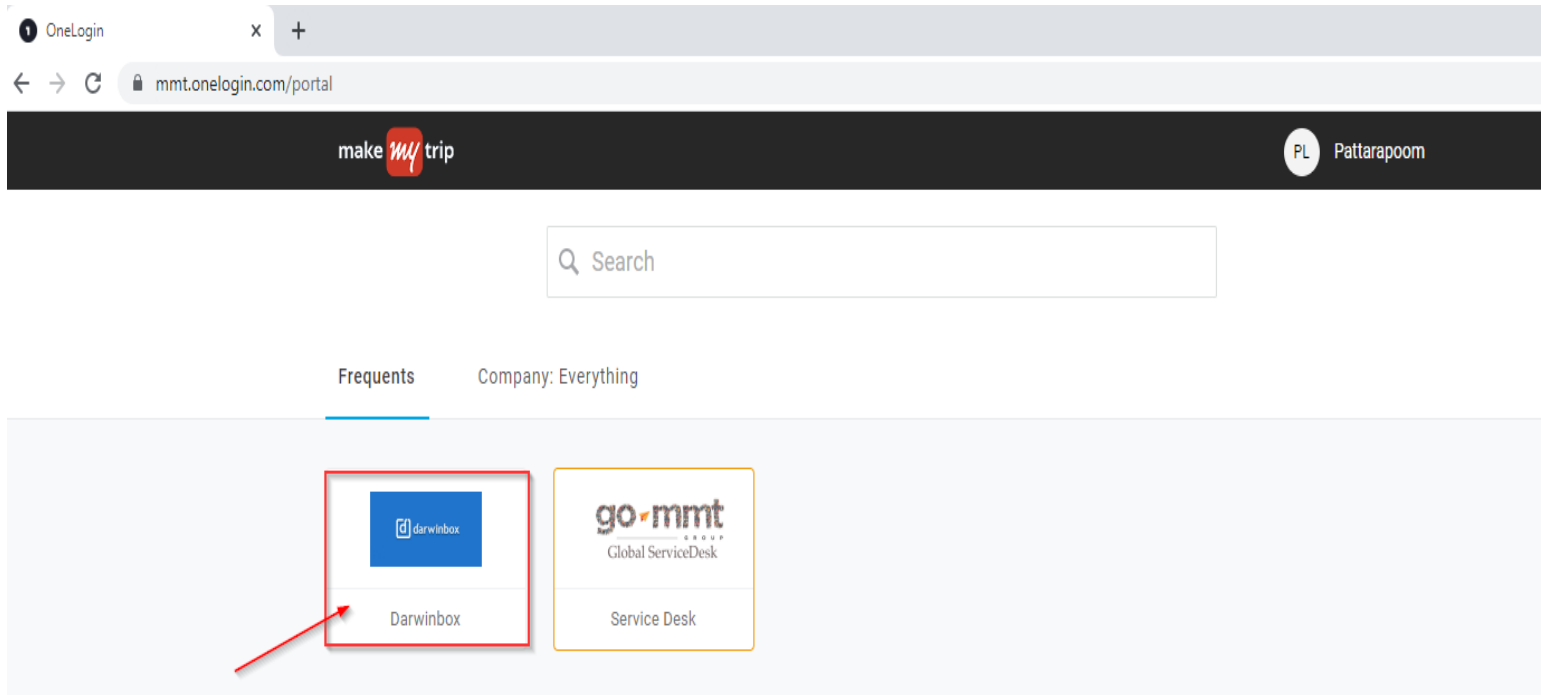
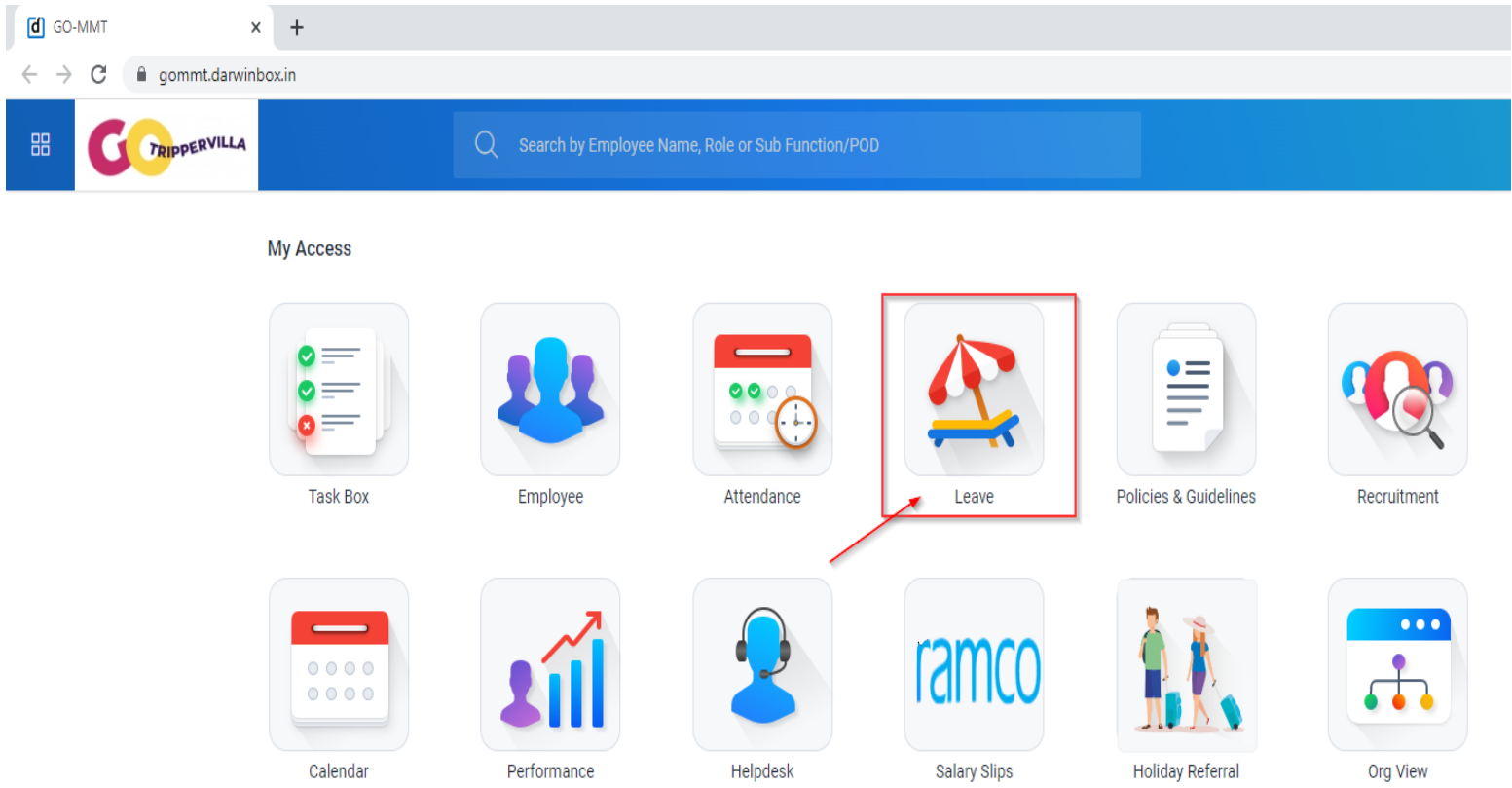


