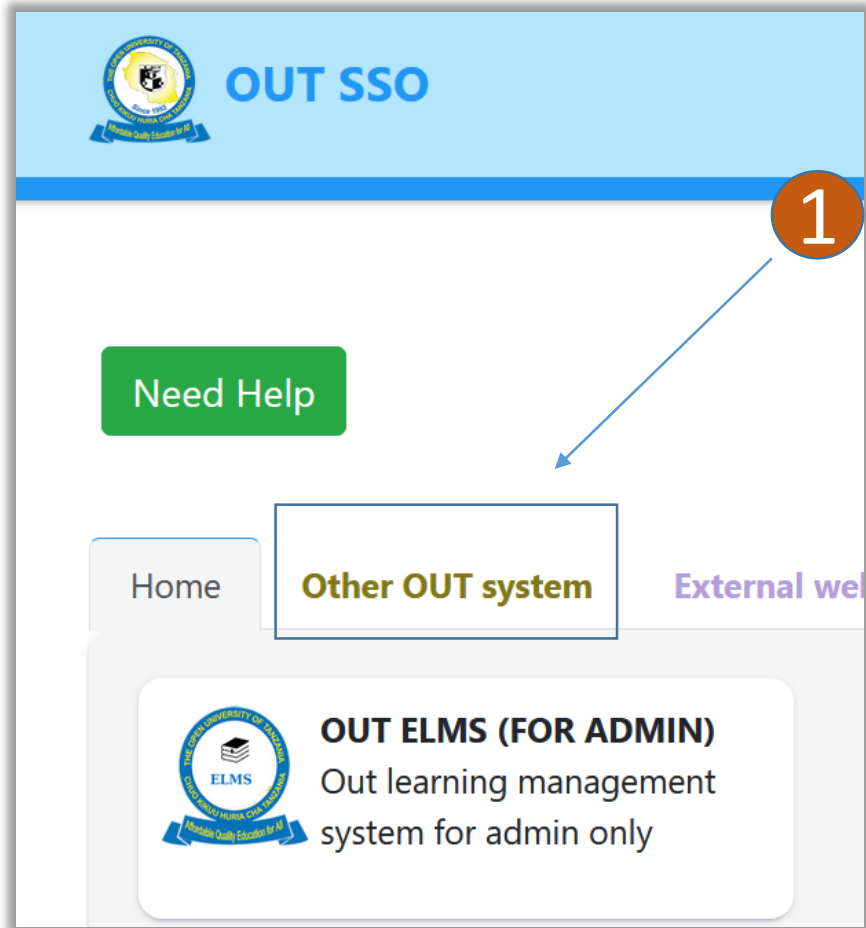


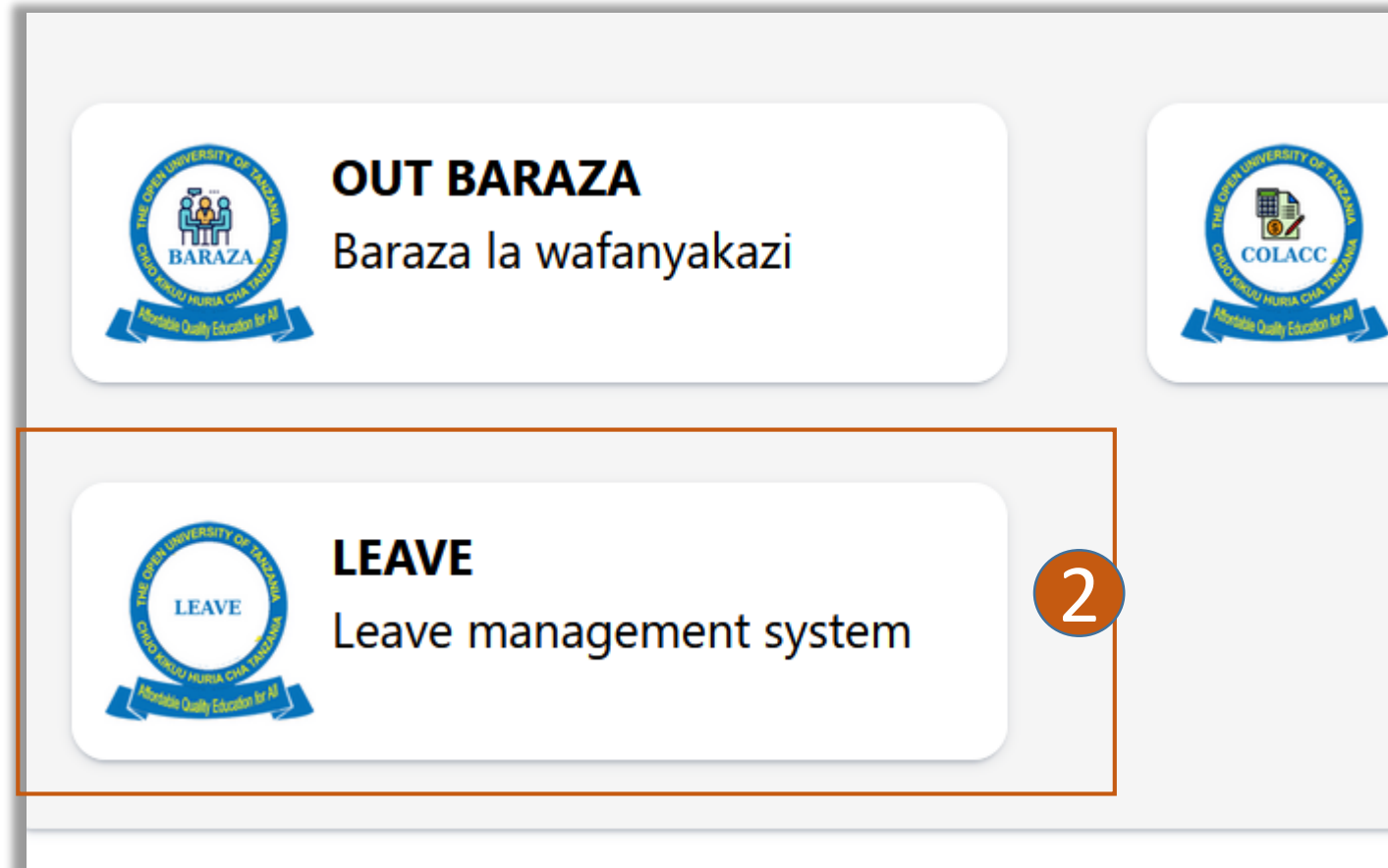
Leave Management System

User Manual

How to access your leave system?

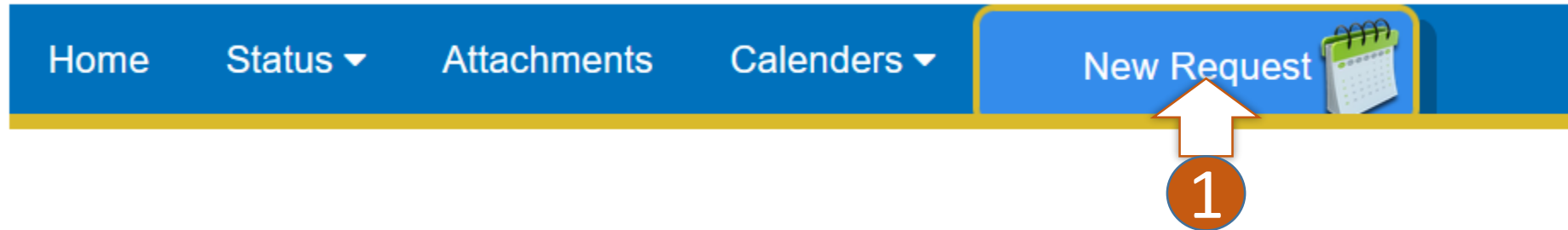


The screenshot shows the 'OUT SSO' dashboard. At the top left is the logo of The Open University of Tanzania. Below the logo is a green button labeled 'Need Help'. A blue arrow points from a red circle with the number '1' to this button. Below the 'Need Help' button is a navigation bar with three items: 'Home', 'Other OUT system' (which is highlighted with a blue border), and 'External web'. Below the navigation bar is a card for 'OUT ELMS (FOR ADMIN)' with the description 'Out learning management system for admin only' and a small logo.



