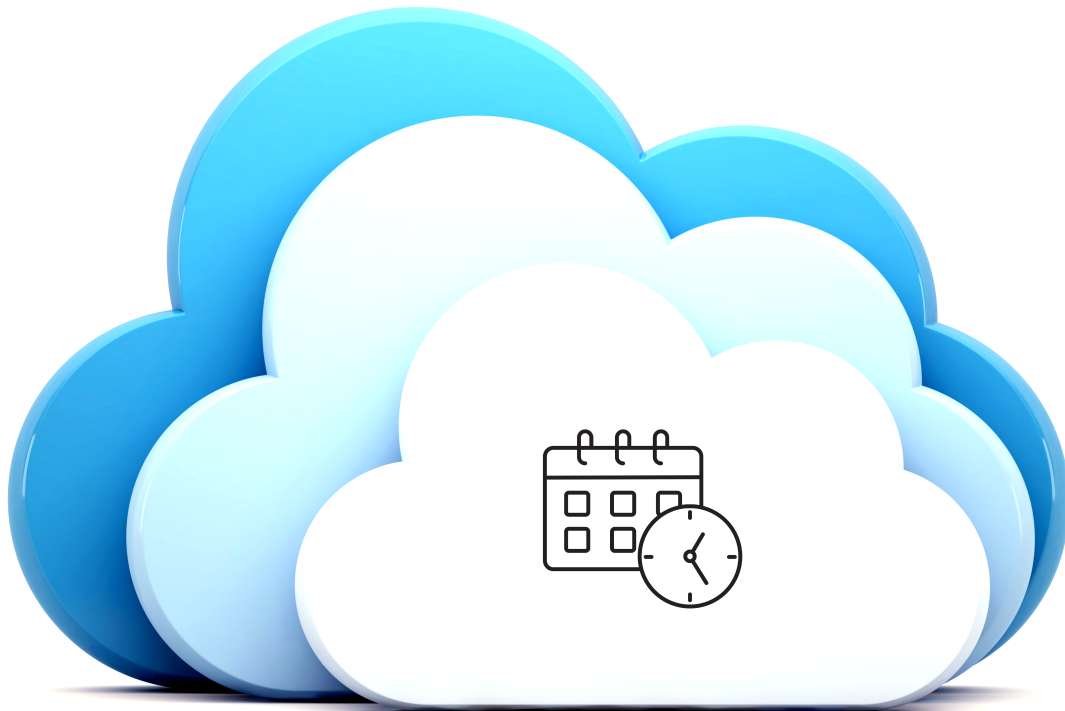




Schedule Leave Types User Guide

Scheduling Module



Introduction

The Schedule Leave Types user guide covers how to add and customize different leave types within StaffReady Scheduling.

This is a supplemental guide to our Staff module guide which covers the creation of new leave types within your organization.

Mastering this feature allows you to appropriately assign your staff to different leave types (holiday, FMLA, vacation etc) so that vacation and sick time are always recorded accurately.

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Schedule Leave Types

To begin setting up Schedule Leave Types, navigate to the **Setup** tab of the Scheduling module. (Figure 1)

Select the Schedule Leave Types color bar (Teal box, Figure 1) to expand it.

