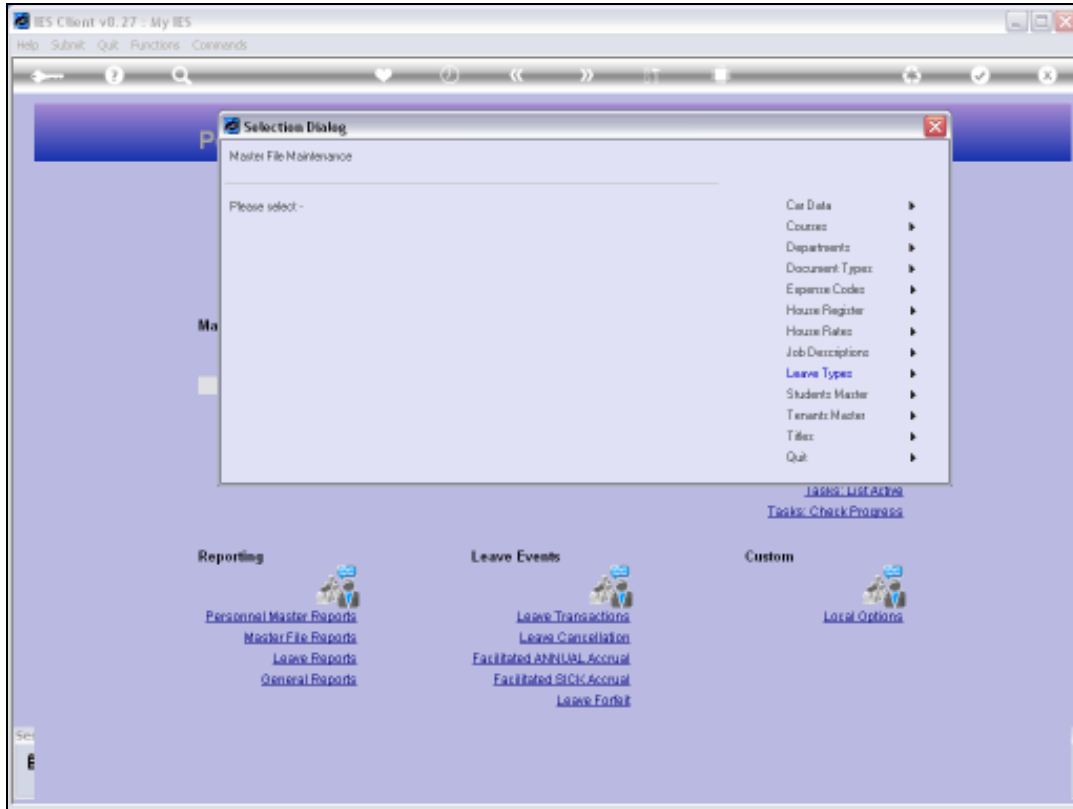
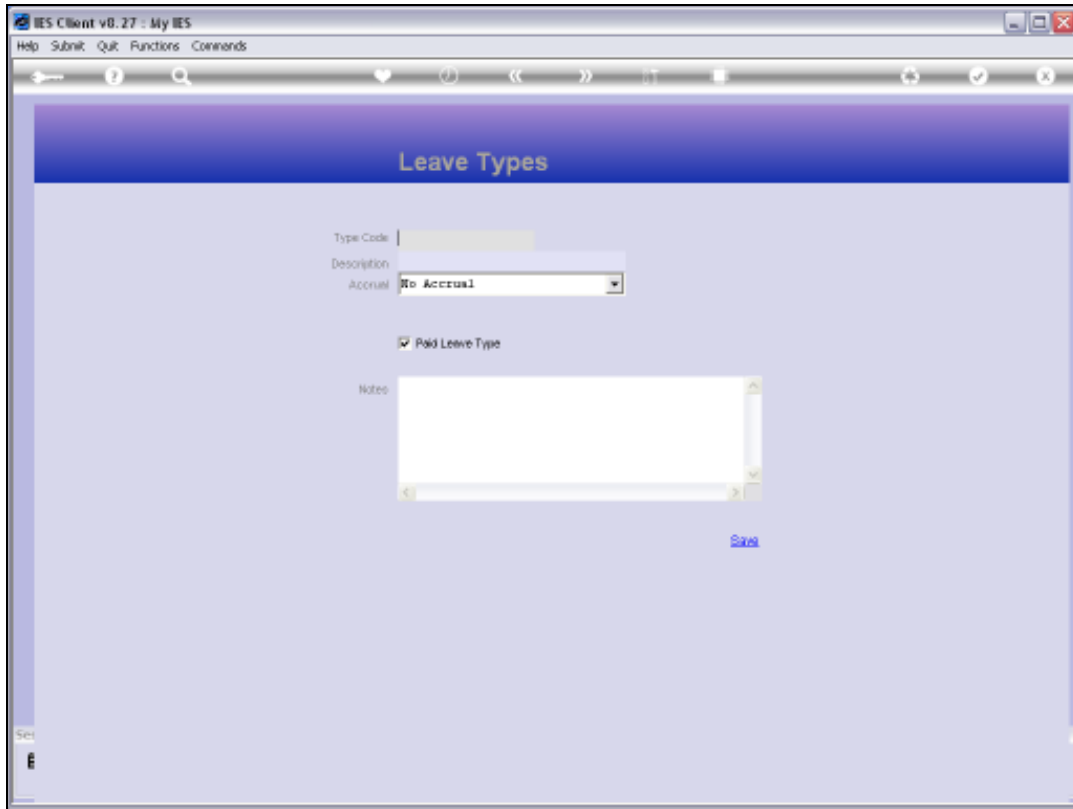


Slide 1

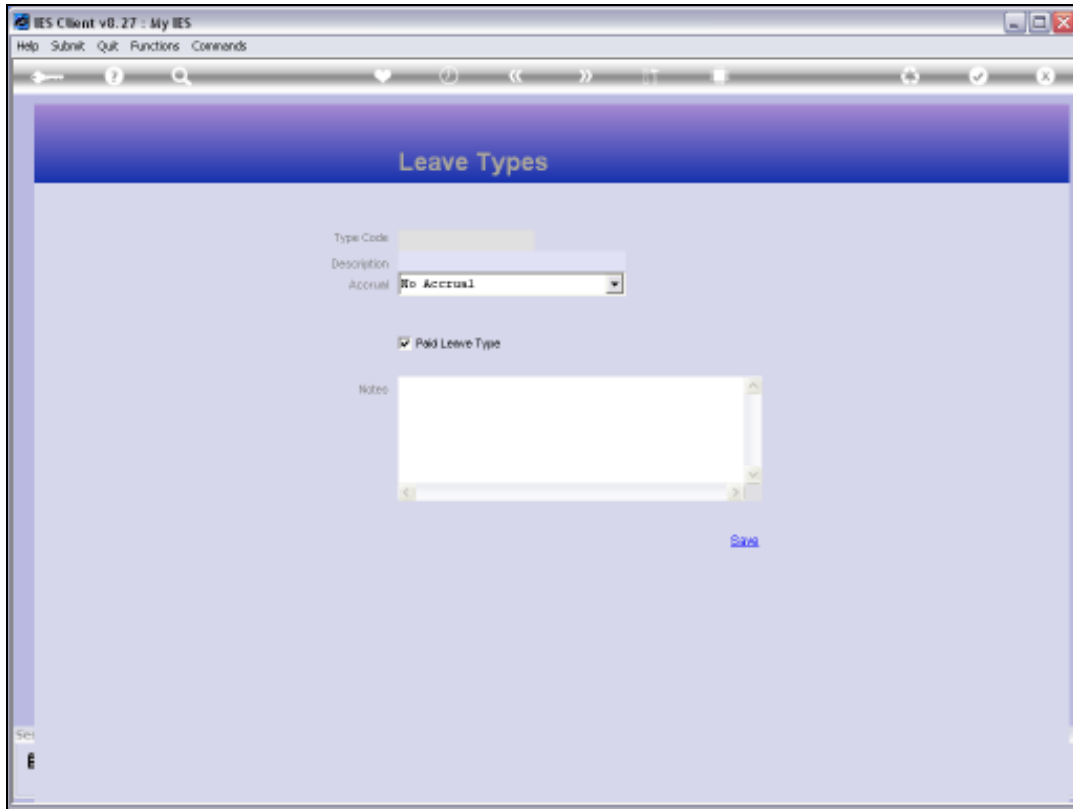
Slide notes: From the File Maintenance Menu, we reach the option to manage the Leave Types in our Leave Management System.



