



Add Leave

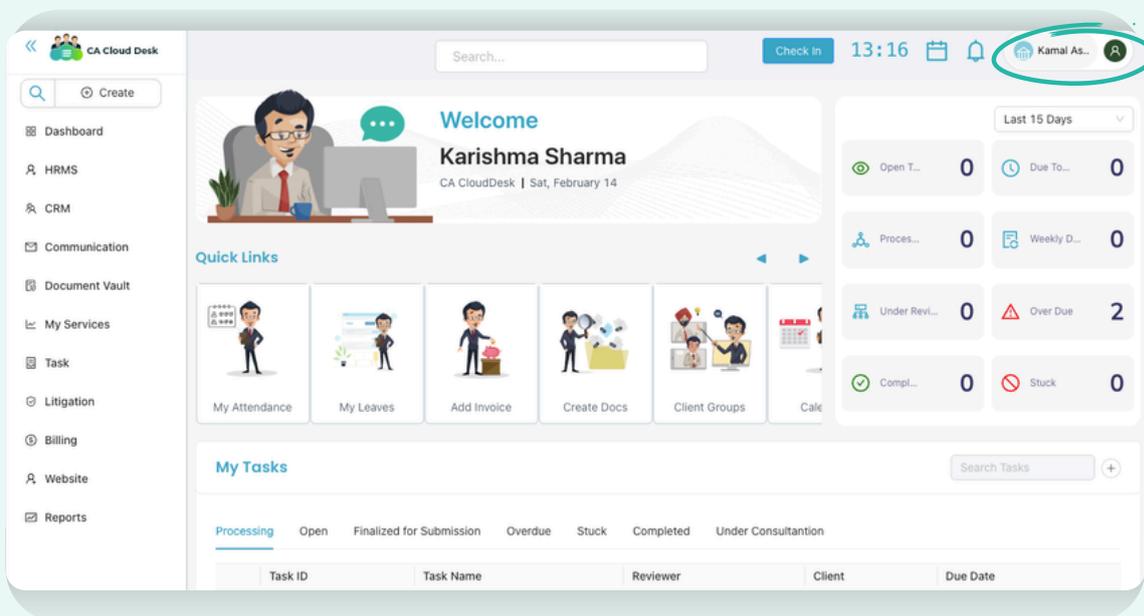
CA CloudDesk



## Step 1: Go to Dashboard, then select Profile



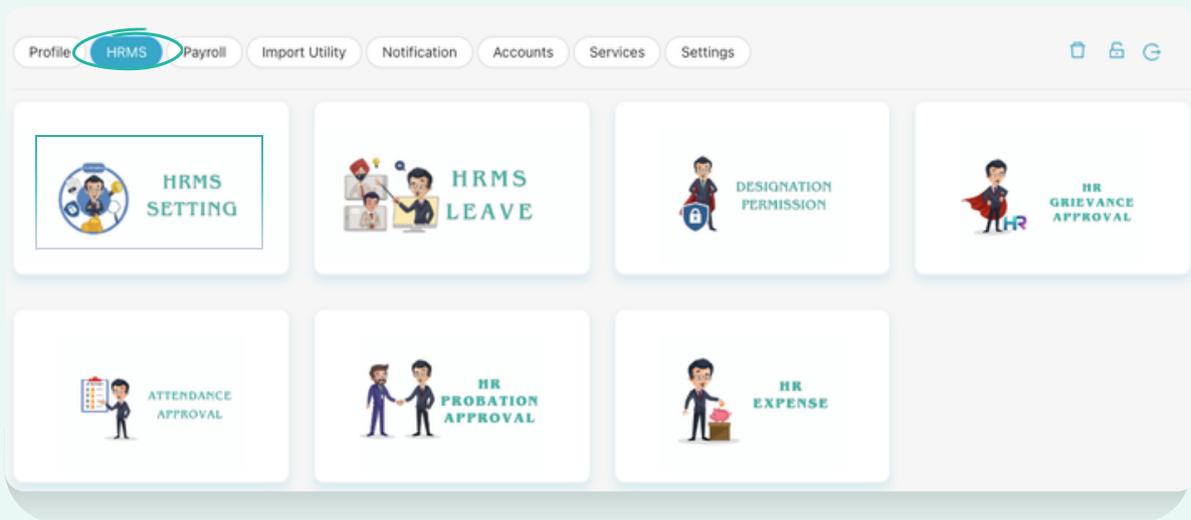
From the main Dashboard, click your profile icon from the top-right corner of the header to open your profile area.



