

camu

*Student's Leave Management*

octoze

## Student's Leave Management

CAMU system allows the students to raise the leave requests and the same will be approved by the respective staff / co-ordinator. The students can raise the request from MyCamu as like below:

LEAVE
Apply Leave

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**LEAVE FORM**

Enter the Date range

Partial Date

Conference

Type Of Leave ▾

Type Of Leave

Leave

On Duty

1. Student's can apply leave by selecting Apply Leave
2. Select the date range for which the leave is to be applied.
3. Leave request will be sent to the respective staff/ co-ordinator for Approval.

The requested leave will be available to the co-ordinators /staff for Approval/Reject. To approve the student's raised leave, open the student's profile in the CAMU application in Student list as below:

Name	Martin Annorblay Homiah <span style="background-color: green; color: white; padding: 2px 5px; border-radius: 3px;">Active</span>
Date of Birth	17-Jul-1999
Gender	Male
Roll No.	11132021
Institution	Ashesi University
Program	Under Graduate
Course	B.SC-Business Administration
Branch	Business Administration
Advisor	
Year of admission	2017-2018
Regulation	
Last transfer academic year	2017-2018
Admission No..	11132021



● Martin Annorblay Homiah

-  Message
-  Set Status
-  Health Record
-  View Attendance
-  View Leaves

Student's raised leave will be displayed as below to the staff for the approval. Select the raised leave request and the staff will either Approve/ Reject the leave request.

## View Leaves

[Apply Leave](#) [Back](#)

Martin Annorblay Homiah 11132021 Semester 15a2140194359a6596bb89249

[Approve](#) [Reject](#) [Cancel](#)

From	From Date	To Date	Leave Type	Status	Approved On	Attachment
<input type="text" value="26-02-2018"/>	28-Feb-2018	28-Feb-2018	Leave	Submitted	-	
<input type="text" value="28-02-2018"/>						

[Search](#) [Reset](#)

*Thank You.*