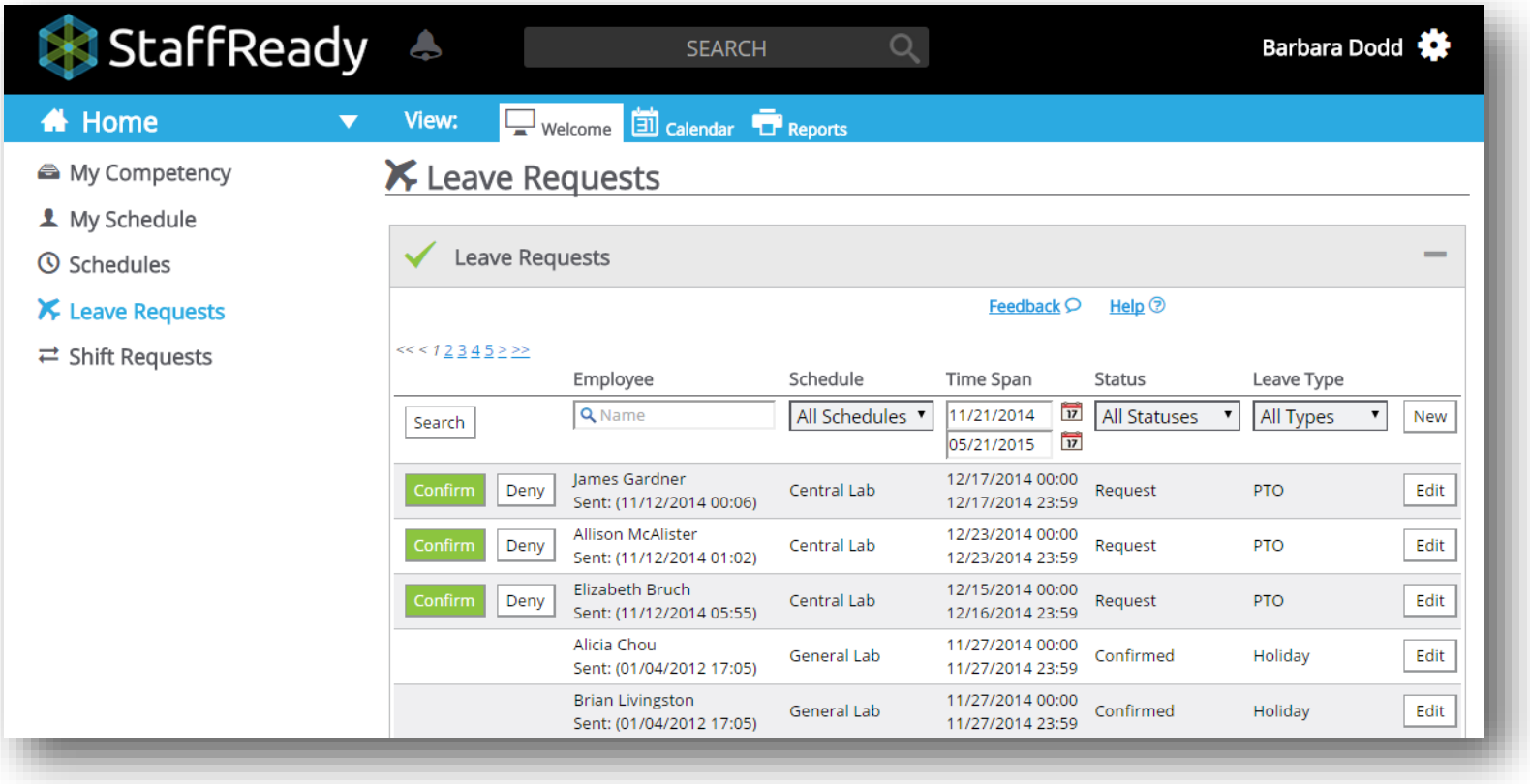
Welcome View

Leave Requests

This reference guide provides a comprehensive overview of the **Leave Requests** submenu within the **Welcome** view in the StaffReady Scheduling Module. The following process steps and instructional information are provided within this document:

