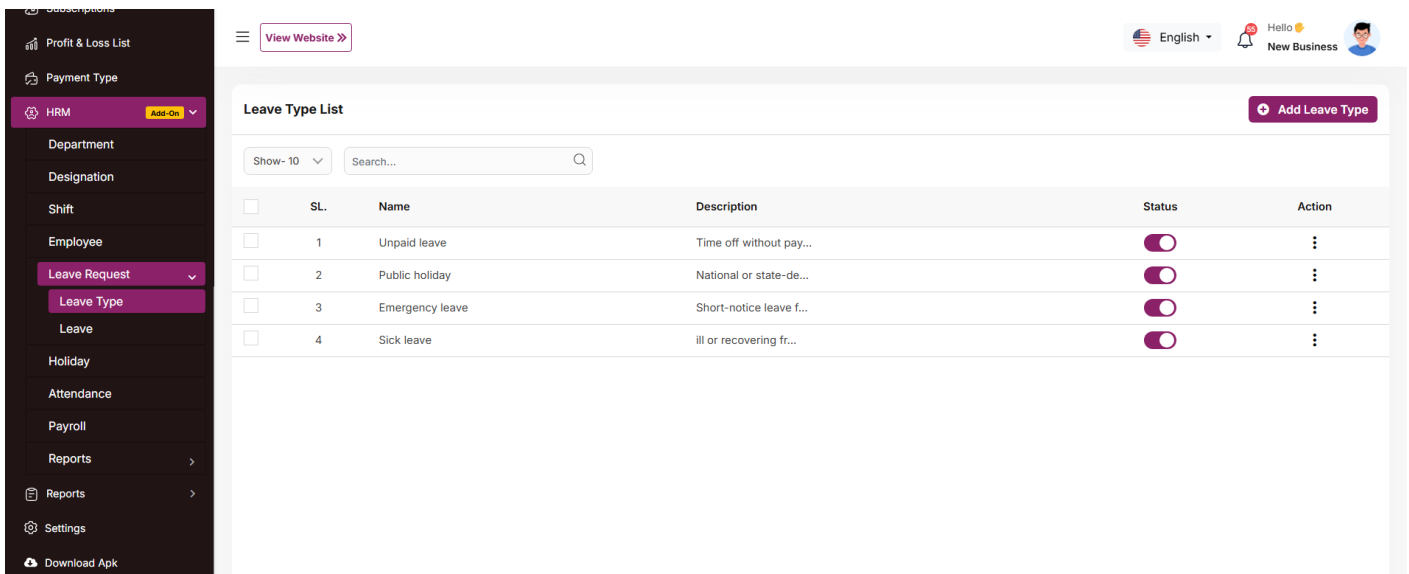


Leave Type

Leave Type List

The "Leave Type List" page displays a list of all defined leave types, including their names, descriptions, and status. It provides options to manage these leave types.

Use the search bar to find specific leave types by name or description. Click the "Add New Leave Type" button to navigate to a page or modal where you can add a new leave type. Clicking the three dots where you can edit, delete and view for leave type.



The screenshot shows the "Leave Type List" page. On the left is a dark sidebar menu with options like "Profit & Loss List", "Payment Type", "HRM", "Department", "Designation", "Shift", "Employee", "Leave Request", "Leave Type", "Holiday", "Attendance", "Payroll", "Reports", and "Settings". The "Leave Type" option is highlighted. The main content area has a header with "View Website" and "Add Leave Type" buttons. Below the header is a search bar and a "Show - 10" dropdown. The table below has the following data:

<input type="checkbox"/>	SL.	Name	Description	Status	Action
<input type="checkbox"/>	1	Unpaid leave	Time off without pay...	<input checked="" type="checkbox"/>	⋮
<input type="checkbox"/>	2	Public holiday	National or state-de...	<input checked="" type="checkbox"/>	⋮
<input type="checkbox"/>	3	Emergency leave	Short-notice leave f...	<input checked="" type="checkbox"/>	⋮
<input type="checkbox"/>	4	Sick leave	ill or recovering fr...	<input checked="" type="checkbox"/>	⋮

Create New leave type

The "Add New leave type" form appears as a pop-up or overlay on the "Leave Type List" page. It contains filled the following input fields.

Leave Type List

[+ Add Leave Type](#)

Show-10

<input type="checkbox"/>	SL.	Name	Description	Status	Action
<input type="checkbox"/>	1	Unpaid leave		<input checked="" type="checkbox"/>	⋮
<input type="checkbox"/>	2	Public holiday		<input checked="" type="checkbox"/>	⋮
<input type="checkbox"/>	3	Emergency leave		<input checked="" type="checkbox"/>	⋮
<input type="checkbox"/>	4	Sick leave		<input checked="" type="checkbox"/>	⋮

Create Leave Type

Enter Name

Enter Description

Revision #2
Created 30 September 2025 03:10:47 by Admin
Updated 10 October 2025 08:42:49 by Admin