

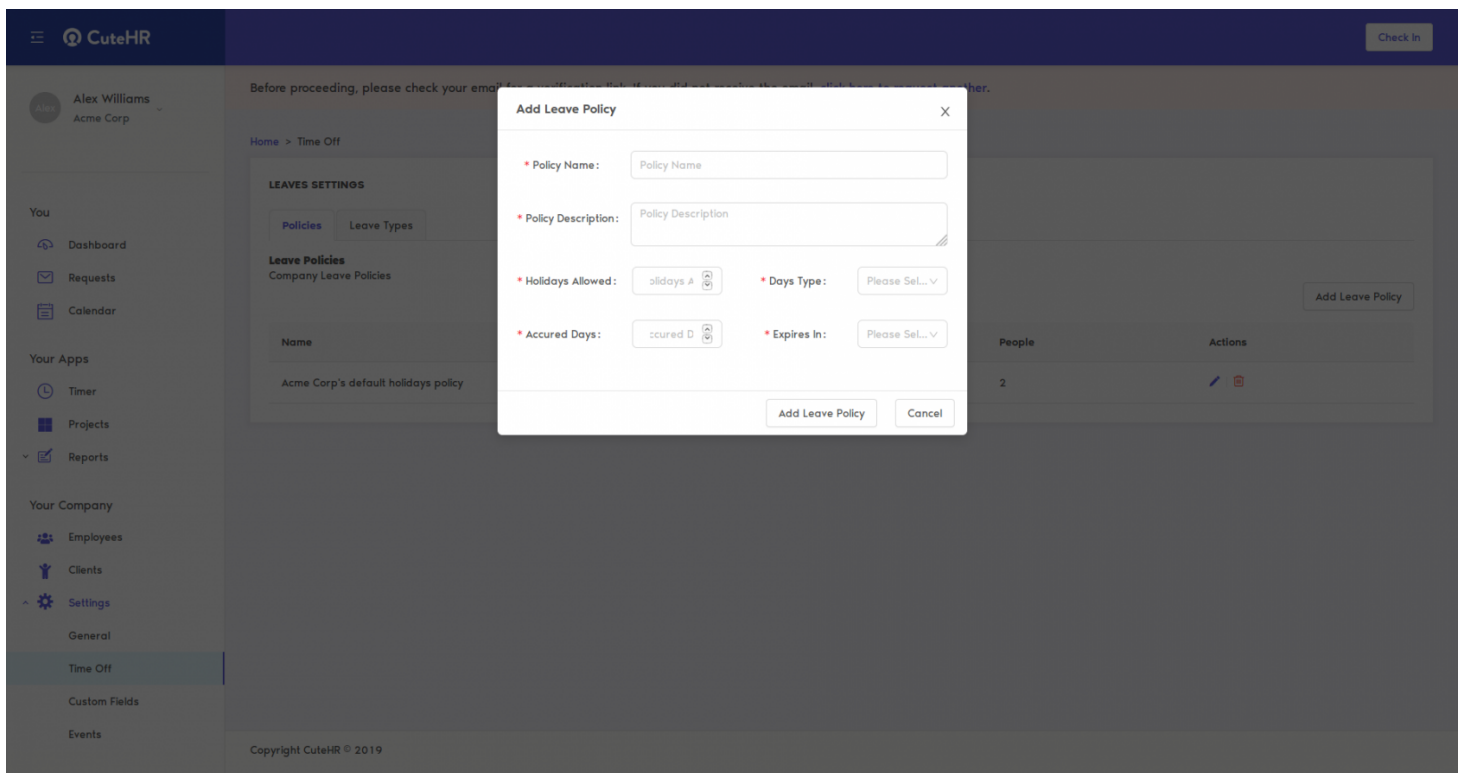
Add Leaves Policies

You get a default leave policy for the registered company as company's default leaves policy. You can also add leave policies to your company. Adding leave policies is easy, follow the steps below.

Adding Leave Policies

To add leave policies go to leave settings by navigating as Settings -> Time Off from sidebar menu, you will see the leaves policies of the company here.