This screenshot shows a selection screen for the leave system. It features two main cards. The top card is for 'OUT BARAZA' (Baraza la wafanyakazi) and includes the Baraza logo. The bottom card is for 'LEAVE' (Leave management system) and includes the LEAVE logo. A red circle with the number '2' is positioned to the right of the LEAVE card. The entire selection area is enclosed in a red border.

How to request a Leave?



Click on New Request

2

Click on the link below to make a request

[Annual Leave](#)

[Leave of Absense](#)

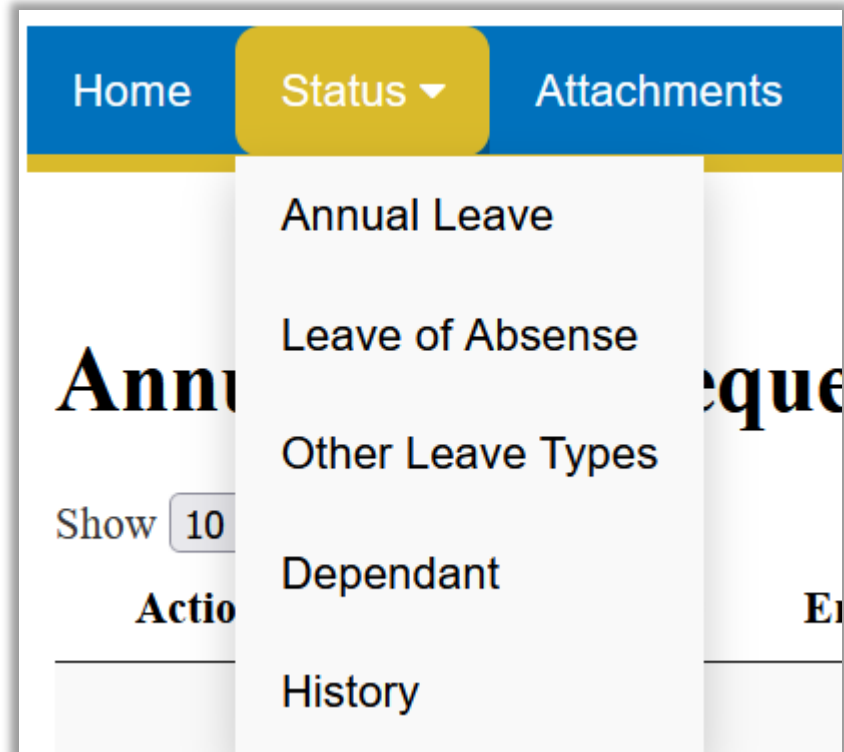
[Other Types of Leave \(study,sick, etc..\)](#)

Annual leave - This allows you to request your annual leave. You are entitled to only 28 days in a year. You can choose to request all 28 days or in instalments.

Leave of Absense- This allows you to request leave of absence away from your duty station. You can choose either private or official depending on the request that you want to make. Be reminded that some of the private requests will be deducted from your annual entitled days (i.e private).

Other leave types - This allows you to request other types of leaves such as study leave, maternity leave etc.

How to view a status of a leave?



