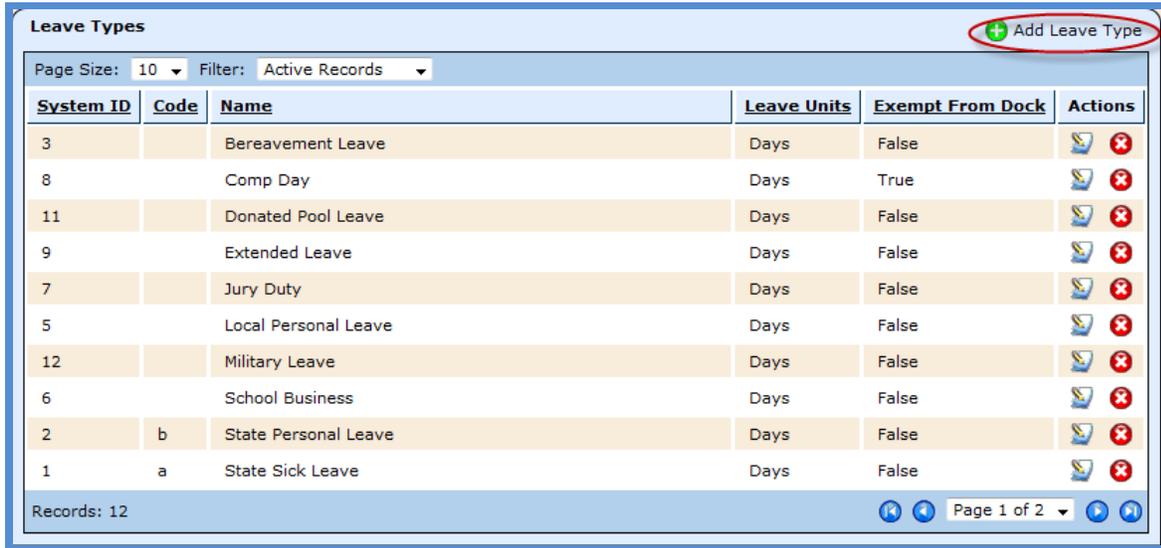# Leave Types

Leave Types are created to serve the following functions:

- **to categorize employee leave by type when leave forms are created**
- **to track and maintain the balance of state days, which should print on the employee service record**

Adding a Leave Type

Click on ⊕ **Add Leave Type**

Leave Types

⊕ Add Leave Type

Page Size: 10 ▾ Filter: Active Records ▾

System ID	Code	Name	Leave Units	Exempt From Dock	Actions
3		Bereavement Leave	Days	False	✎ ✖
8		Comp Day	Days	True	✎ ✖
11		Donated Pool Leave	Days	False	✎ ✖
9		Extended Leave	Days	False	✎ ✖
7		Jury Duty	Days	False	✎ ✖
5		Local Personal Leave	Days	False	✎ ✖
12		Military Leave	Days	False	✎ ✖
6		School Business	Days	False	✎ ✖
2	b	State Personal Leave	Days	False	✎ ✖
1	a	State Sick Leave	Days	False	✎ ✖

Records: 12   ⏮ ◀ Page 1 of 2 ▾ ▶ ⏭
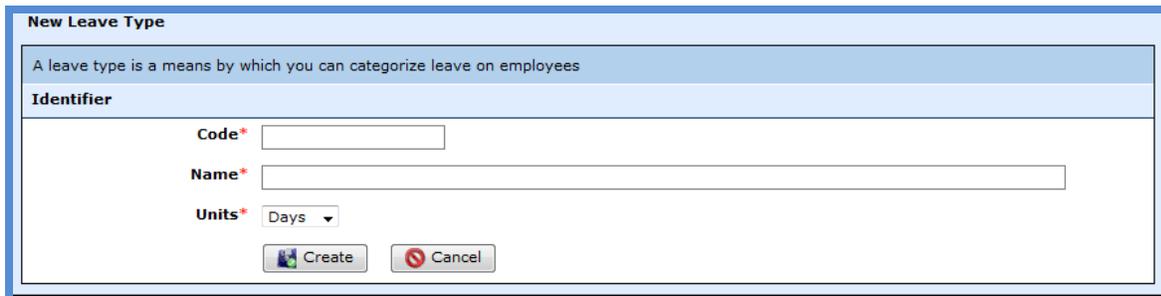
New Leave Type

