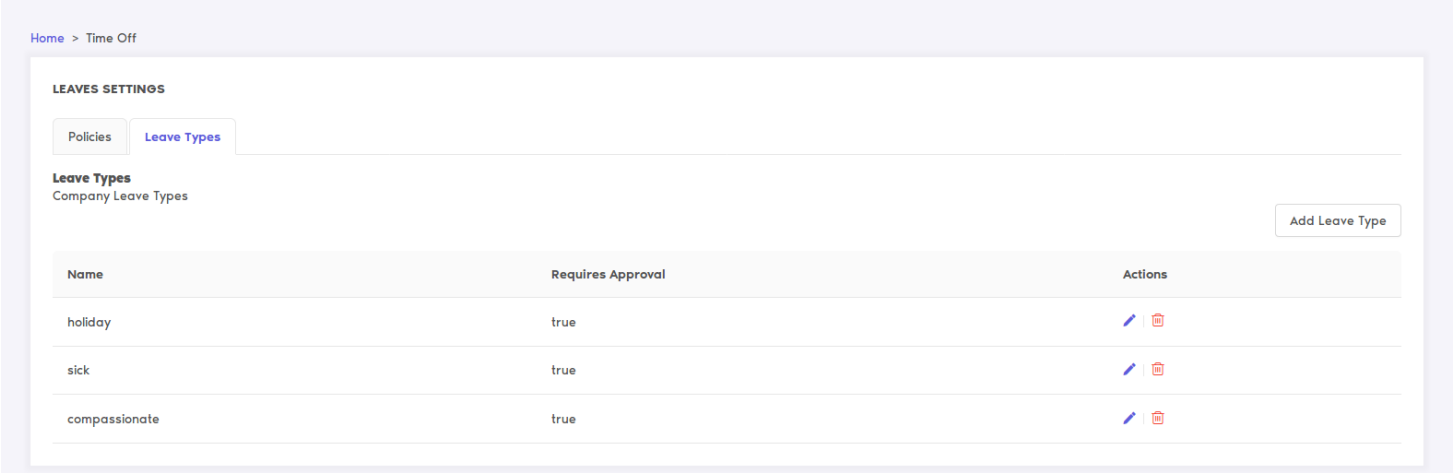
Adding Leave Types

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



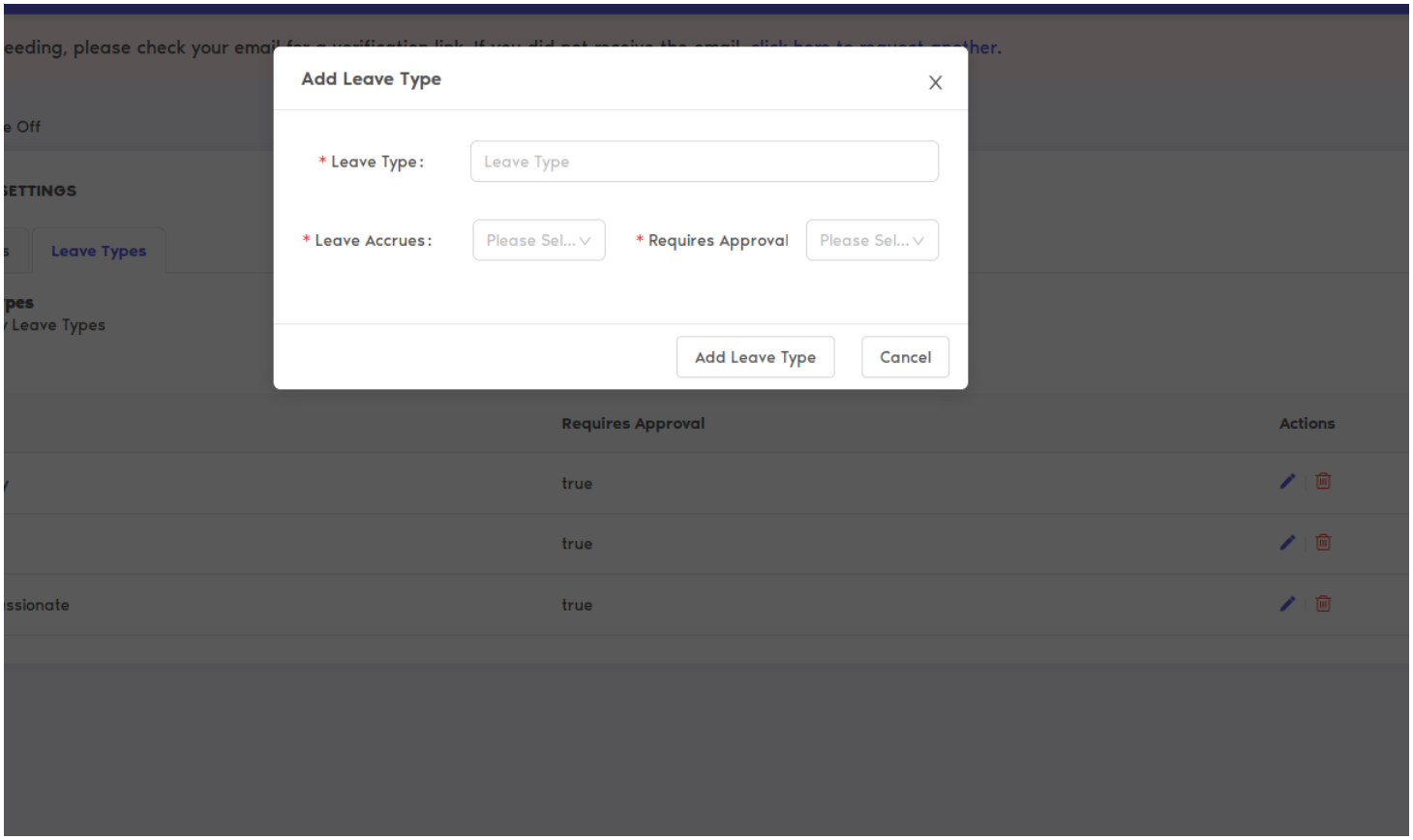
But as per your needs, you can change or add new leaves types.