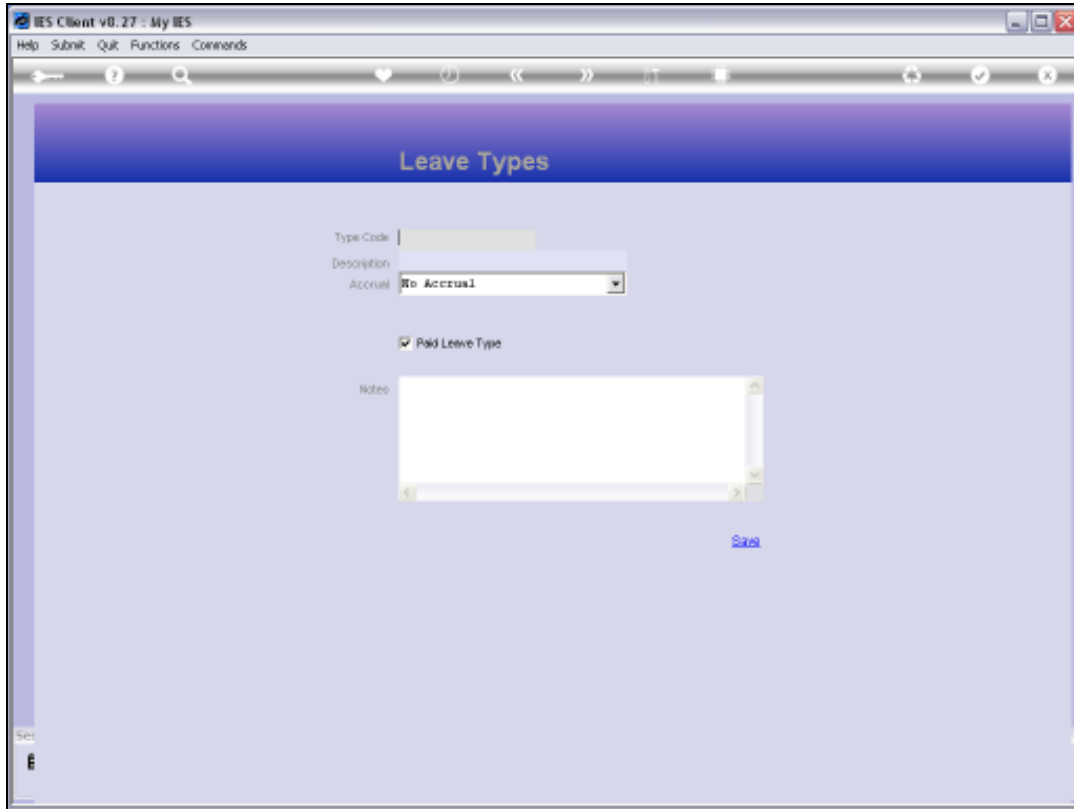
Slide 2
Slide notes:



Slide 3
Slide notes:

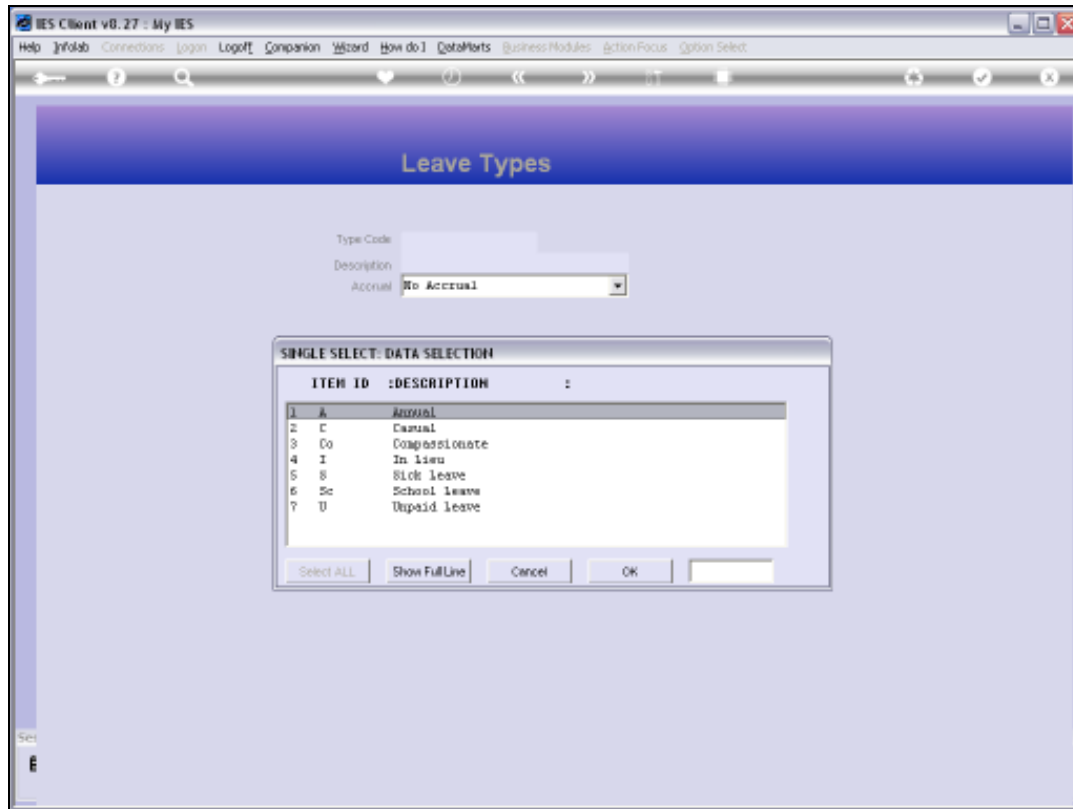


Slide 4
Slide notes:



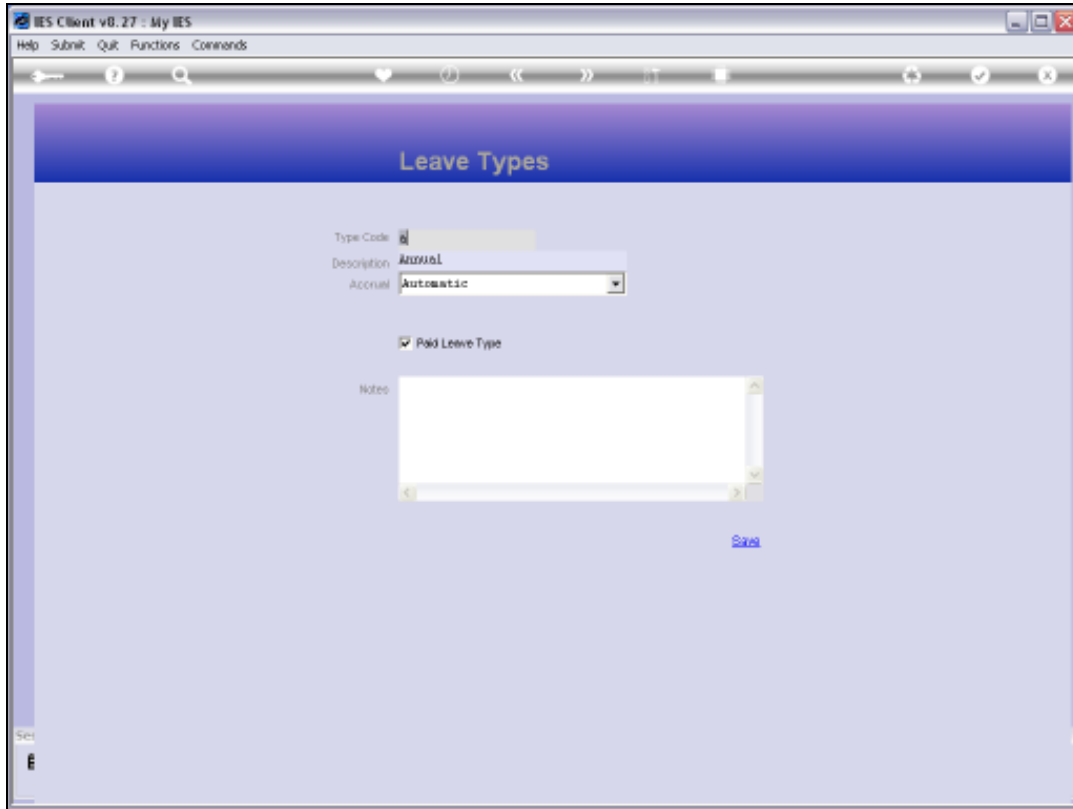
Slide 5

Slide notes:



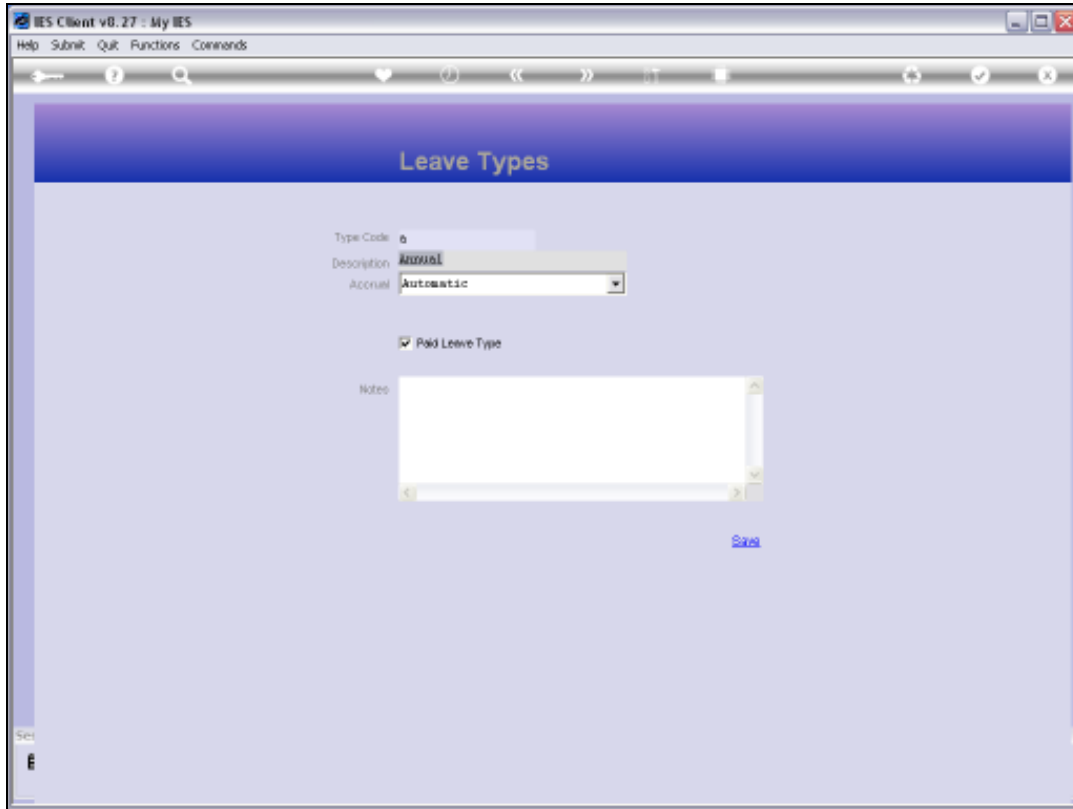
Slide 6

Slide notes: The Leave Types shown here are typically already present in the system, and we can define any additional types that we wish to have.



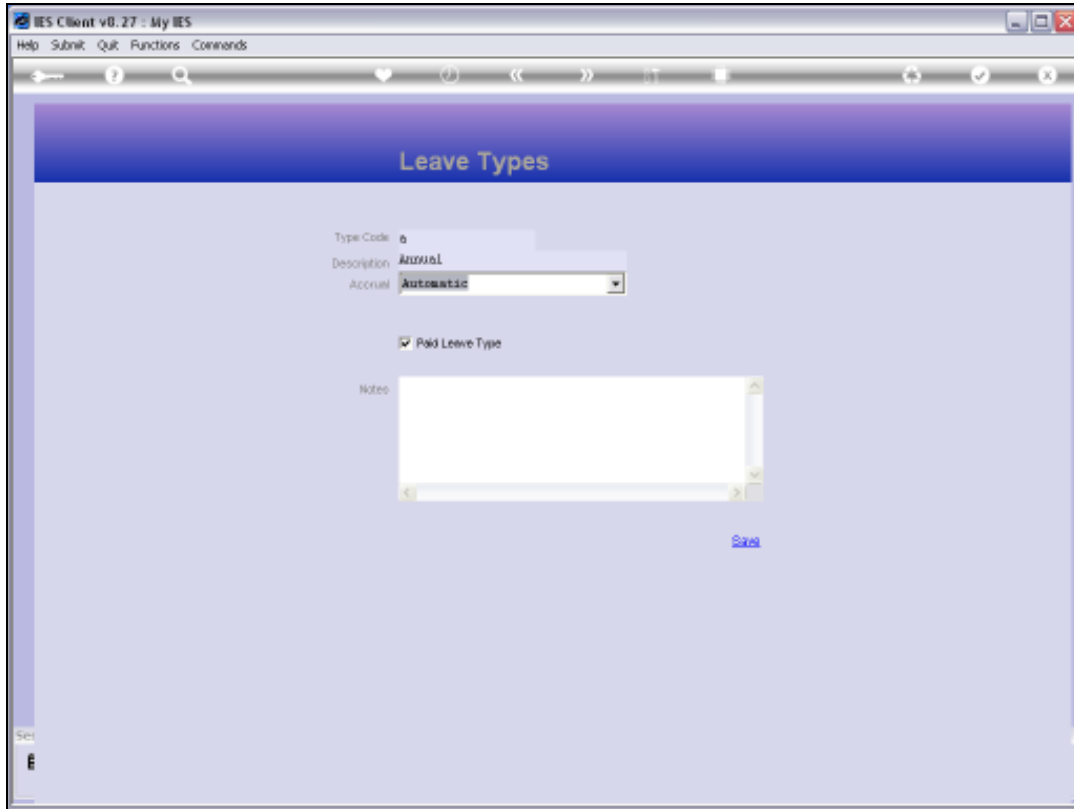
Slide 7

Slide notes: For each Leave Type, we have a descriptive name.