Select the leave type to view its status

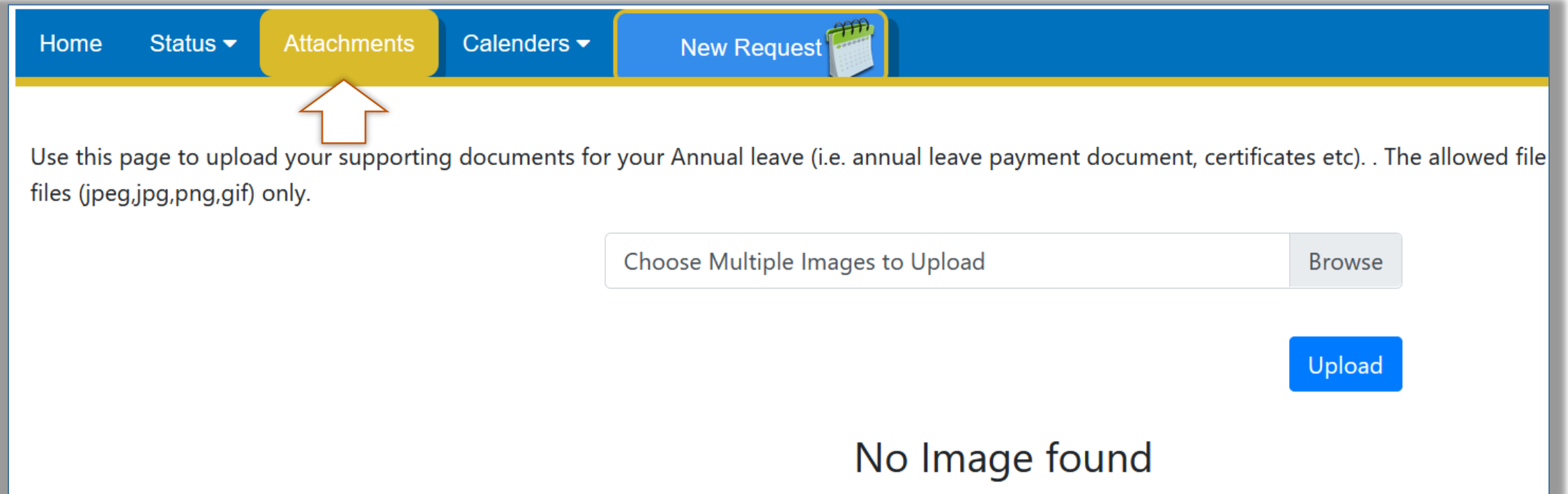
Requested: leave has been requested

Pending: leave has not reached the destined person

Dependant: View/Edit dependants information

History: Shows your leave history

How to add annual leave attachments?



The screenshot shows a web application interface with a blue navigation bar at the top. The navigation bar contains the following items from left to right: 'Home', 'Status' with a dropdown arrow, 'Attachments' (highlighted in yellow), 'Calenders' with a dropdown arrow, and 'New Request' with a calendar icon. Below the navigation bar, there is a white area with a red arrow pointing to the 'Attachments' menu item. The text below the arrow reads: 'Use this page to upload your supporting documents for your Annual leave (i.e. annual leave payment document, certificates etc). . The allowed file files (jpeg,jpg,png,gif) only.' Below this text is a file upload area consisting of a text input field containing 'Choose Multiple Images to Upload', a 'Browse' button, and an 'Upload' button. At the bottom of the page, the text 'No Image found' is displayed.

Click **Attachments** to upload the annual leave supporting documents. You can edit and delete your information

How to add dependant information?

