Overseas Leave Application System

The Ministry of Higher Education, Technology and Innovations introduced an online leave application/approval system for the purpose of applying overseas leave for all Academic, Administrative, Academic Support and Non-Academic staff of all state Universities. Accordingly, the Online Overseas Leave System was implemented at the Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka from March 01, 2021 onwards.

INSTRUCTIONS

If you already have an account, log-in to the system using the above **"Log-in"** button

If you are a new user, register in the system by clicking on the **"Register"** button and complete your profile by filling all required fields and click on **"Submit".**

Once you have registered in the system, you will receive an email with your account credentials.

If you wish to reset your account credentials, Click on **"Forgot Password"** and enter your NIC and the email. The new password will be sent to your email.

HOW TO APPLY FOR LEAVE

Log-in to the system and click on the **"New Leave Request"** button.
Fill the required details and upload required attachments in PDF format and submit the leave.
Log in to the system to check for updates on the leave request and remarks on a timely basis.
Once your leave is approved by the Ministry, you will receive an email with relevant information

HOW TO APPROVE THE LEAVE

Log-in the system and clicking on the **"Approval"** biutton.

CONTACT
Academic Establishments Branch
Senior Assistant Registrar
Telephone: +94 33 221 5827
email: shammika@gwu.ac.lk

Non-Academic Establishments Branch
Assistant Registrar
Telephone: +94 33
arnacad@gwu.ac.lk

Register button url - https://leave.mohe.gov.lk/staff_leave/index.php/login/register
login button URL - https://leave.mohe.gov.lk/staff_leave/
forgot password url - https://leave.mohe.gov.lk/staff_leave/index.php/login/forgot_password
approval button url - https://leave.mohe.gov.lk/staff_leave/approval/