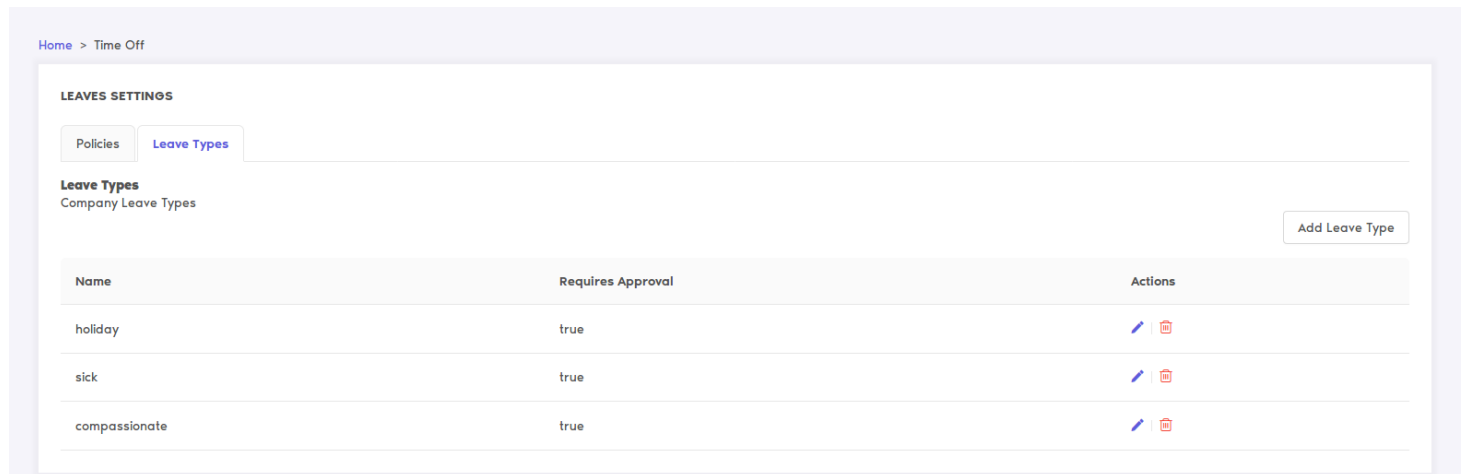# Adding Leave Types

Leave types differs from company to company, cutehr gives you basic types of