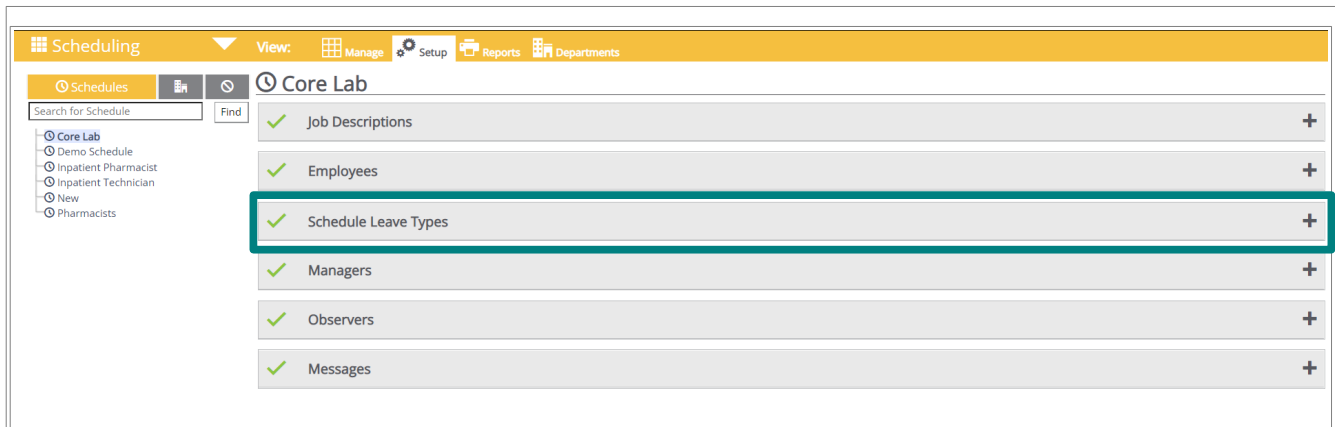


Figure 1

To add a new Leave Type for your organization, select the **New** link. (Yellow box, Figure 1)

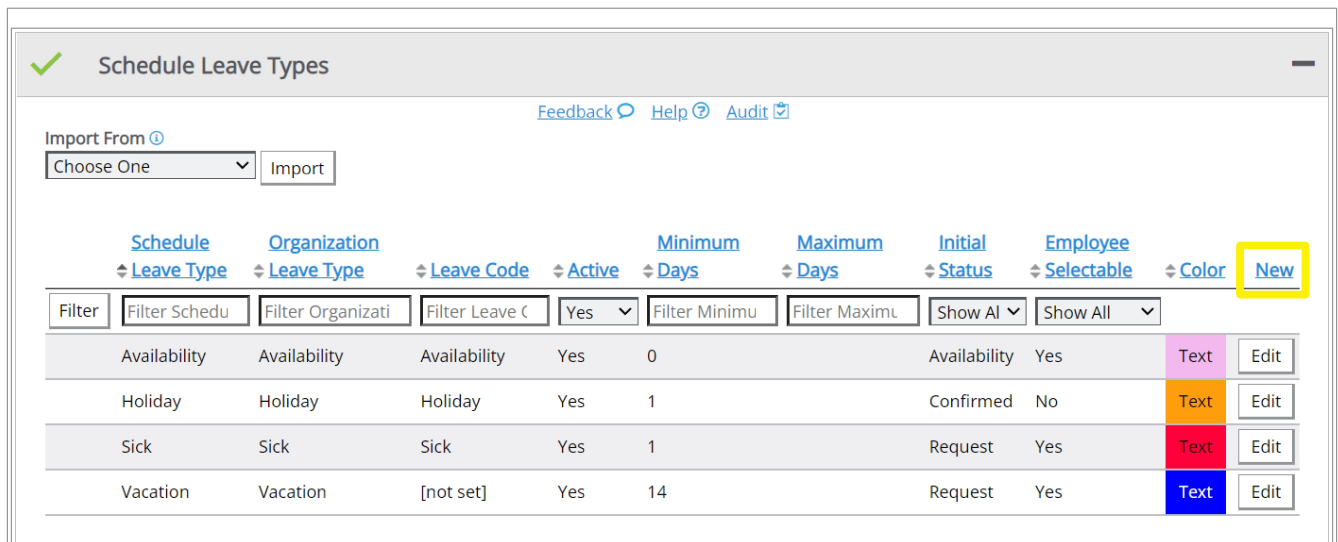


Figure 2

This will open the **Schedule Leave Type** pop-up window. (Continued on page 4)

Adding Schedule Leave Type (Continued)

Next, select the Leave type you want to add from the dropdown menu. **(Figure 1)** You will be able to choose from any Leave type that your organization has created. If you'd like to learn how to create new Leave Types in the Staff module, please read our user guide on that [here](#).