A leave type is a means by which you can categorize leave on employees

Identifier

Code* [   ]

Name* [   ]

Units* Days ▾

[🖫 Create] [⊘ Cancel]

►**Code** - Leave this field blank unless it's to be recorded on the employee service record such as State Personal or State Sick leave as follows:

a - State Sick

b - State Personal

All others are not to be recorded on the employee service record

►**Name** – Enter the name of the leave type

►**Units** - Select Days or Hours in the drop down box

A leave type is a means by which you can categorize leave on employees	
Identifier	
Code*	Comp
Name*	Comp Days
Units*	Days
	Create Cancel

Click on **Create**

This view allows you to configure leave types for tracking the different categories of leave related to staff.	
Identifier	⟶ Edit Identifier
Code*	Comp
Name*	Comp Days
Units*	Days
Exempt From Dock*	False - Dock in accordance with employee policy ⟵

**Exempt from Dock – This field appears as the leave type is created. It will always default to – False – Dock in accourdance with employee policy. If this should leave type should NOT dock follow the next steps

Click on **Edit Identifier**

This view allows you to configure leave types for tracking the different categories of leave related to staff.

Identifier	
Code*	Comp
Name*	Comp Days
Units*	Days
Exempt From Dock*	True - DO NOT DOCK ←

Save   Cancel

►**Exempt from Dock** – Use drop down box to select if the leave type should NOT be docked

Click on **Save**

This view allows you to configure leave types for tracking the different categories of leave related to staff.

Identifier	Edit Identifier
Code*	Comp
Name*	Comp Days
Units*	Days
Exempt From Dock*	True - DO NOT DOCK

Edit a Leave Type

Click next to the contract type that will be corrected.

Page Size: 10 ▾ Filter: Active Records ▾

System ID	Code	Name	Leave Units	Exempt From Dock	Actions
9		ANNUALIZED HOURLY DOCKED	Days	False	
12	BR	Bereavement	Days	True	
15	Comp	Comp Days ←	Days	True	
3		Jury Duty	Days	True	
8		Maternity Absence (Unpaid)	Days	False	
13		Medical Absences (Unpaid)	Days	False	
7		Personal Leave - 10 Month	Days	False	
10		Personal Leave - 11 Month	Days	False	
11		Personal Leave - 12 Month	Days	False	
6		Staff Development (Off-Site)	Days	False	

Records: 11   Page 1 of 2 ▾

This view allows you to configure leave types for tracking the different categories of leave related to staff.

Identifier   📝 **Edit Identifier**

Code*	Comp
Name*	Comp Days
Units*	Days
Exempt From Dock*	True - DO NOT DOCK

Click on 📝 **Edit Identifier**

This view allows you to configure leave types for tracking the different categories of leave related to staff.

Identifier

Code*	Comp
Name*	Comp Days
Units*	Days ▾
Exempt From Dock*	True - DO NOT DOCK ▾

💾Save   🚫Cancel

► Correct the appropriate fields

This view allows you to configure leave types for tracking the different categories of leave related to staff.

Identifier

Code*	Comp
Name*	Comp Days
Units*	Hours ▾ ⬅
Exempt From Dock*	True - DO NOT DOCK ▾

💾Save   🚫Cancel

Click 💾 **Save**

___

This view allows you to configure leave types for tracking the different categories of leave related to staff.	