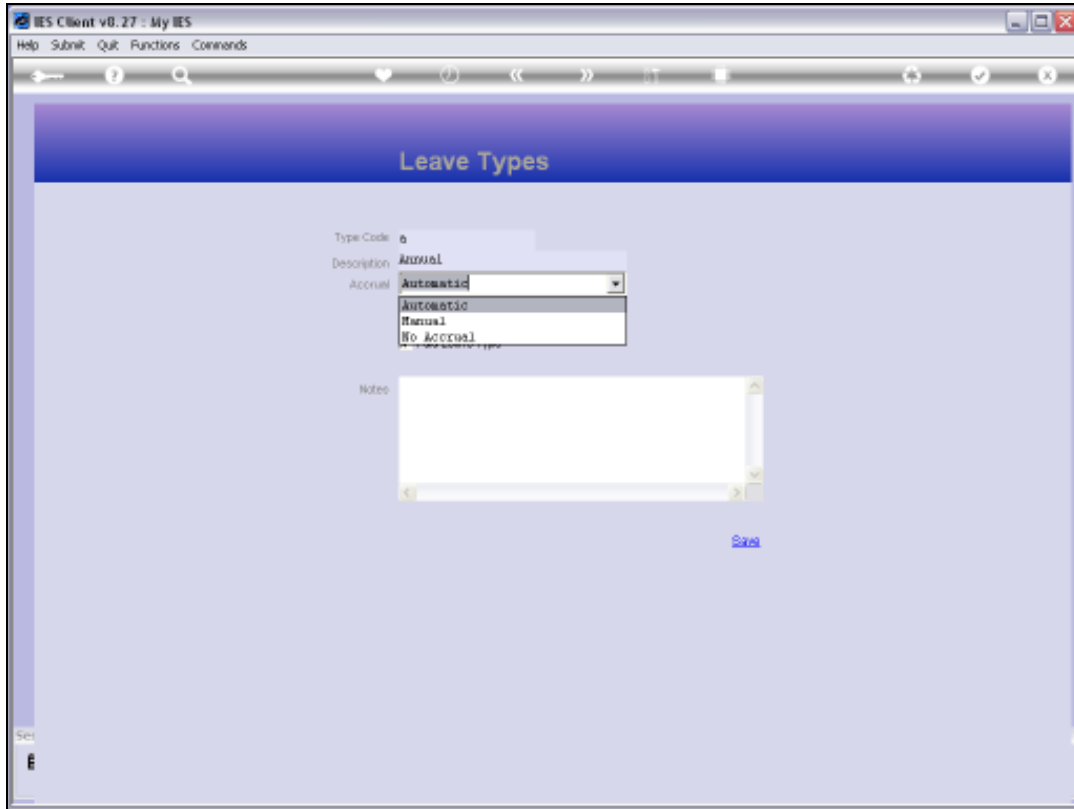


Slide 8

Slide notes: For Leave Accruals to work correctly, it is worth looking at the help on this setting so that we can choose the appropriate setting.

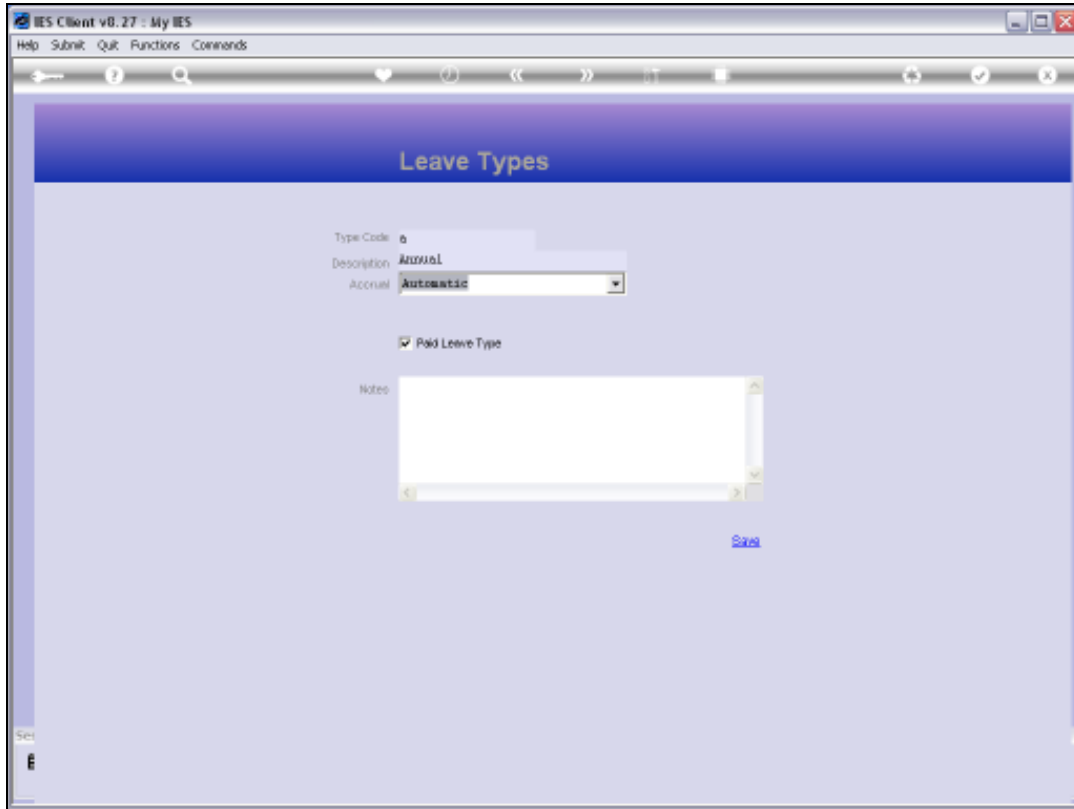


Slide 9
Slide notes:



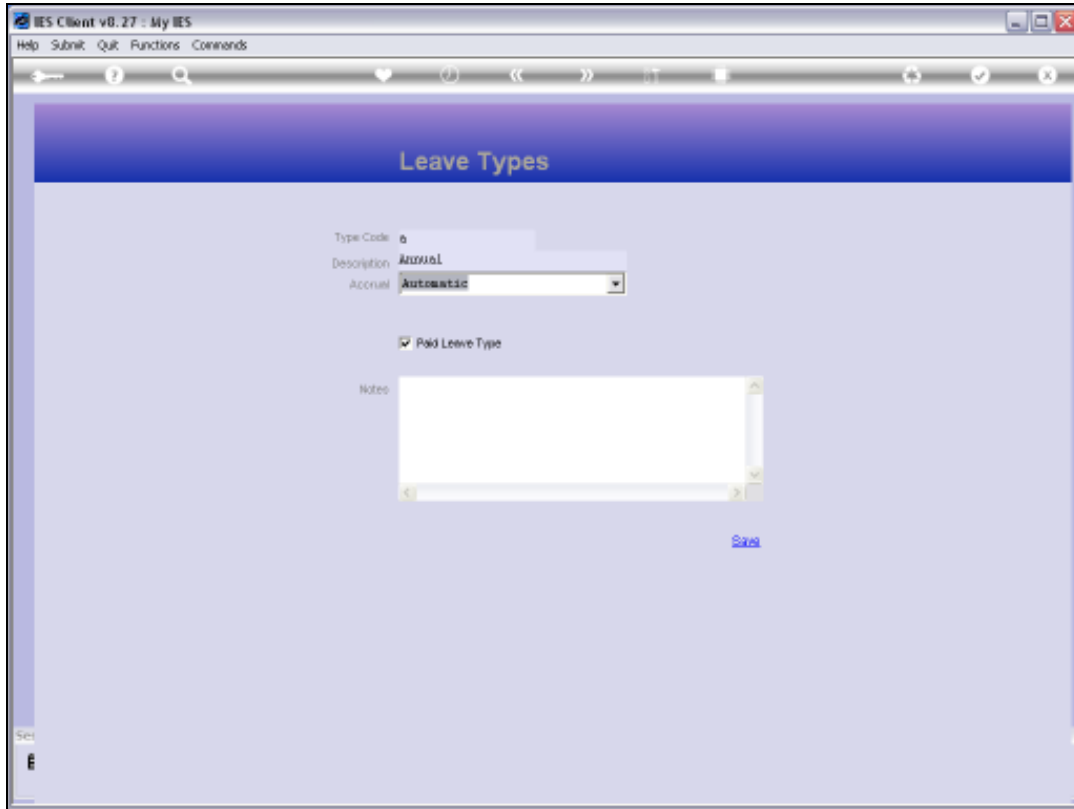
Slide 10

Slide notes:



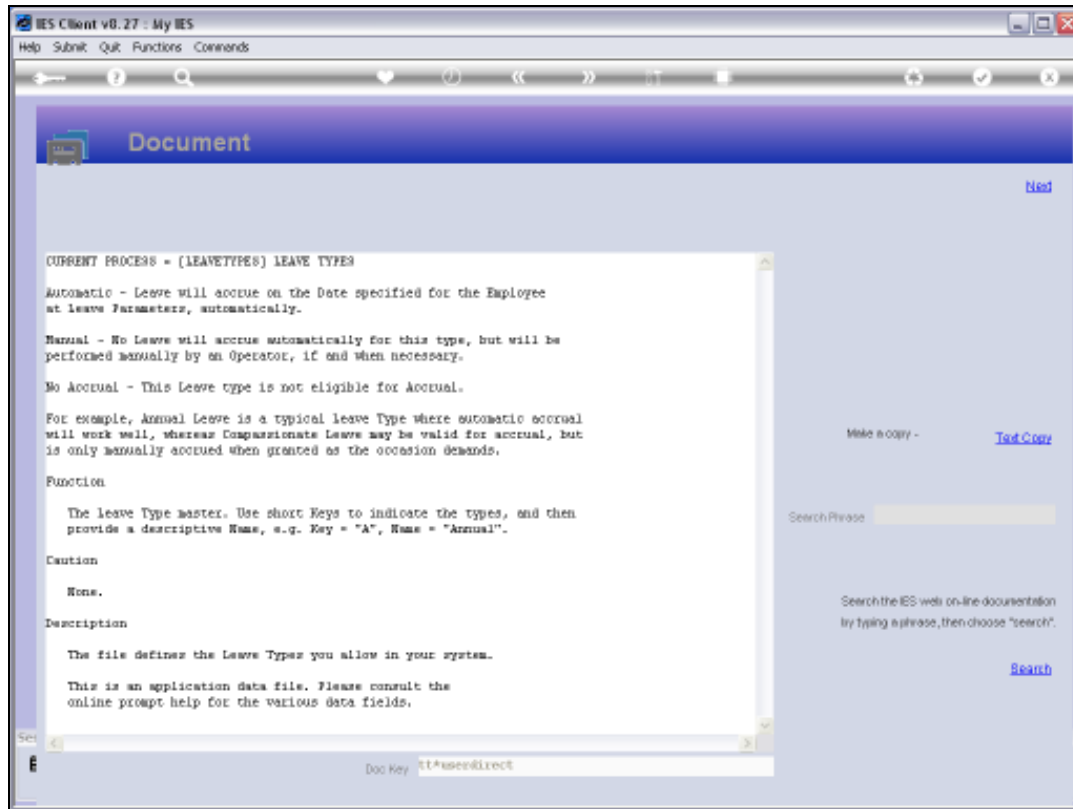
Slide 11

Slide notes:



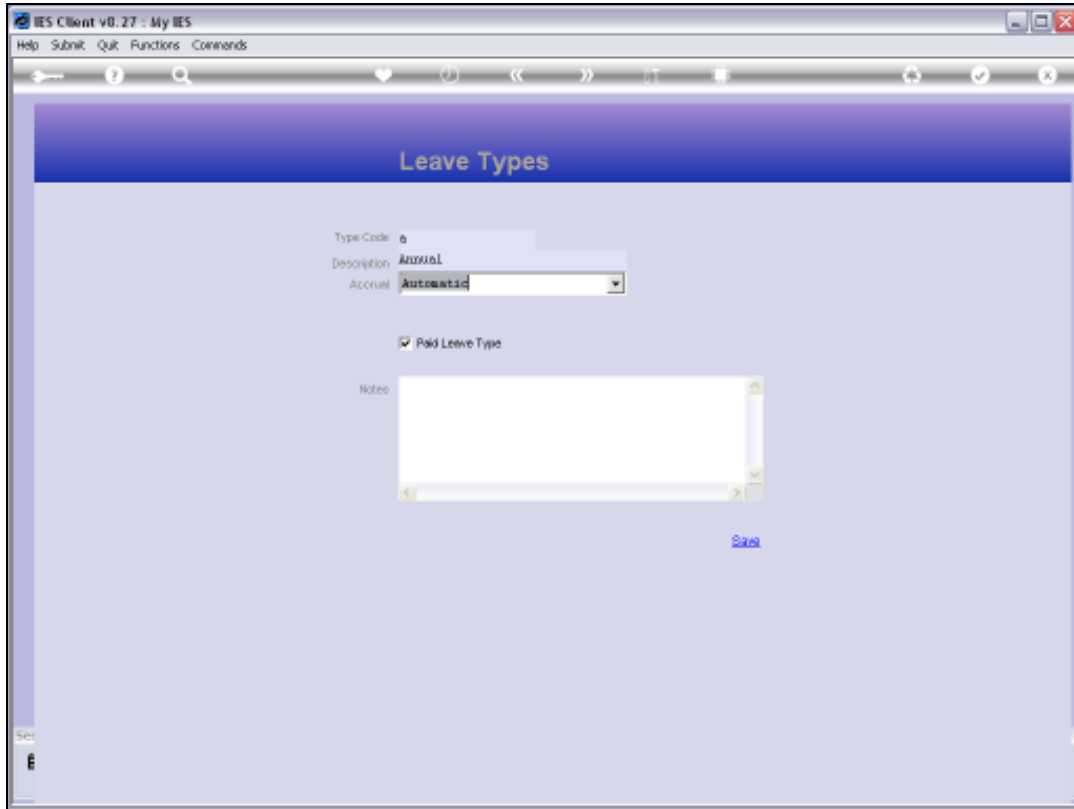
Slide 12

Slide notes:



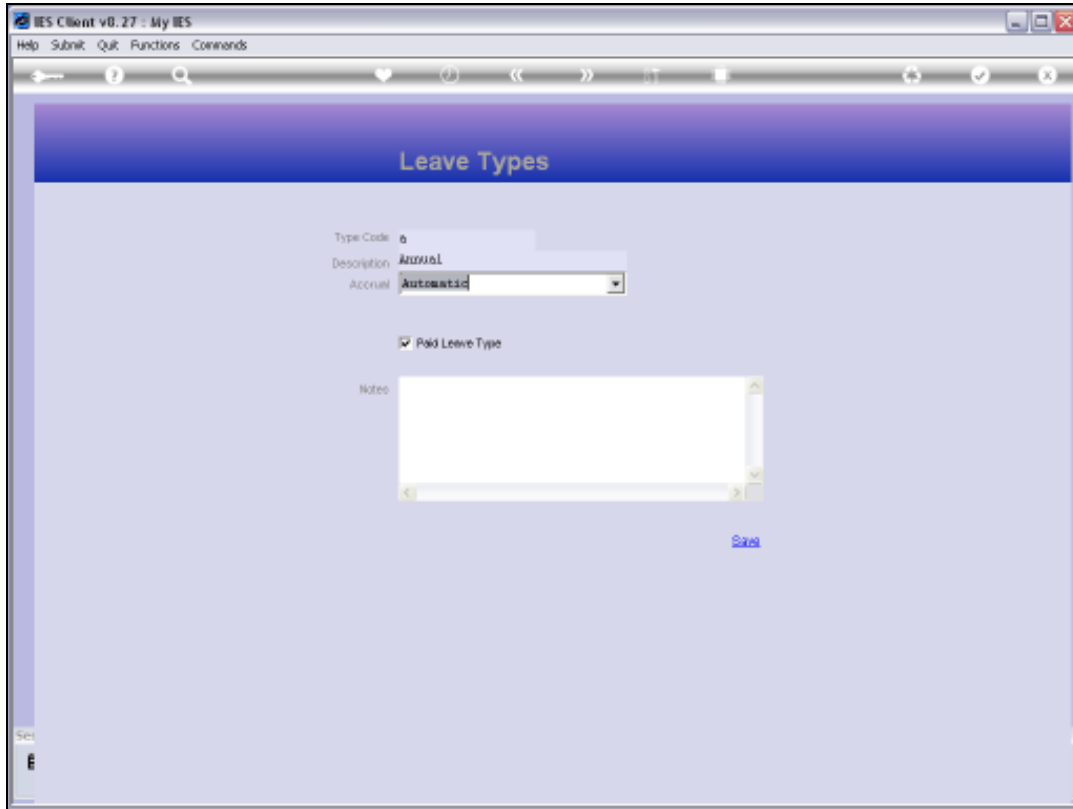
Slide 13

Slide notes: Depending on our internal policies, we may even have all Leave Types on 'No Accrual', i.e. if we use some of the other Menu driven Accrual options rather than the automatic accrual system.



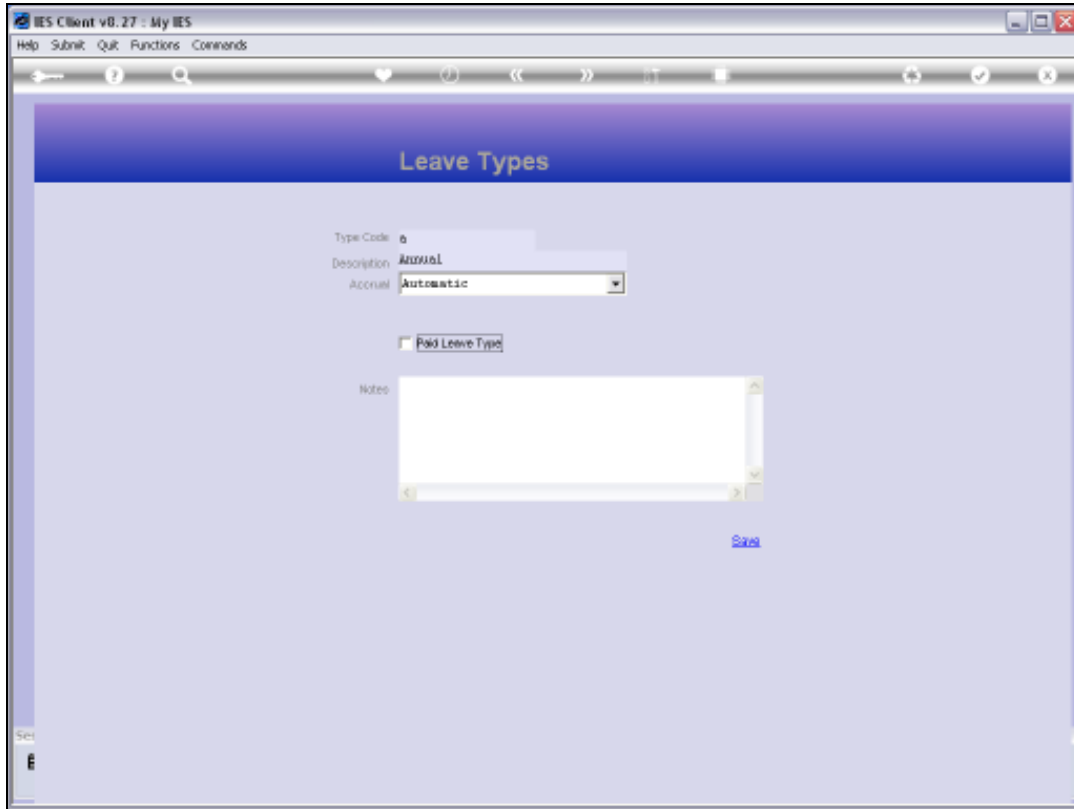
Slide 14

Slide notes:



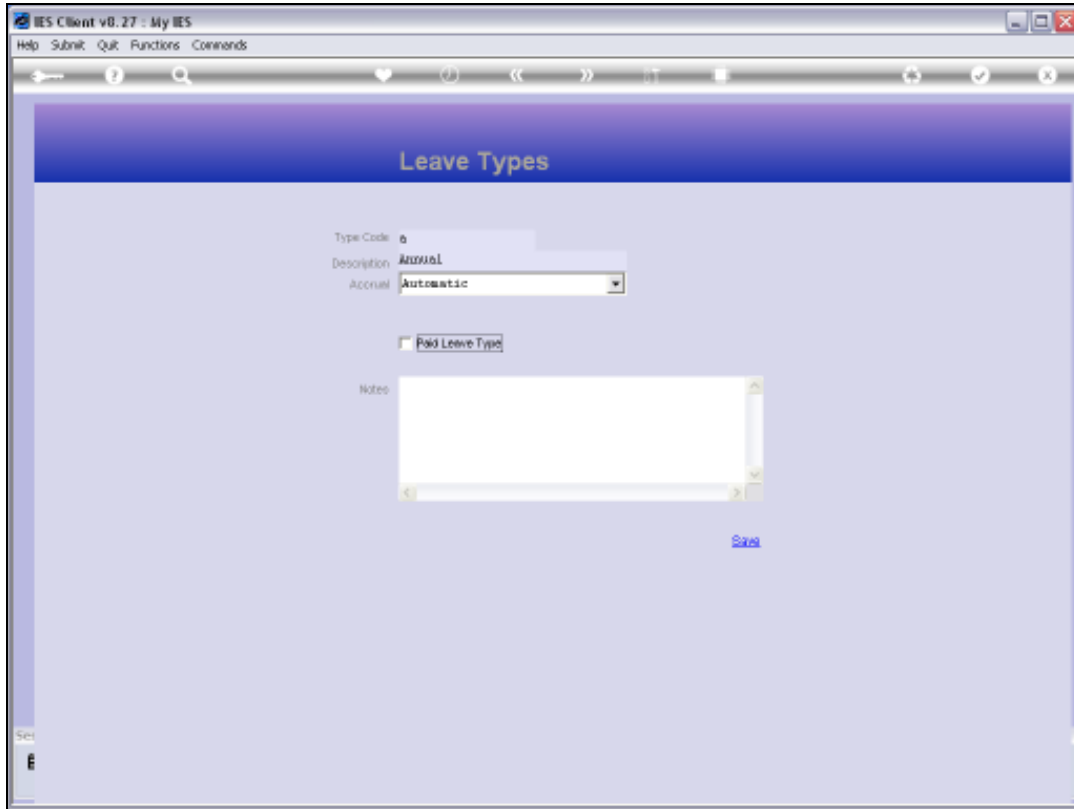
Slide 15

Slide notes: Whether a Leave Type is paid or not may also be important, especially when we use the Clocking system.