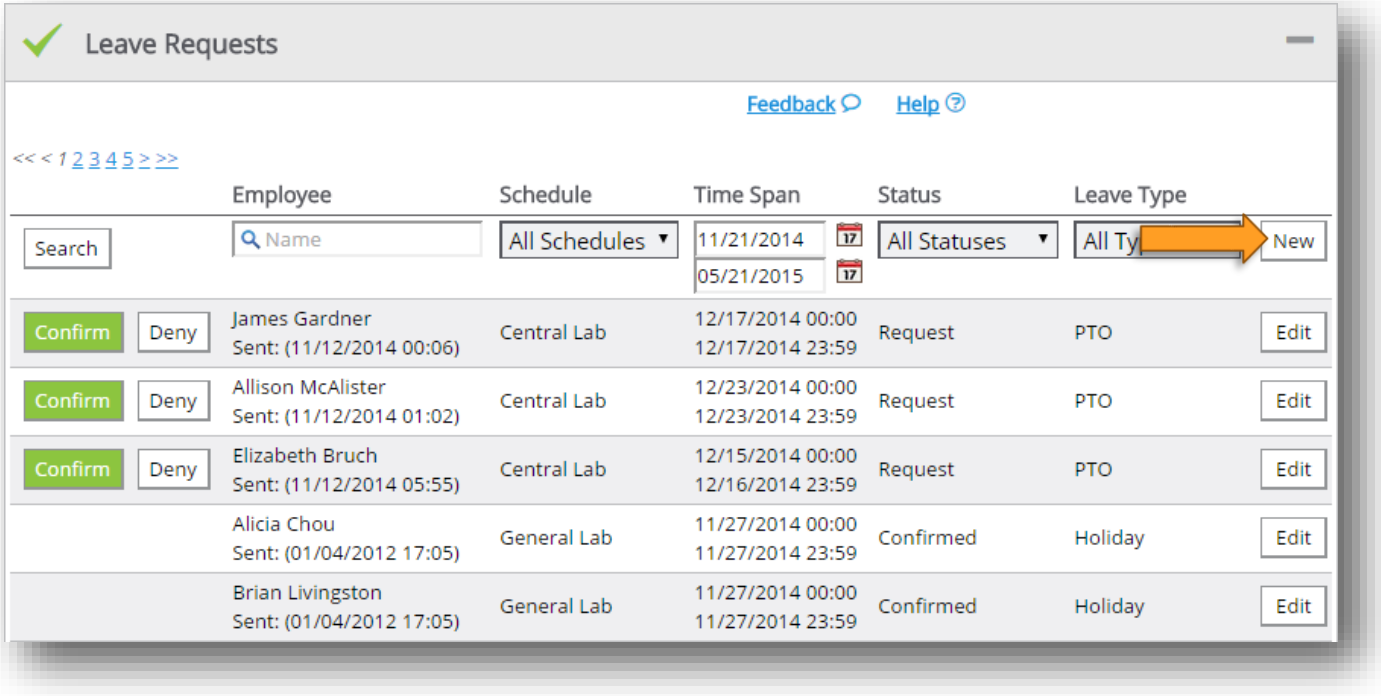
- **Add New Leave Request**
- **Edit Leave Request**
- **Confirm Leave Request**
- **Deny Leave Request**