leaves types like sick, holiday, etc.
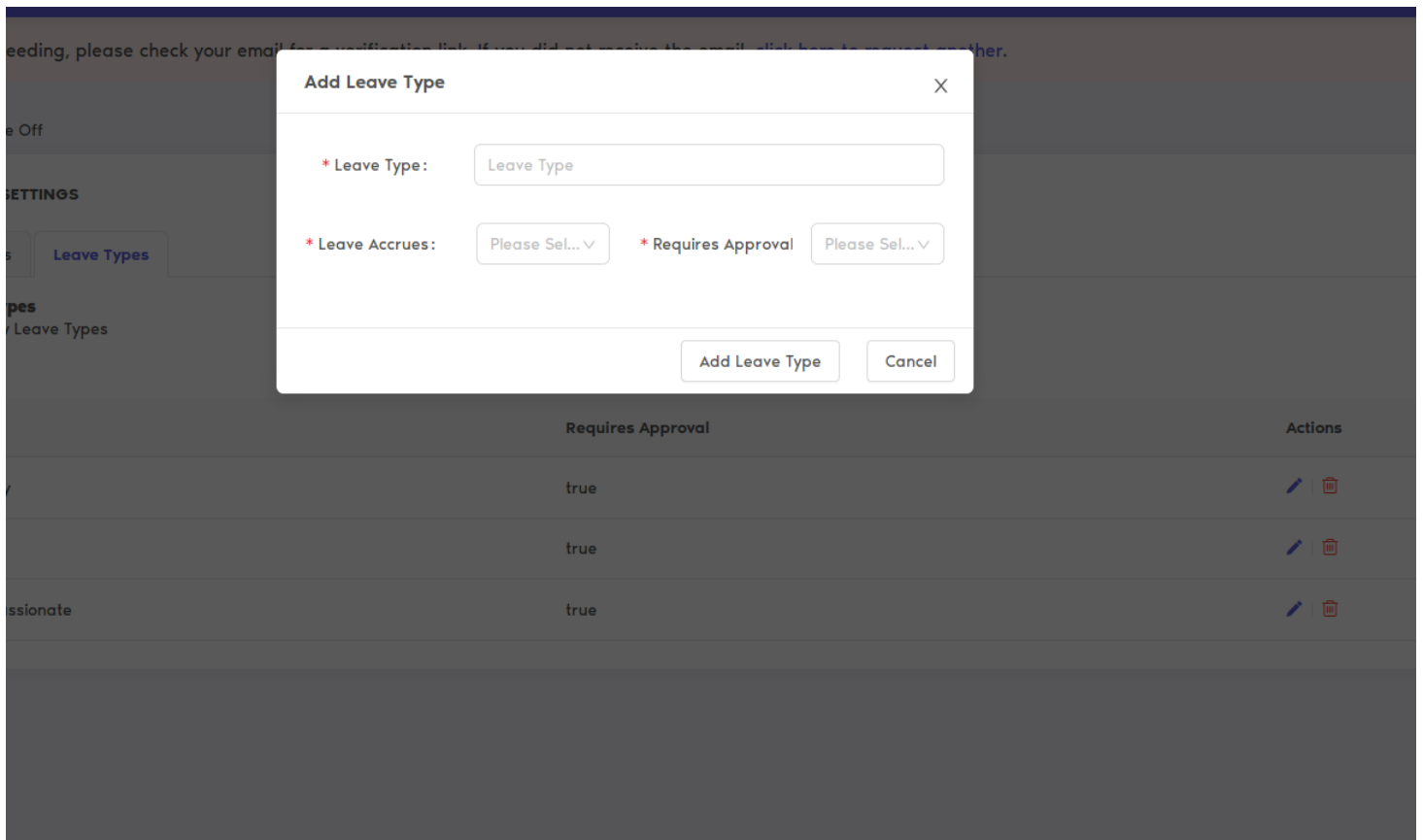

But as per your needs, you can change or add new leaves types.