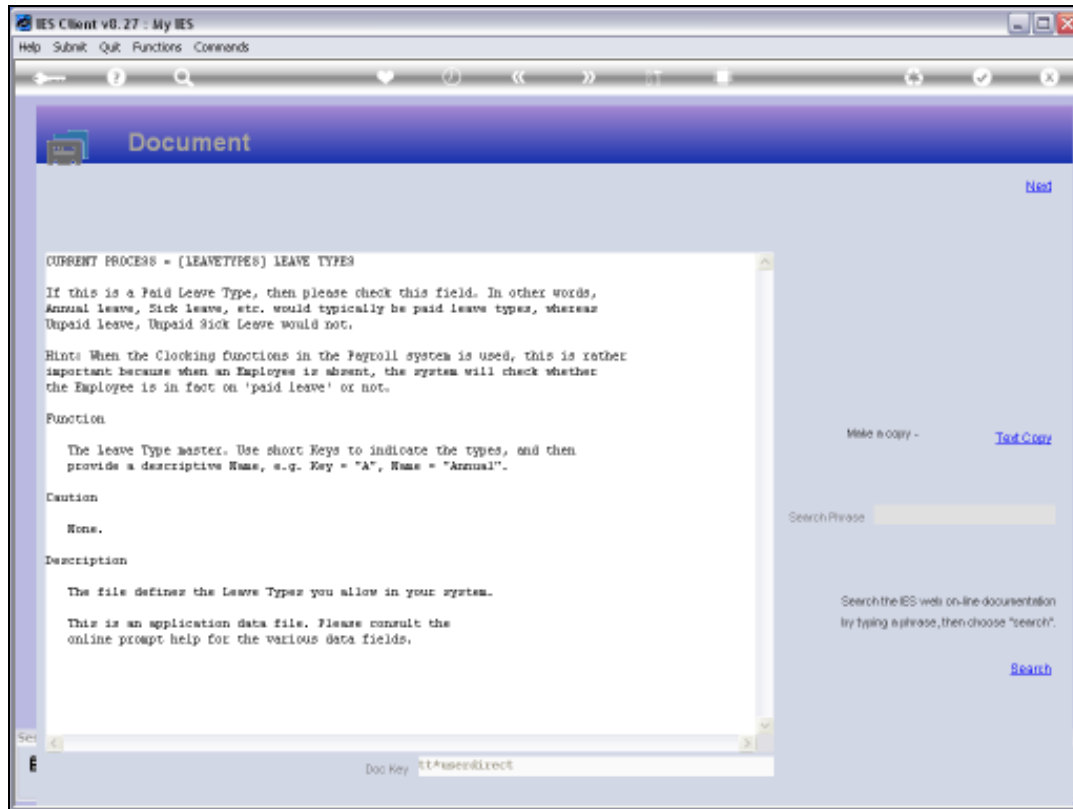
Slide 16

Slide notes:



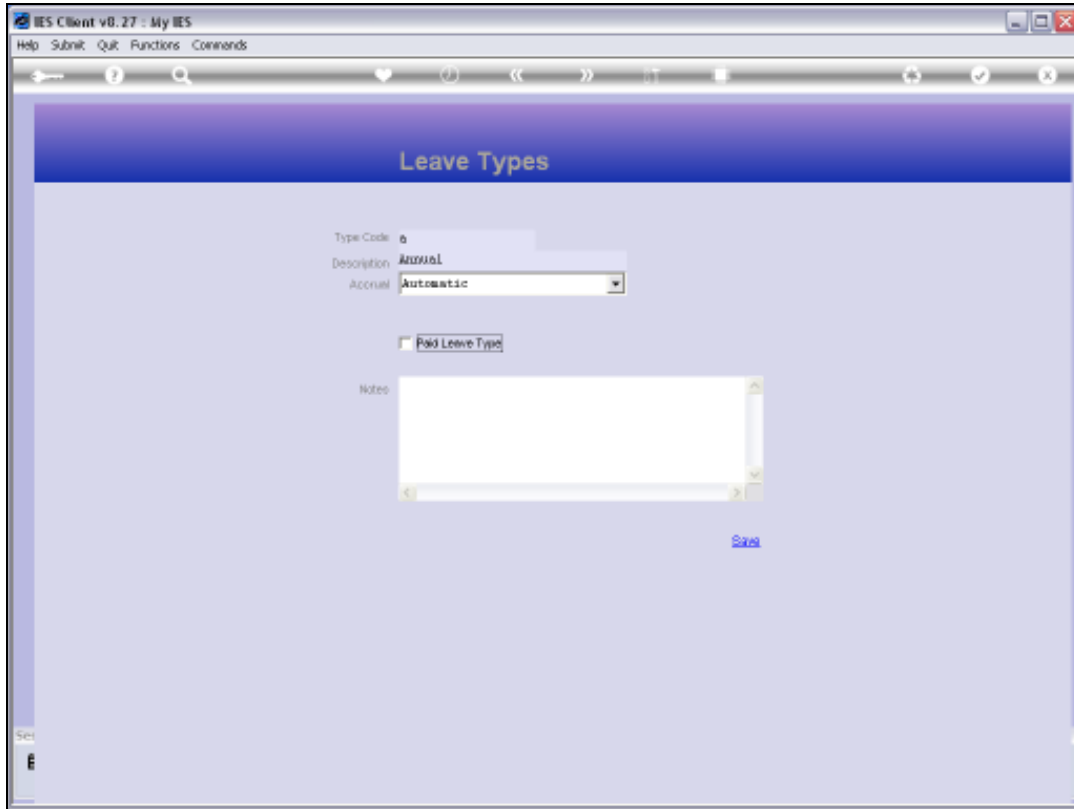
Slide 17

Slide notes:



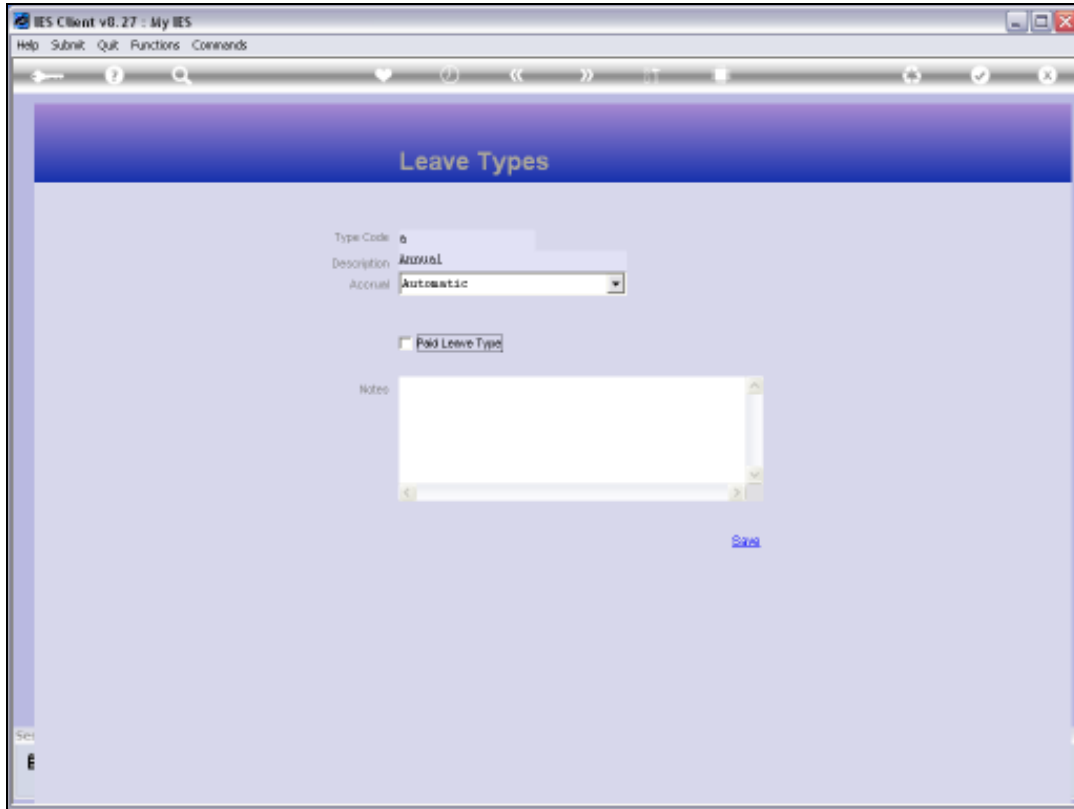
Slide 18

Slide notes: The Help on this field provides useful guidance.



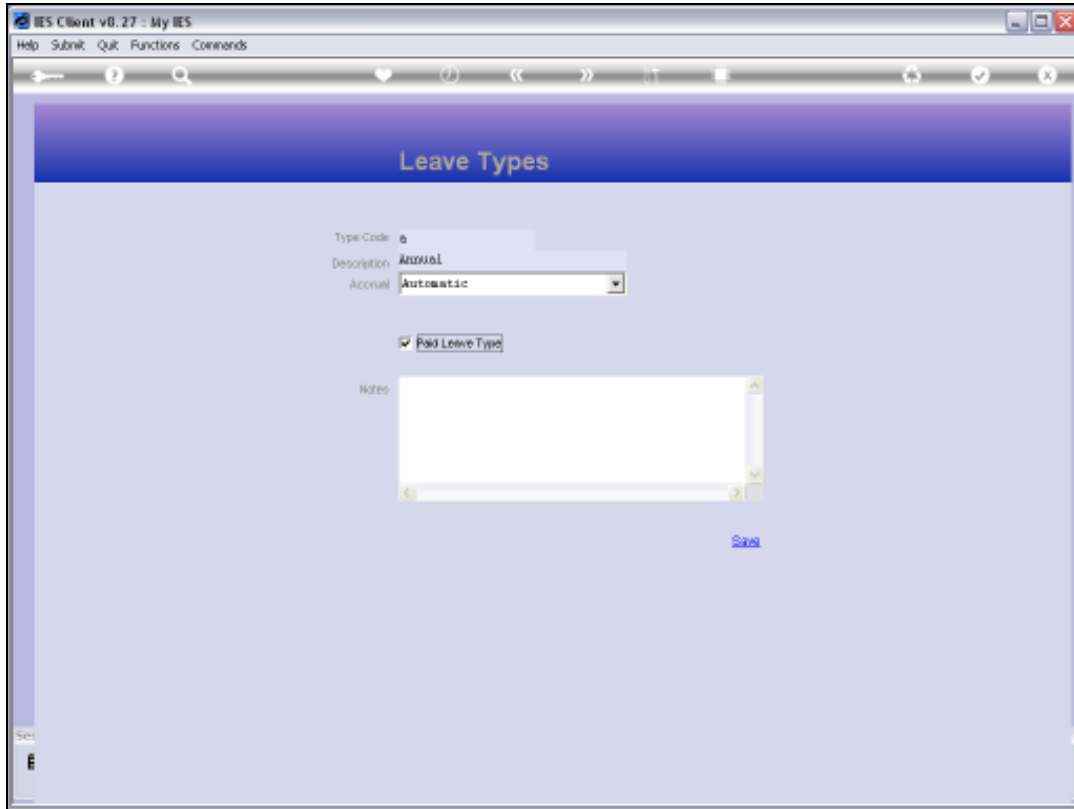
Slide 19

Slide notes:



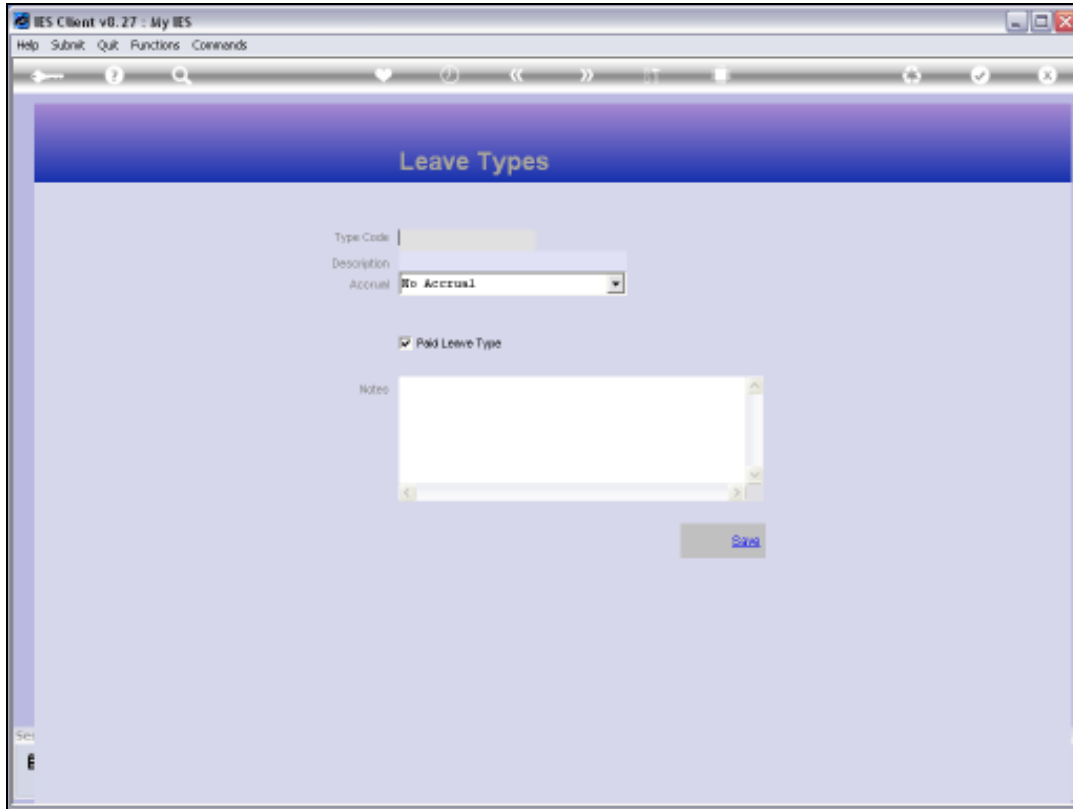
Slide 20

Slide notes:



Slide 21

Slide notes:



Slide 22

Slide notes: The Leave Types are typically set up once and not re-visited again, unless a new need arises.