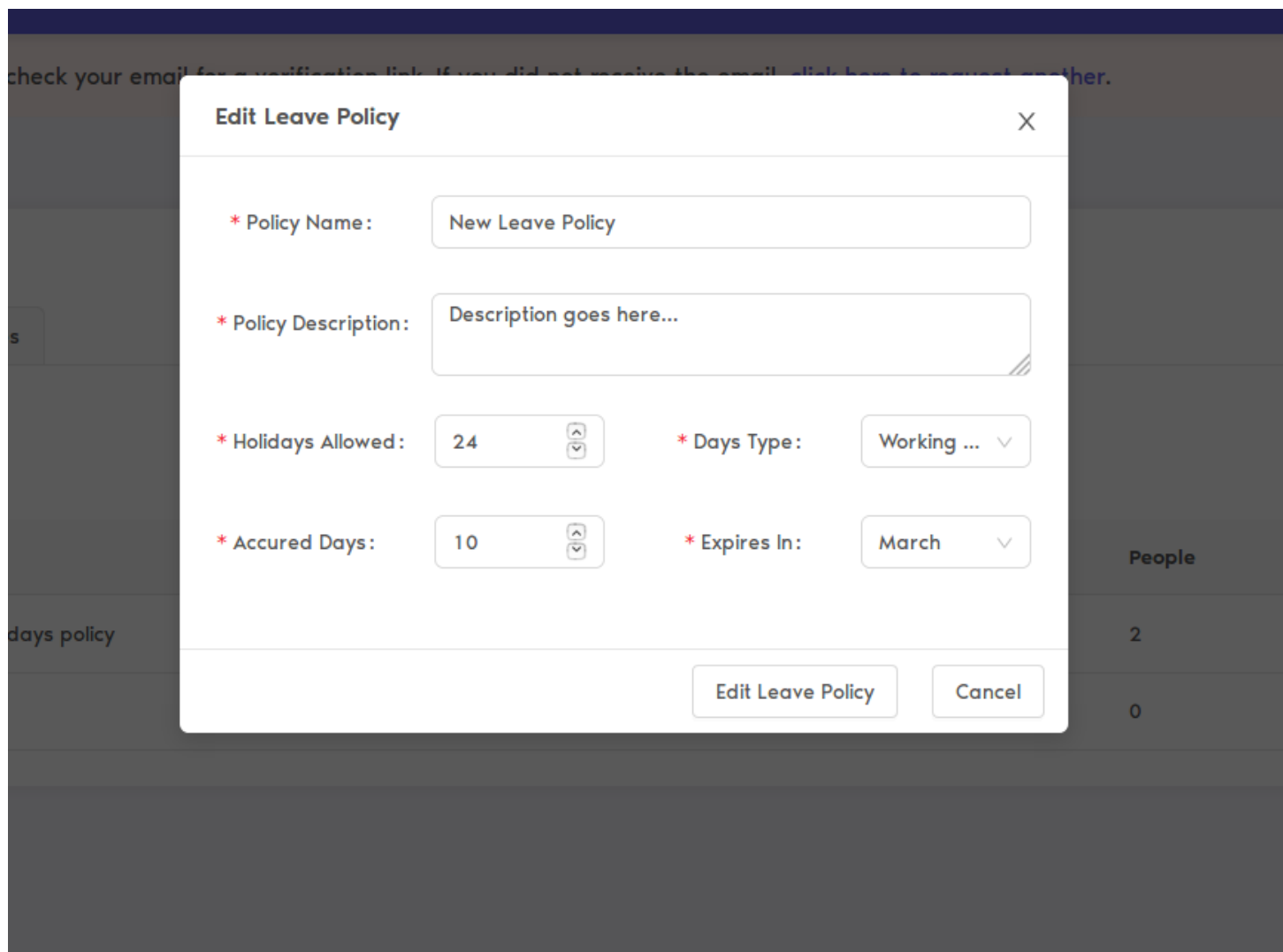
To add new policy simply click "Add Leave Policy" button, fill the form of the popup and click "Add Leave Policy" button.



Now, new leave policy is added.

Editing Leave Policies

To edit leave policy simply click the pencil icon in front of leave policy name.



The image shows a modal window titled "Edit Leave Policy" with a close button (X) in the top right corner. The form contains the following fields:

- * Policy Name:** A text input field containing "New Leave Policy".
- * Policy Description:** A text area containing "Description goes here...".
- * Holidays Allowed:** A numeric input field with "24" and up/down arrow icons.
- * Days Type:** A dropdown menu showing "Working ...".
- * Accured Days:** A numeric input field with "10" and up/down arrow icons.
- * Expires In:** A dropdown menu showing "March".