1 | Add New Leave Request

Add New Leave Request

1. Click **New**.



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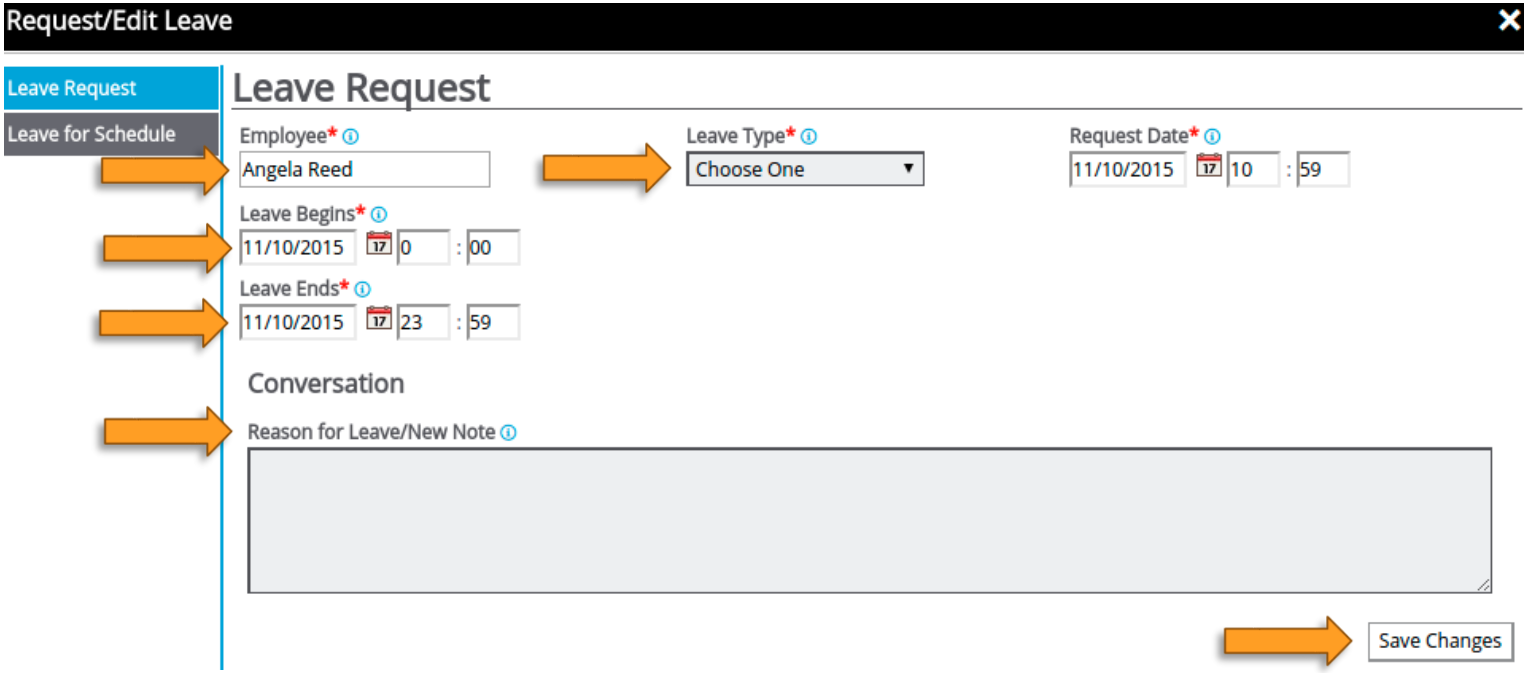
2. Enter **Employee**.
3. Select **Leave Type**.
4. Enter **Leave Begins** date.
5. Enter **Leave Ends** date.
6. Enter **Reason for Leave**.
7. Click **Save Changes**.