Once you've selected a leave type from the dropdown menu, the pop-up window will update to include more changeable fields. **(Figure 2)**

You can enter the **Schedule Leave Type** name and select whether or not the leave type should be available to staff. You can also set the Initial Status to one of the following three options.

The **Request** status means that the request will need approval, **Confirmed** means that the request will be automatically confirmed when it's submitted, and **Availability** means that the request is conditionally approved pending confirmation.

You can also edit the color of the background for the leave request or text color. You can edit the minimum number of days from today that employees are prevented from making request as well as the maximum amount of days in the future that an employee can make a request. If the date and time of their request are outside the maximum date range, they will receive an error message and be unable to complete the request. Additionally, you can set a deadline after which point employees will be unable to submit requests of that type. You can also specify a window of time during which employees are permitted to make requests. Finally, you can also set whether or not an employee will be required to enter a reason when utilizing that leave request type.

Once finished, select the **Save Changes** button.

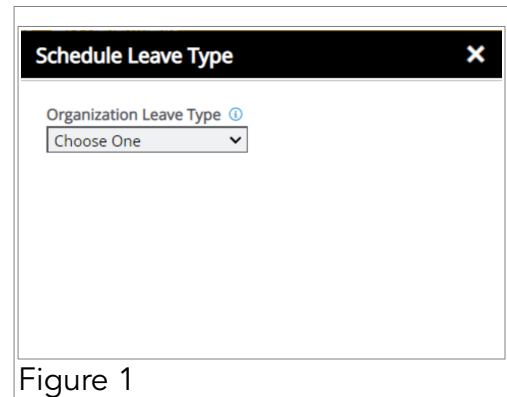


Figure 1

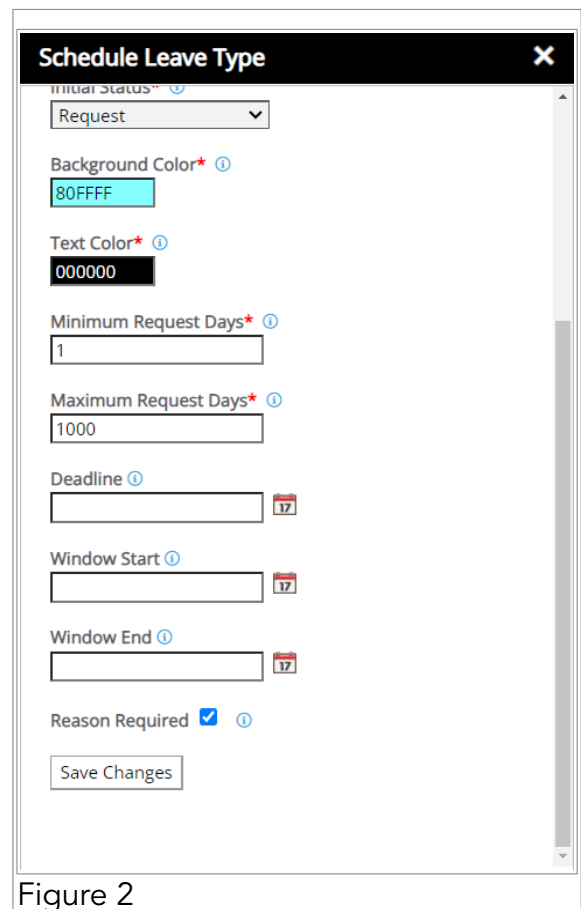


Figure 2

Editing Leave Types

To edit an existing Leave Type, select the button next to it (**Yellow box, Figure 1**) to open the Schedule Leave Type pop-up window.

Adjust the Leave Type settings as needed and select the **Save Changes** button once all changes are complete. If Leave code modifications are necessary at the organizational level of your software license, you will need to make changes in the Staff module.