Adding Leave Types

For adding new leave type to your company, follow the basic steps below

Go to Settings menu from the sidebar and then select Time Off and then click on "Leave Types" tab you will see the default leave types.
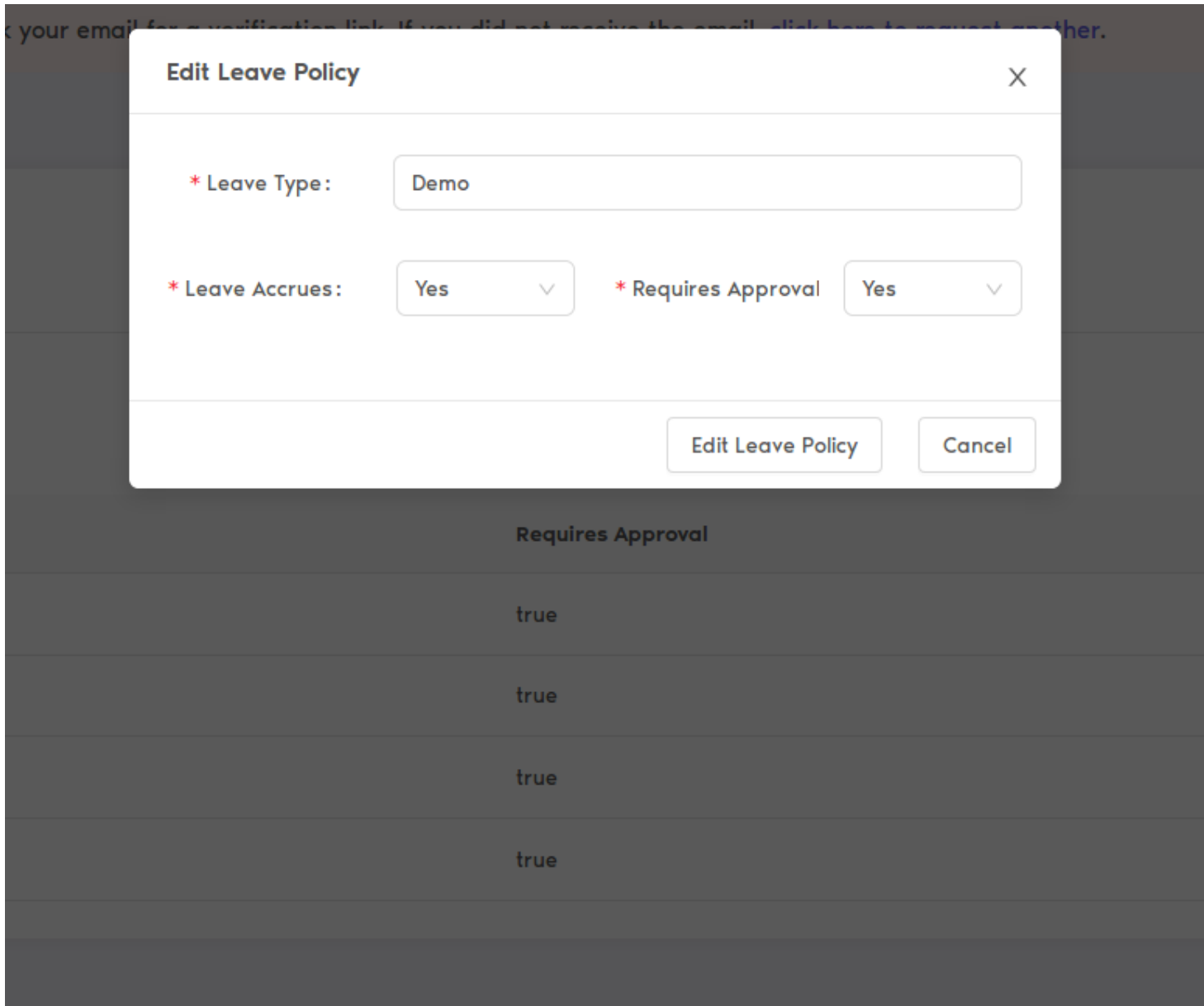
For adding new leave type click "Add Leave Type" button, popup will appear, fill the form add click "Add Leave Type" button.

Add Leave Type   ✕

* Leave Type :   [Leave Type   ]

* Leave Accrues :   [Please Sel... ⌄]   * Requires Approval   [Please Sel... ⌄]

                                    [Add Leave Type]   [Cancel]

e Off

SETTINGS

Leave Types

pes
Leave Types

	Requires Approval		Actions
y	true		✏ 🗑
	true		✏ 🗑
ssionate	true		✏ 🗑

The leave type is added. Now it will appear while requesting or adding leaves.

Editing Leave Types

For Editing leave types, click the pencil icon in front of the leave type name.

Edit Leave Policy   ✕

* Leave Type : | Demo |

* Leave Accrues : | Yes   ⌄ | * Requires Approval | Yes   ⌄ |

                                                    Edit Leave Policy   **Cancel**

Requires Approval

true

true

true

true

Update the information in the popup and click the "Edit Leave Type" button.

Deleting Leave Types

For deleting any leave type, click the bin icon in front of leave type name.

Delete Leave Type?   X

Are you Sure you want to delete this Leave Type?

