

## ABSTRACT

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*The leave management process at Secretariat Office of North Jakarta Administration is still done manually. The leave management process has several disadvantages, the employee can not know the remaining private allowance directly, so the employee can not do the leave management well. Another disadvantage is the process of managing employee leave less effective and efficient. In this study, it is proposed to create a web based employee leave management application using PHP programming language (PHP Hypertext Preprocessor) and MySQL database, also using the CodeIgniter framework. The application is expected to solve the problems encountered in the management of manual leave at Secretariat Office of North Jakarta Administration.*

*Keywords-Application leave, filing leave.*