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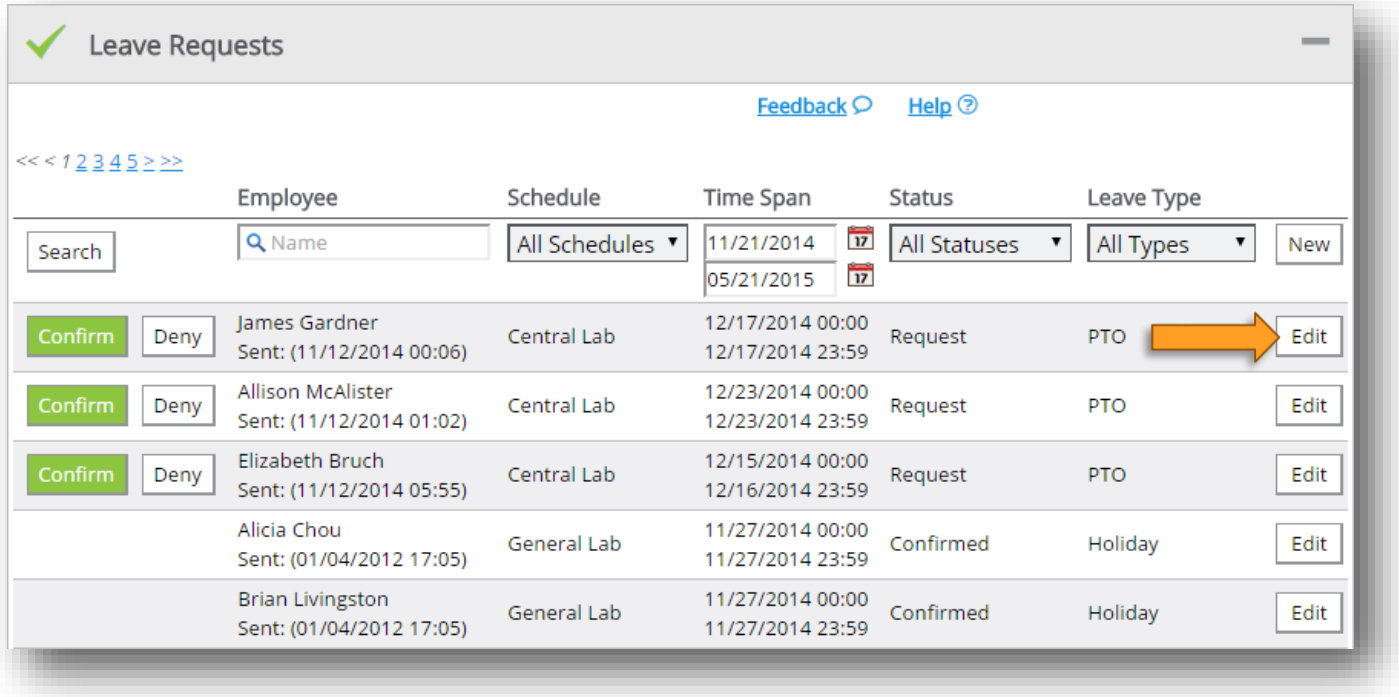
2 | Edit Leave Request

Edit Leave Request

1. Click **Edit**.



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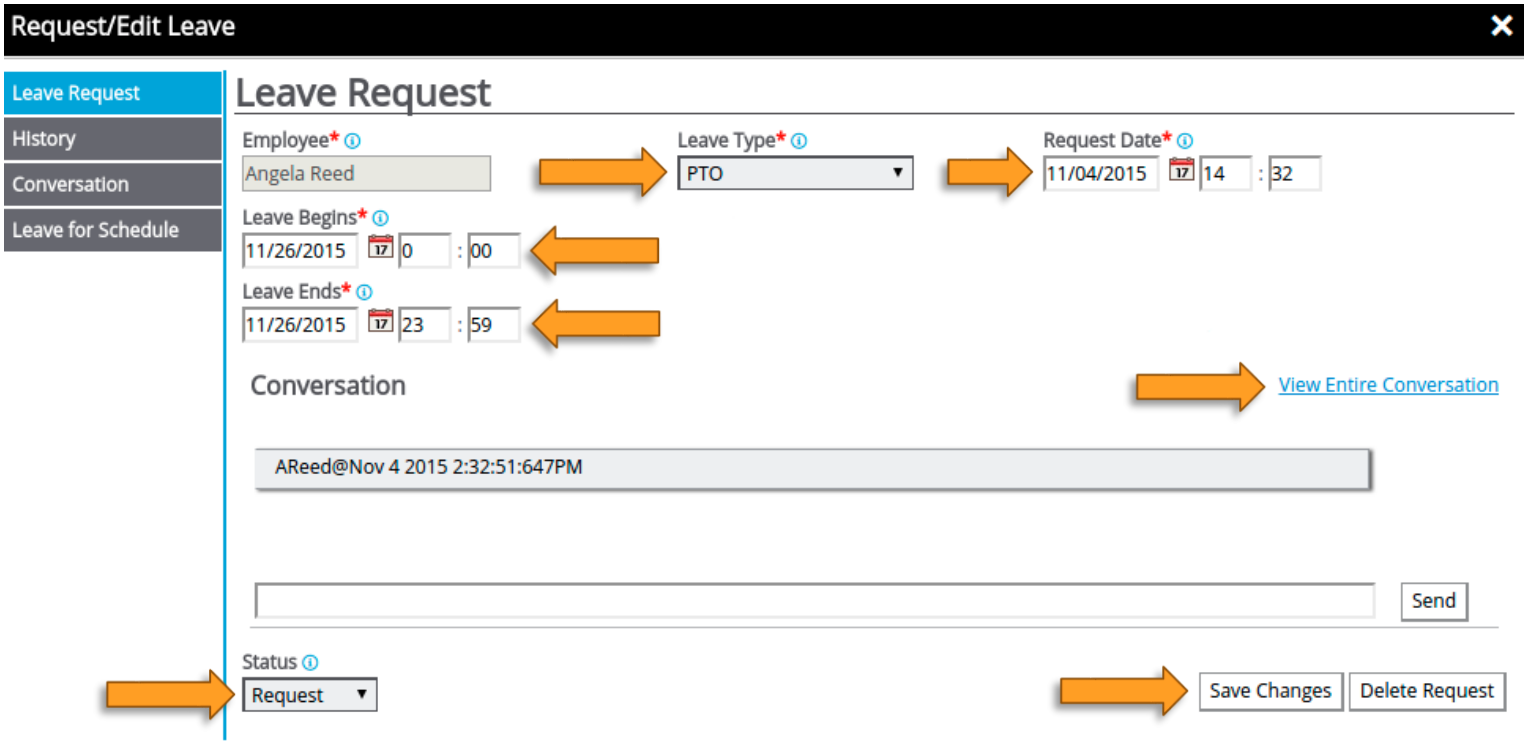
As needed…