For more information about Organizational settings in the Staff Module, please review our Departments user guide located [here](#).

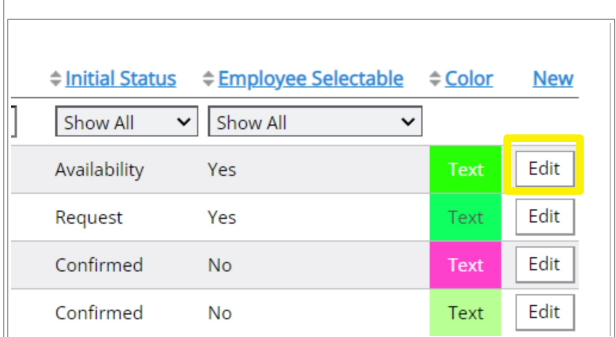
Importing Leave Types

If you would like to import a leave type from a schedule, expand the Schedule Leave Types color bar and select a schedule from the dropdown menu. (**Yellow box, Figure 2**)

You will only be able to select Schedules that you are a Schedule Manager for.

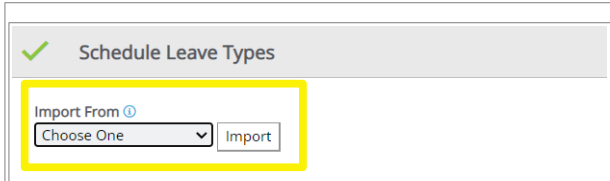
Select the **Import** button (Figure 3) once you've selected the schedule you want and the leave types will now appear in the list of leave types.

Note: If a schedule is not listed in the **Import From** dropdown menu, please contact our Technical Support team for assistance.



	Initial Status	Employee Selectable	Color	New
	Show All	Show All		
Availability	Yes	Text	Edit	
Request	Yes	Text	Edit	
Confirmed	No	Text	Edit	
Confirmed	No	Text	Edit	

Figure 1

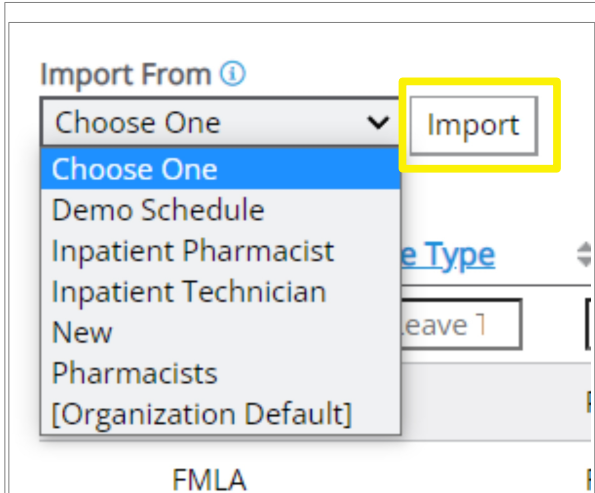


Schedule Leave Types

Import From ⓘ

Choose One

Figure 2



Import From ⓘ

Choose One

- Choose One
- Demo Schedule
- Inpatient Pharmacist
- Inpatient Technician
- New
- Pharmacists
- [Organization Default]

FMLA

Figure 3

Resources

This concludes the User Guide for **Schedule Leave Types**. We hope that you have a better understanding of this feature and how it functions within the entire framework of the Scheduling Module.

For more focused Guides on the functions and features discussed in this document, please check out the linked Guides on this page for supplemental reading.

For further assistance, please contact our Support Team directly.

Our service hours are Monday through Friday, 6am to 5pm PST.

Phone: 1-877-229-5230

[Online Support Form](#)

Related Topics

Please select any link to skip to that topic.

Holiday Setup	PDF Document
Scheduling Overview	PDF Document
Reports Dashboard	PDF Document
Schedules Color Bar	PDF Document