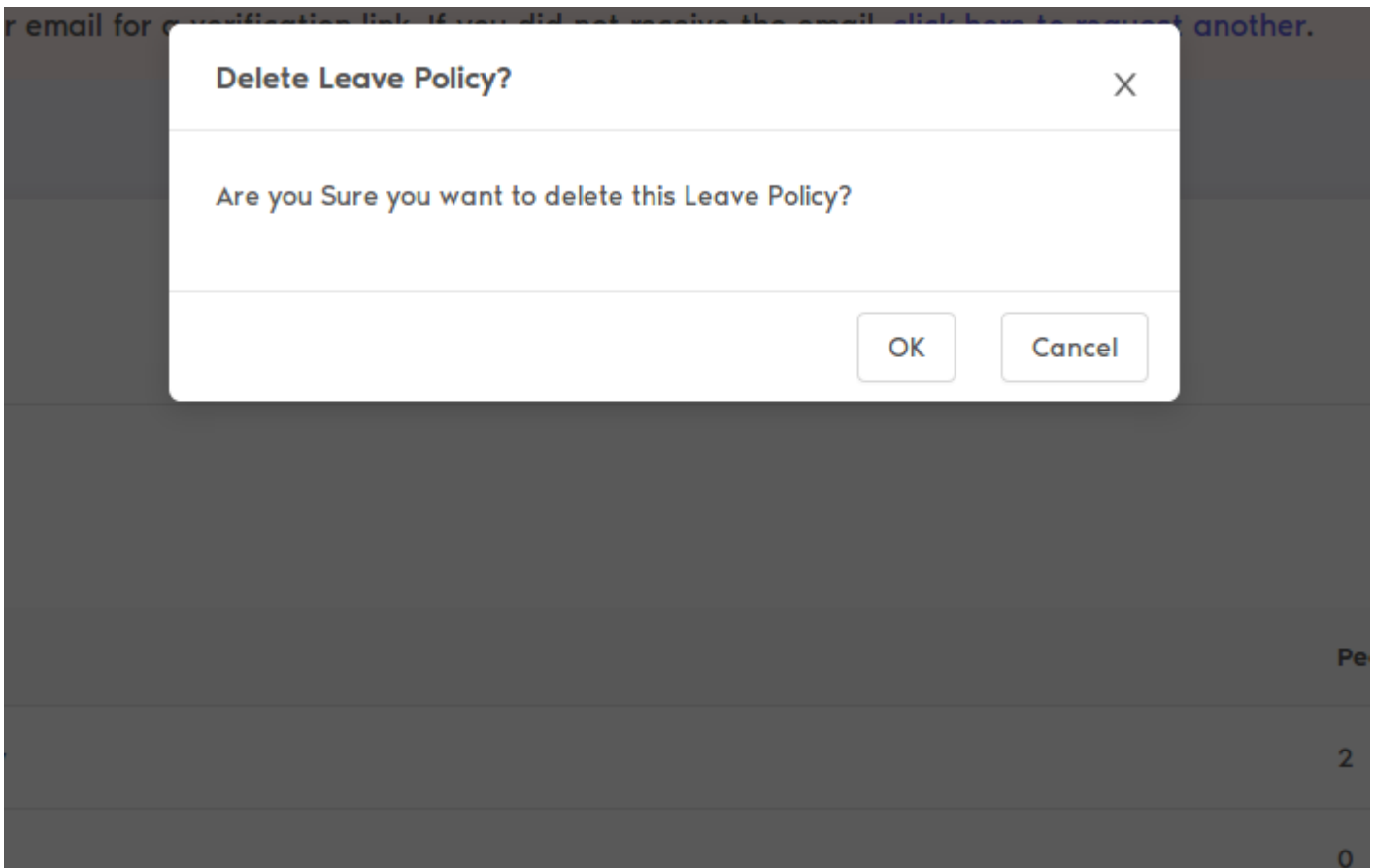
At the bottom right of the modal are two buttons: "Edit Leave Policy" and "Cancel".

Popup will appear, make the changes in the form and click "Edit Leave Policy".

Now, the leave policy is edited.

Deleting Leave Policies

To delete any leave policy, any time, click on the bin icon in front of the leave policy name.



Select "OK" from the confirmation popup and you are good to go.

Adding Employees to Leave Policy

By default, employees are added to company's default leaves policy, but you can change the leave policy for every employee. To change it follow the steps.

Navigate to Employees in sidebar menu

COMPANY EMPLOYEES

Employees

Live View









Employees

Current Employees in your company

Search Employee

Active

Add Employee

ID	Name	Department	Contact	Hire Date	Actions
66	 Alex Williams		No number demo@newuser.com		  
68	 Eric Johnson		No number johnson.eric@acmecorp.com		  

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Click the employee name or the pencil icon against his/her name, you will be redirected to his/her profile page.

CuteHR

Check In

Alex Williams
Acme Corp

You

Dashboard

Requests

Calendar

Your Apps

Timer

Projects

Reports

Your Company

Employees

Clients

Settings

Before proceeding, please check your email for a verification link. If you did not receive the email, [click here to request another.](#)

Home > Employees > Employee Data

EMPLOYEE DATA

Work

Personal

Contract

Documents

Attendance

Manager

Manager Name

E-mail :

johnson.eric@acmecorp.com

Time-Off Manager

Manager Name

Employee Id

Employee Id

Office

Acme Corp

Time Off Policy

Acme Corp's default holidays policy

Department

Select Department

Save

Show Advance Option

Under the work tab, you will find the timeoff policy dropdown, from that, choose the leave policy for that employee, click on "Save" button.

Revision #3

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