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.

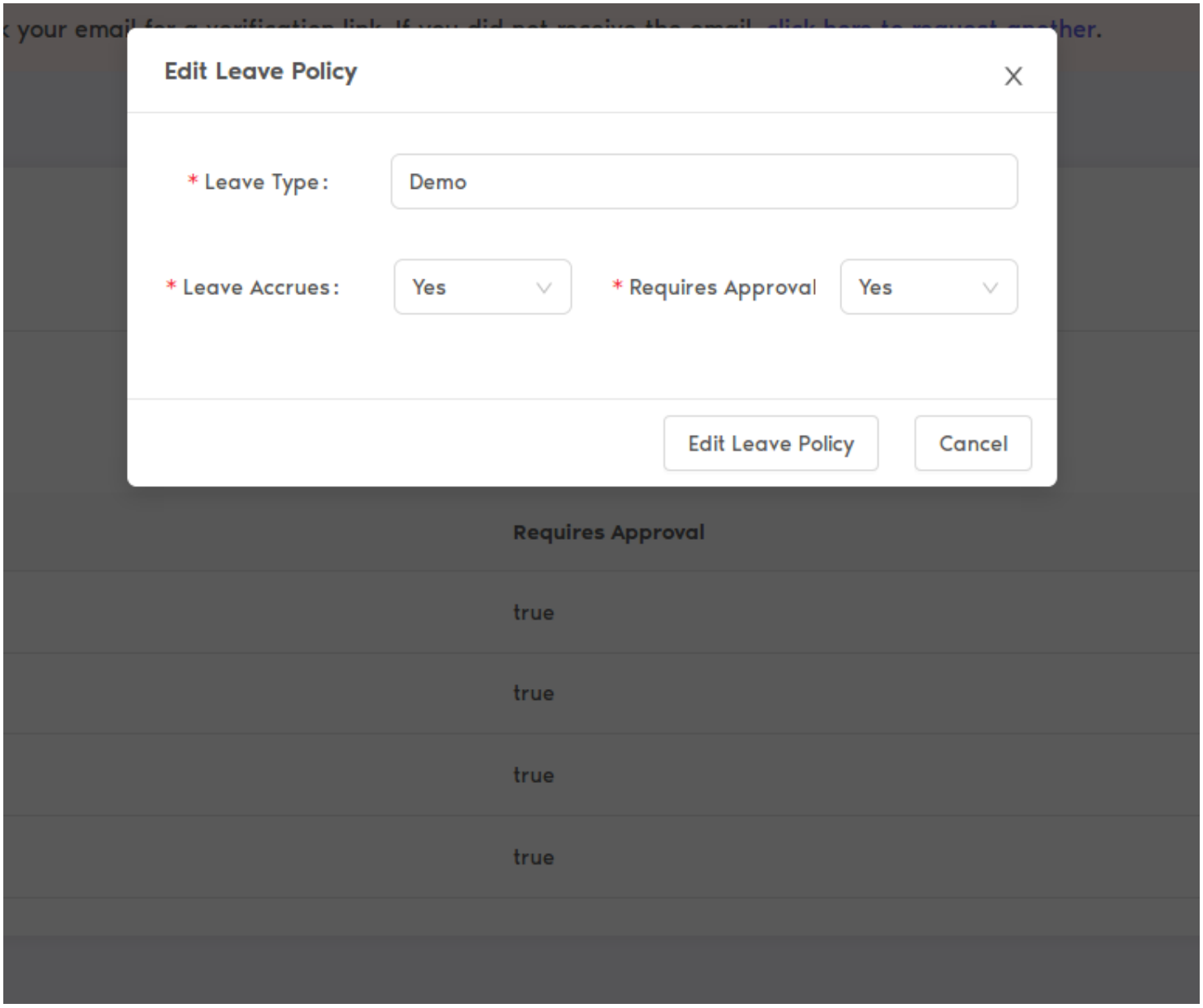
For adding new leave type click "Add Leave Type" button, popup will appear, fill the form add click "Add Leave Type" button.