1.Choose “ Darwinbox “



2. Choose “ Leave “



3. Show Picture Below.

GO-MMT

gommt.darwinbox.in/leaves

GO TRIPPERVILLA

Search by Employee Name, Role or Sub Function/POD

ⓘ

🔔

👤



Pattarapoom Laovirunthada
Executive - Site Operations
Server Admins - Internal IT
MMTINTL063
pattarapoom.laovirunthada@itcbangko

Profile >

Leave

Attendance

Performance >

Talent Management >

Employee Life Cycle >

Your Leave Balance as of 03-Apr-2023 Pending Requests (0)

[LIST OF HOLIDAYS](#) [APPLY](#)

Annual Leave (ITC B)

30

Currently Available

Business Leave (ITC B)

365

Currently Available

Compensatory Leave (ITC B)

0

Currently Available

Paternity Leave (ITC B)

3

Currently Available

Sick Leave (ITC B)

30

Currently Available

4.The figure below will shows the remaining days of our leave.

If employees want to take vacation or business leave, sick leave, select the “ Apply ” button.

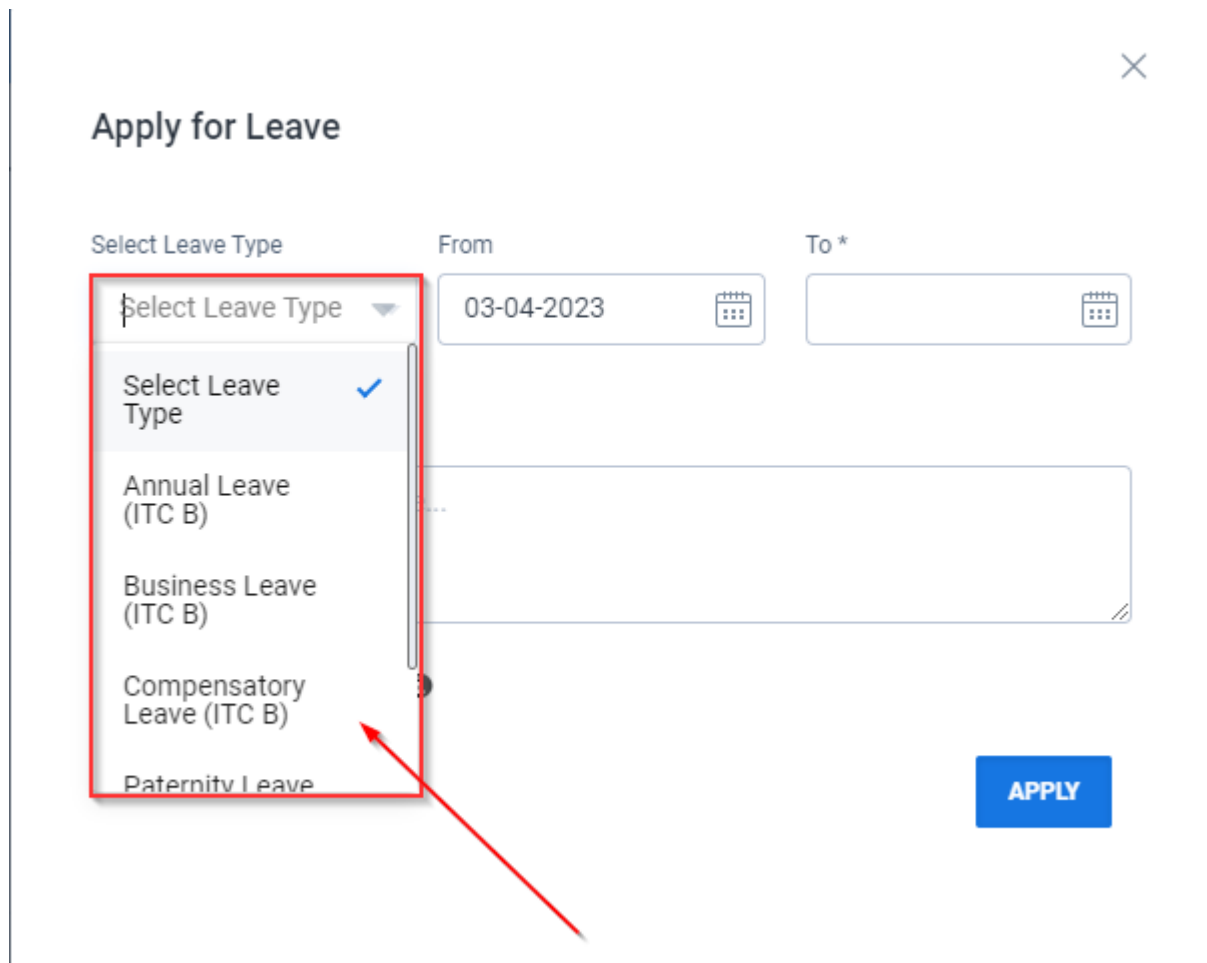
The screenshot displays the 'GO-MMT' leave management system interface. The browser address bar shows 'gommt.darwinbox.in/leaves'. The header includes the 'GO TRIPPERVILLA' logo, a search bar, and user profile icons. The main content area is titled 'Your Leave Balance as of 03-Apr-2023' with a 'Pending Requests (0)' indicator. A red box highlights the 'APPLY' button in the top right corner, with a red arrow pointing to it. The interface shows five leave categories with their respective balances and status:

Leave Type	Balance	Status
Annual Leave (ITC B)	30	Currently Available
Business Leave (ITC B)	365	Currently Available
Compensatory Leave (ITC B)	0	Currently Available
Paternity Leave (ITC B)	3	Currently Available
Sick Leave (ITC B)	30	Currently Available

The left sidebar contains navigation links: Profile, Leave, Attendance, Performance, Talent Management, and Employee Life Cycle.

5. After pressing the Apply button, it will show the image below.