Identifier	Edit Identifier
Code* Comp	
Name* Comp Days	
Units* Hours	
Exempt From Dock* True - DO NOT DOCK	

Delete a Leave Type

Click ❌ next to the leave type that will be deleted

System ID	Code	Name	Leave Units	Exempt From Dock	Actions
9		ANNUALIZED HOURLY DOCKED	Days	False	📝 ❌
12	BR	Bereavement	Days	True	📝 ❌
3		Jury Duty ⬅	Days	True	📝 ❌
8		Maternity Absence (Unpaid)	Days	False	📝 ❌
13		Medical Absences (Unpaid)	Days	False	📝 ❌
7		Personal Leave - 10 Month	Days	False	📝 ❌
10		Personal Leave - 11 Month	Days	False	📝 ❌
11		Personal Leave - 12 Month	Days	False	📝 ❌
6		Staff Development (Off-Site)	Days	False	📝 ❌
14	XXX	Testing!	Days	False	📝 ❌

Are you sure you want to delete this object?

➡ [OK]   [Cancel]

Click **OK** to continue to delete the leave type

Restore a leave type

If a leave type has been deleted but has never been used during a payroll process it will be permanently deleted.

If a leave type has been used during one or more payroll processes then the deleted leave type moves from the <u>active</u> records to <u>disabled</u> records. If this leave type was deleted in error follow the following steps to restore the leave.

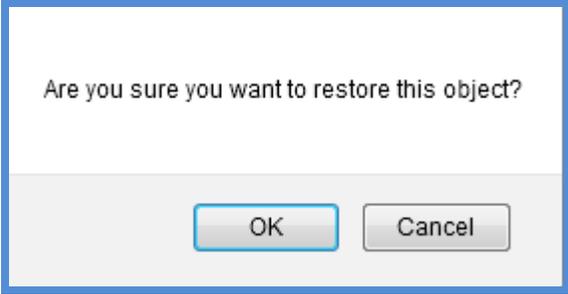| Page Size: 25 ▾ Filter: Active Records ▾					
System ID	**Code**	**Name**	**Leave Units**	**Exempt From Dock**	**Actions**
9		ANNUALIZED HOURLY DOCKED	Days	False	
12	BR	Bereavement	Days	True	
8		Maternity Absence (Unpaid)	Days	False	
13		Medical Absences (Unpaid)	Days	False	
7		Personal Leave - 10 Month	Days	False	
10		Personal Leave - 11 Month	Days	False	
11		Personal Leave - 12 Month	Days	False	
6		Staff Development (Off-Site)	Days	False	
14	XXX	Testing!	Days	False	
Records: 9				Page 1 of 1 ▾	

Page Size: 25 ▾ Filter: Disabled Records ▾					
System ID	**Code**	**Name**	**Leave Units**	**Exempt From Dock**	**Actions**
3		Jury Duty	Days	True	
2	b	State Personal	Days	False	
1	a	State Sick	Days	False	
Records: 3				Page 1 of 1 ▾	

Click on   to restore to the leave types

Click **OK** to continue to restore the leave type

Moved from disabled records

System ID	Code	Name		Leave Units	Exempt From Dock	Actions
2	b	State Personal		Days	False	↰
1	a	State Sick	Jury duty removed	Days	False	↰

Leave Types   ⊕ Add Leave Type

Page Size: 25 ▾ Filter: Disabled Records ▾

Records: 2   Page 1 of 1 ▾

Restored to active records

Page Size: 25 ▾ Filter: Active Records ▾

System ID	Code	Name	Leave Units	Exempt From Dock	Actions
9		ANNUALIZED HOURLY DOCKED	Days	False	✏ ✖
12	BR	Bereavement	Days	True	✏ ✖
4		Dock Days	Days	False	✏ ✖
3		Jury Duty	Days	True	✏ ✖
8		Maternity Absence (Unpaid)	Days	False	✏ ✖
13		Medical Absences (Unpaid)	Days	False	✏ ✖
7		Personal Leave - 10 Month	Days	False	✏ ✖
10		Personal Leave - 11 Month	Days	False	✏ ✖
11		Personal Leave - 12 Month	Days	False	✏ ✖
6		Staff Development (Off-Site)	Days	False	✏ ✖
14	XXX	Testing!	Days	False	✏ ✖

Records: 11   Page 1 of 1 ▾