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

Editing Leave Types

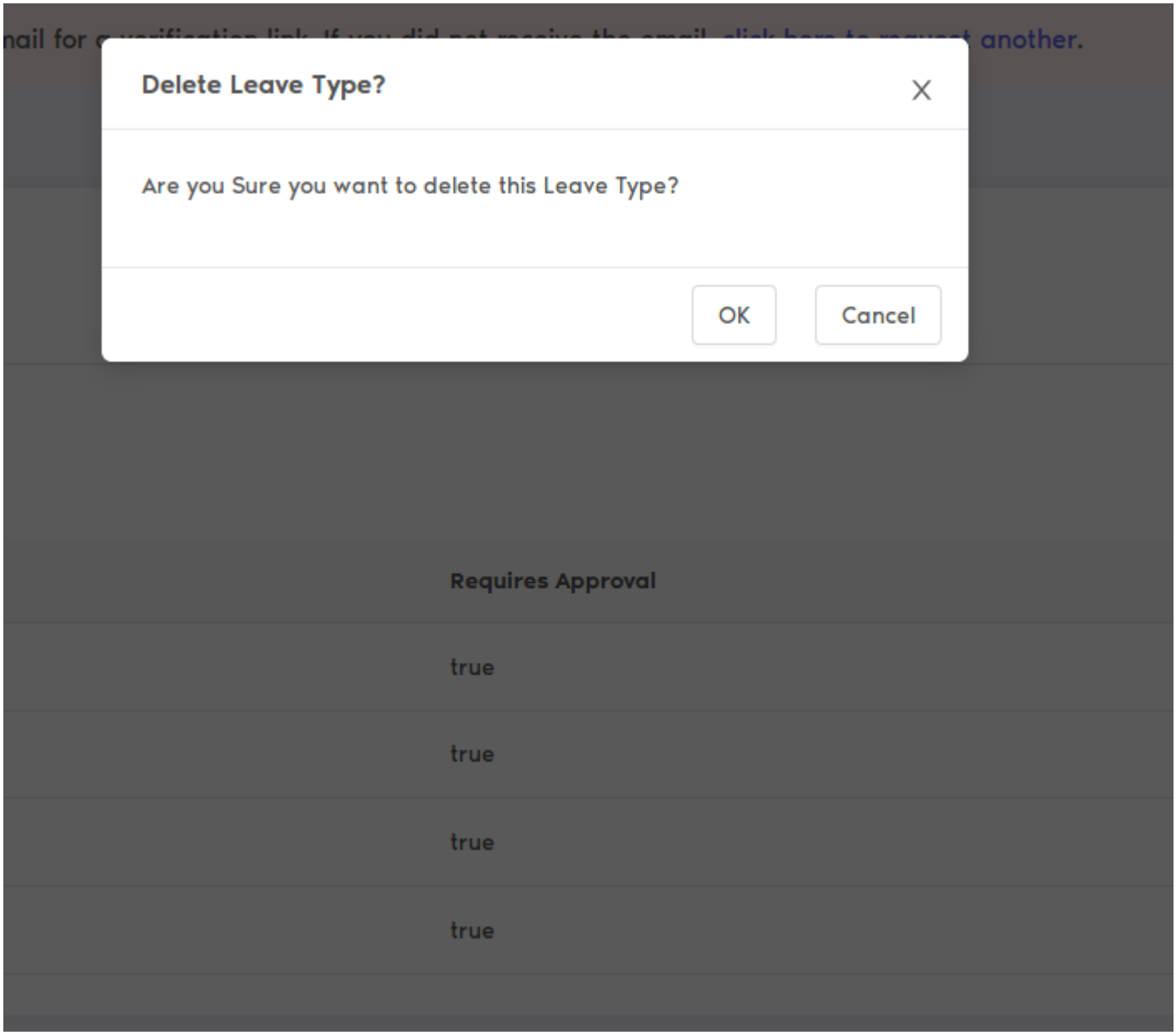
For Editing leave types, click the pencil icon in front of the leave type name.



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.



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

Revision #3

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