If we want to leave, we select the Drop down button to show the nature of the leave.



The screenshot displays a web form titled "Apply for Leave" with a close button (X) in the top right corner. The form contains three main input fields: "Select Leave Type", "From", and "To *". The "From" field is populated with "03-04-2023" and includes a calendar icon. The "To *" field is empty and also has a calendar icon. Below these fields is a large text area for comments. A red box highlights the "Select Leave Type" dropdown menu, which is open, showing the following options: "Select Leave Type" (with a blue checkmark), "Annual Leave (ITC B)", "Business Leave (ITC B)", "Compensatory Leave (ITC B)", and "Paternity Leave". A red arrow points to the dropdown menu. At the bottom right of the form is a blue "APPLY" button.

6. from the figure below If we choose to take annual leave Let us choose the leave date.

×

Apply for Leave

+

 Add Additional Recipients

Select Leave Type

Annual Leave (ITC) ▼

Half Day

Message *

Enter your message here...

Add Attachments

From

To *

03-04-2023

⌚

Apr ▼

2023 ▼

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30

APPLY

7. The result is shown in the figure below.

Select Leave Type From To *

Annual Leave (ITC) 03-04-2023 03-04-2023

☐ Half Day

i Total Working Days : 1

1
Annual Leave (ITC B)

8. If employees want to take half-day leave, let employees choose whether to be half-day morning or half-day afternoon.

Select Leave Type From To *

Annual Leave (ITC) 03-04-2023 03-04-2023

☒ Half Day ☒ First Half ☐ Second Half

i Total Working Days : 0.5

0.5
Annual Leave (ITC B)

9. When finished, press Apply and wait for Approve.

Apply for Leave

[+ Add Additional Recipients](#)

Select Leave Type

Annual Leave (ITC) ▼

From

03-04-2023

To *

03-04-2023

☐ Half Day

Total Working Days : 1

1

Annual Leave (ITC B)

Message *

Enter your message here...

[Add Attachments](#)



APPLY