## Step 2: Select HRMS, then HRMS Setting

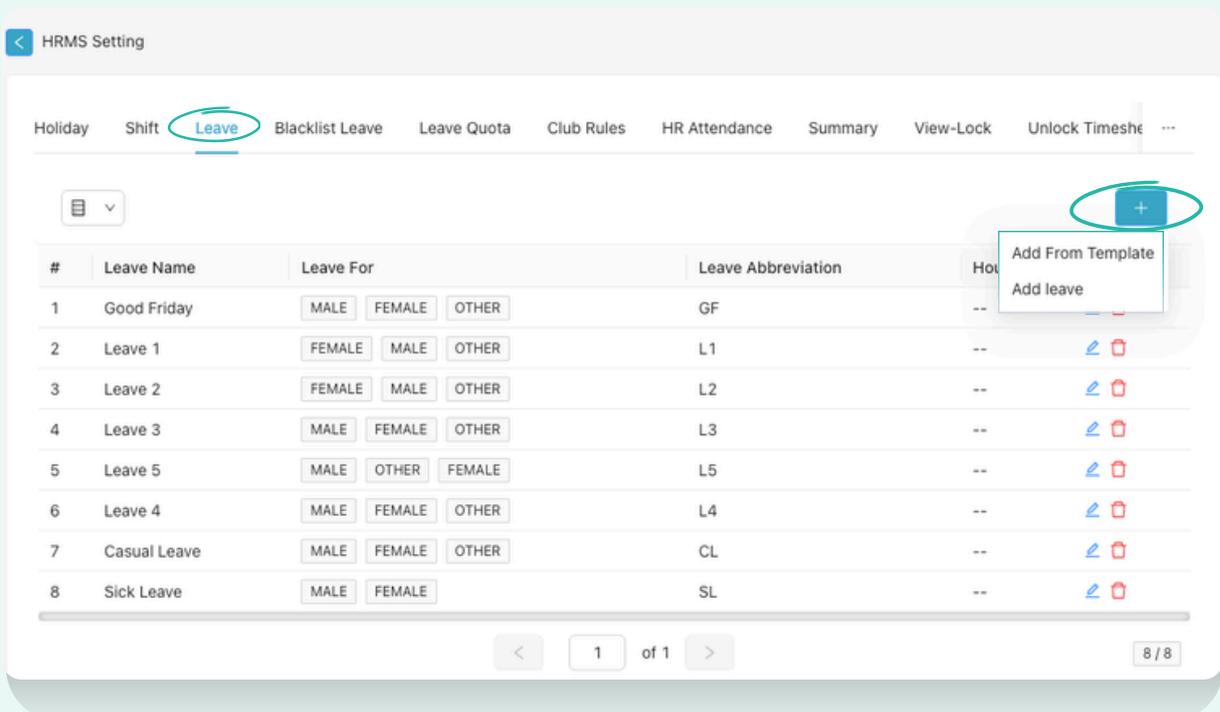
- In the left navigation sidebar, click HRMS.
- On the HRMS page, use the top tabs and select HRMS Setting .





### Step 3: Select Leave tab and then click the + icon

- Inside HRMS Setting, click the Leave tab. Then click the blue + button
- You will see two options:
  - (a) Add From Template - to add from predefined leave templates &
  - (b) Add leave - to create a new leave type manually.



## A: Add from Template

- Opens the Leave Template modal with a table of predefined leave types.
- Use the action icon on a row to add that template as a new leave type.

#	Leave Name	Leave For	Leave Abbreviation	Hours	Action
1	Exam Leave	MALE,FEMALE,OTHERS	EXL	--	
2	Sick Leave	MALE,FEMALE,OTHERS	SL	--	
3	Earned Leave	MALE,FEMALE,OTHERS	EL	--	
4	Audit Leave	MALE,FEMALE,OTHERS	AL	--	
5	Tax Filing Leave	MALE,FEMALE,OTHERS	TFL	--	
6	Training Leave	MALE,FEMALE,OTHERS	TL	--	
7	Grace Period	MALE,FEMALE,OTHERS	GP	--	
8	Optional Holiday	MALE,FEMALE,OTHERS	OH	--	

## B: Add Leave

- Opens the Add Leave form to create a leave type manually. Fill in the required fields .
- Leave Name - full name of the leave type
- Leave Abbreviation - short code (e.g. CL, SL)
- Leave Payable: Yes - checkbox if the leave is paid
- Applicable Genders - MALE, FEMALE, OTHERS as needed
- Credit Frequency - leave credit type
- Next Credit Date - date picker
- Past Days, Future Days
- Leave Type - dropdown
- Hourly Count, Sandwich, Optional, Auto Approved - checkboxes as per policy
- Max Count - maximum leave days (required)
- Max Count With Holiday -optional
- Click Save to add the leave type.



### Add Leave ✕

**Leave Name** ⓘ \*

**Leave Abbreviation** ⓘ \*

**Leave Payable: Yes** ⓘ

**Applicable Genders** ⓘ \*

**Credit Frequency** ⓘ \*

**Next Credit Date** ⓘ \*

**Past Days** ⓘ \*

**Future Days** ⓘ \*

**Leave Type** ⓘ \*

**Hourly Count** ⓘ  | **Sandwich** ⓘ  | **Optional** ⓘ  | **Auto Approved** ⓘ

**Max Count** ⓘ \*

**Max Count With Holiday** ⓘ \*