OK   Cancel

Requires Approval

true

true

true

true
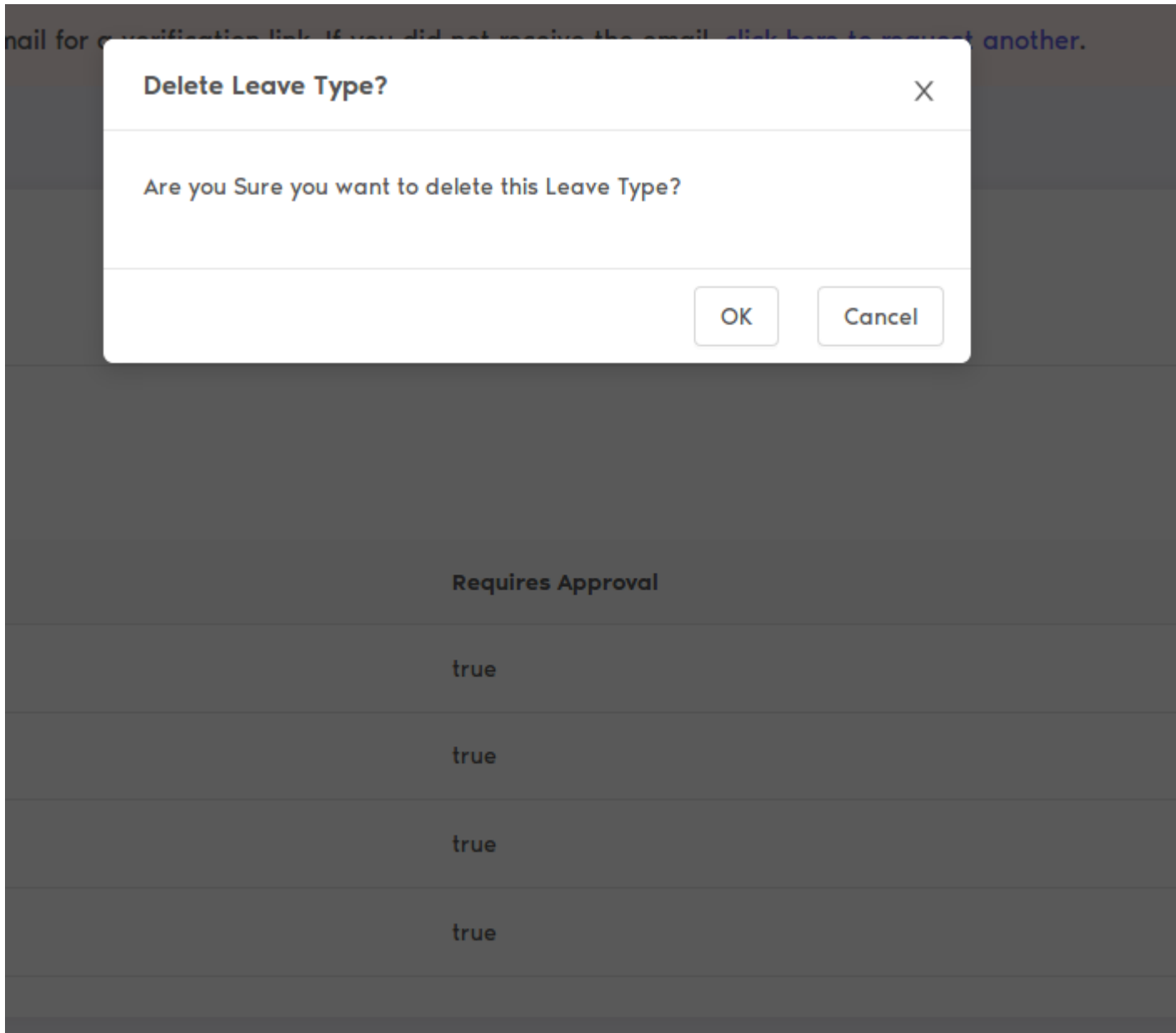
Click "OK" button in the confirmation popup to confirm the deletion.

Revision #3
Created Wed, Jul 31, 2019 6:12 AM by Aman
Updated Tue, Jul 14, 2020 5:34 AM by Aman