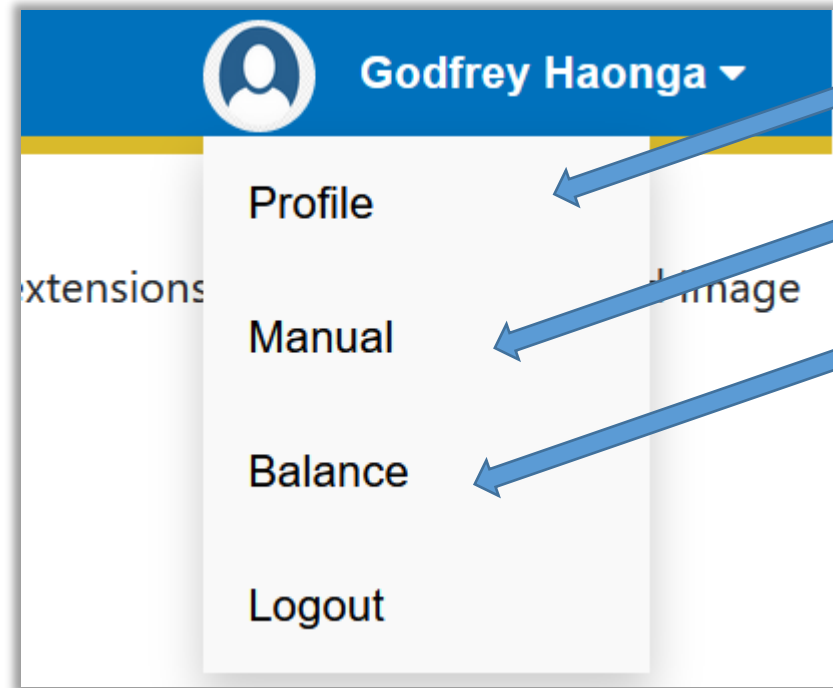
Dependant information can be added during the annual leave request. Once added, you do not need to add again in the future leave request.

Ninafuatana na mke/mume* wangu pamoja na watoto wangu/wanaonitegemea wafuatao:-

Jina	Umri	Uhusiano
<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Row

Profile, Balance and Manual

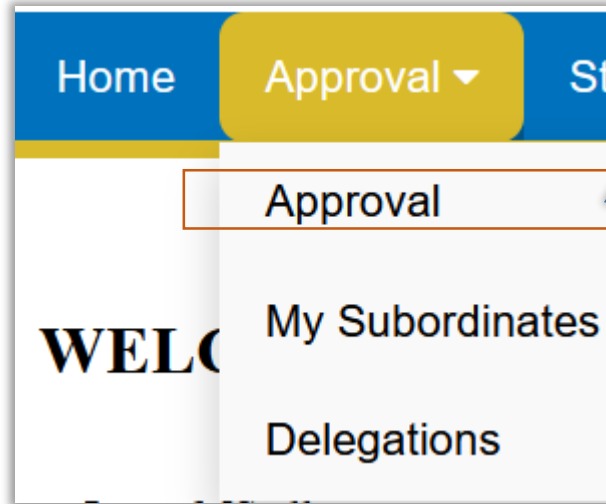


Allows you to edit and view your information

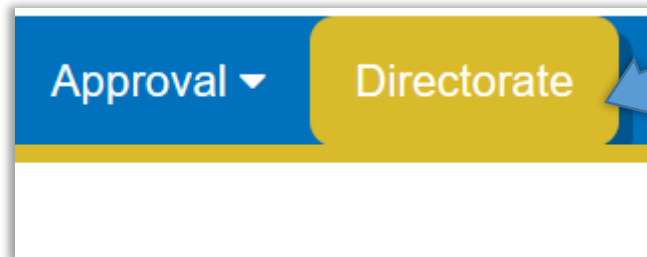
Allows to access system manual

Allows you to view leave balance

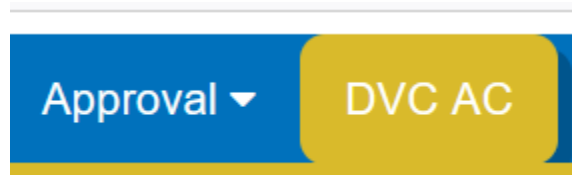
Leave Manual for HODs, Directors, DRCs, Deans, and DVCs only



allows you to accept/reject leaves of your subordinates. This menu is available for HODs, Deans, Directors, DVCs, VCs and DRCs



allows you to accept/reject leaves of your directorate or section or faculty. The menu is available only for Deans and Directors



The menu is available only for DVCs

THE END

Refer to the system manual for further help located under your profile