2. Edit **Leave Type**.
3. Edit **Leave Begins** date.
4. Edit **Leave Ends** date.
5. Edit **Status**.
6. Edit **Request Date**.
7. View **Entire Conversation**
8. Click **Save Changes**.



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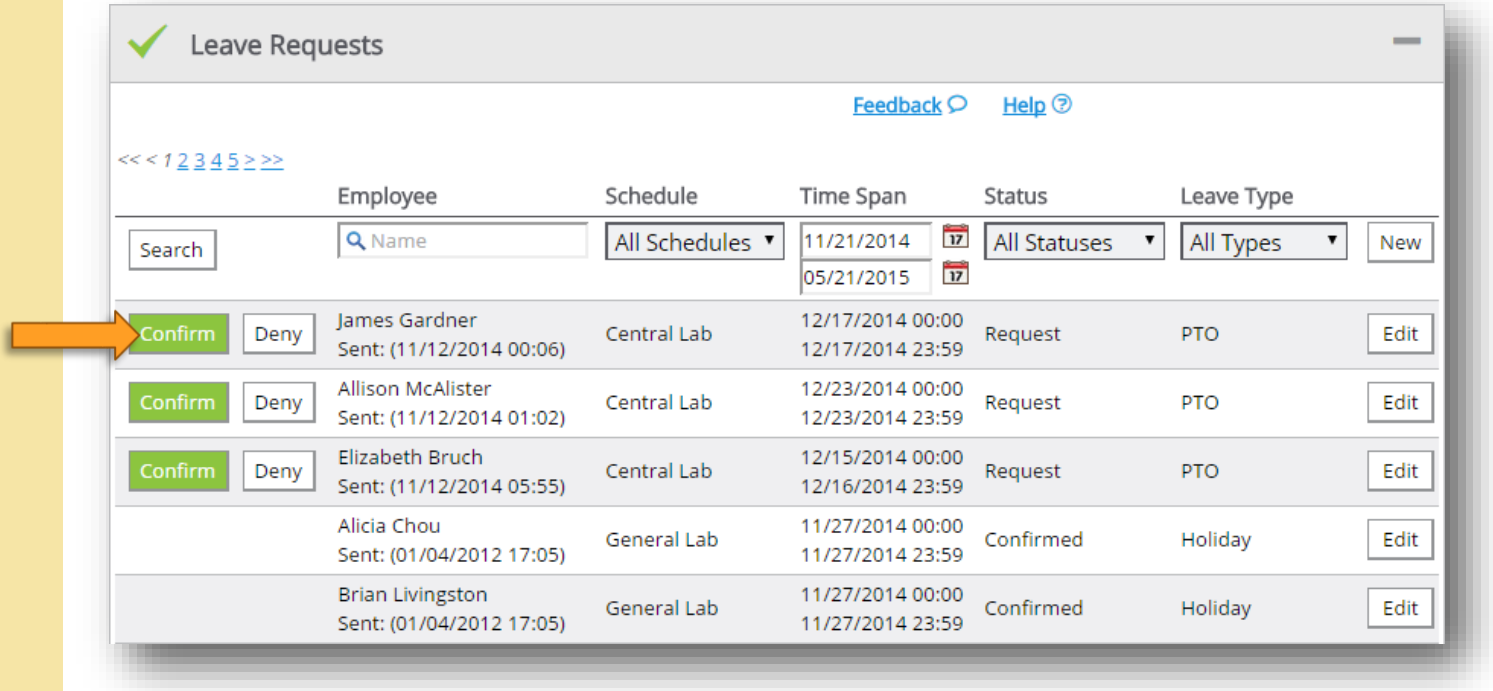
3 | Confirm Leave Request

Confirm Leave Request

1. Click **Confirm**.



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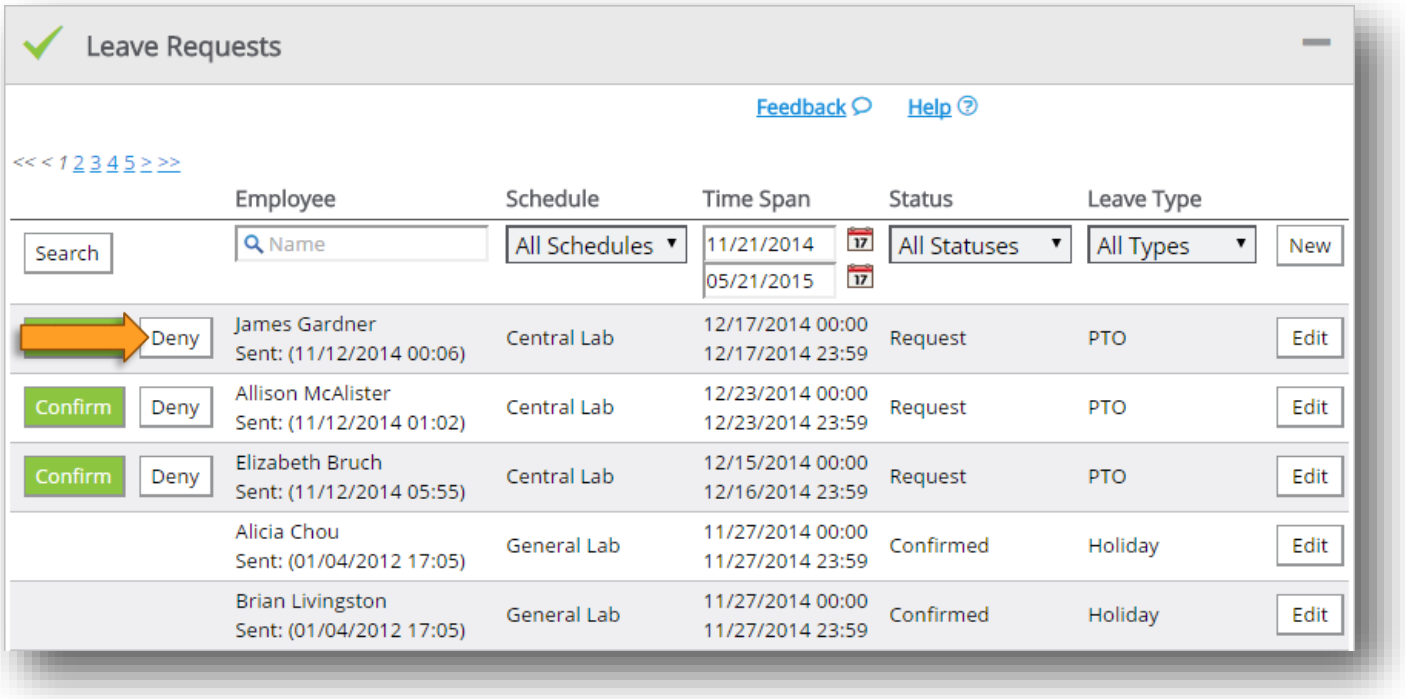
4 | Deny Leave Request

Deny Leave Request

1. Click **Deny**.



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