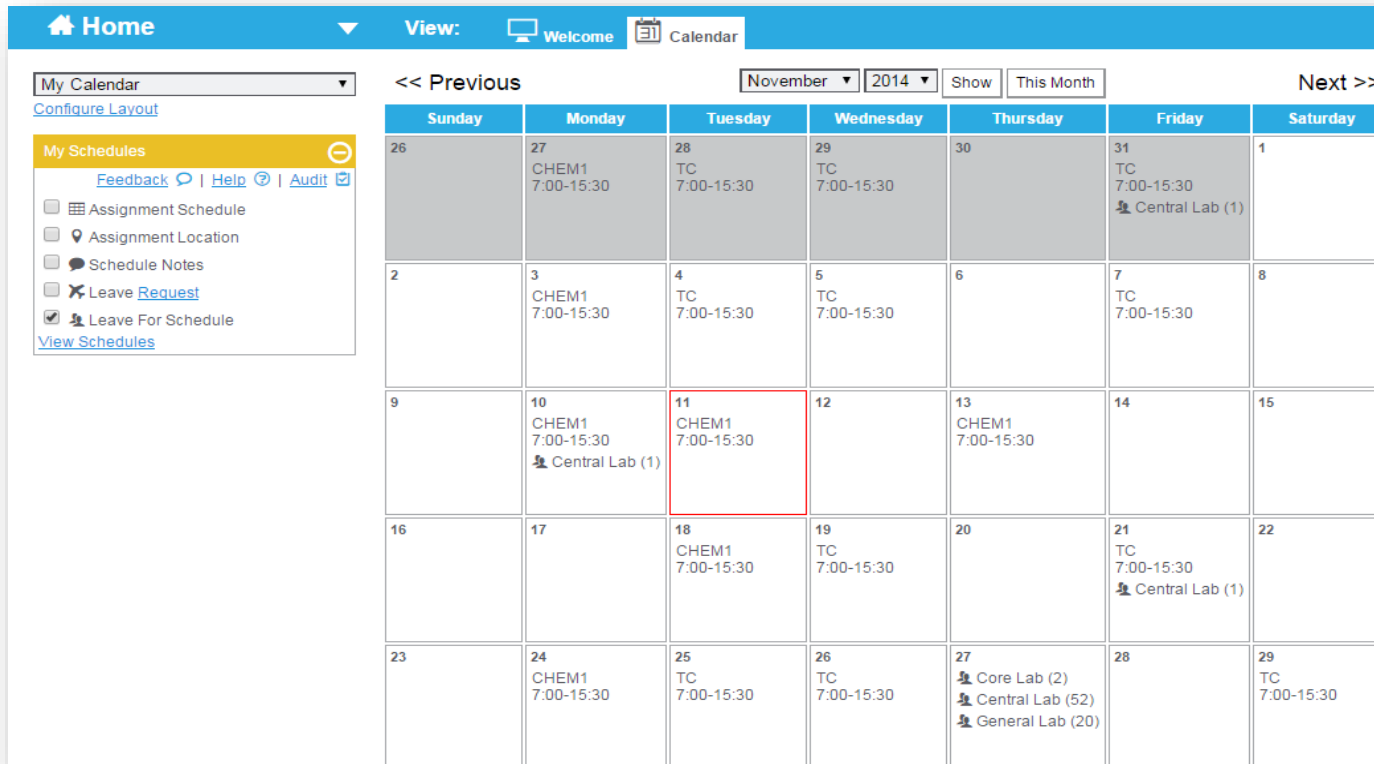


Calendar View

Leave for Schedule

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

- Leave for schedule



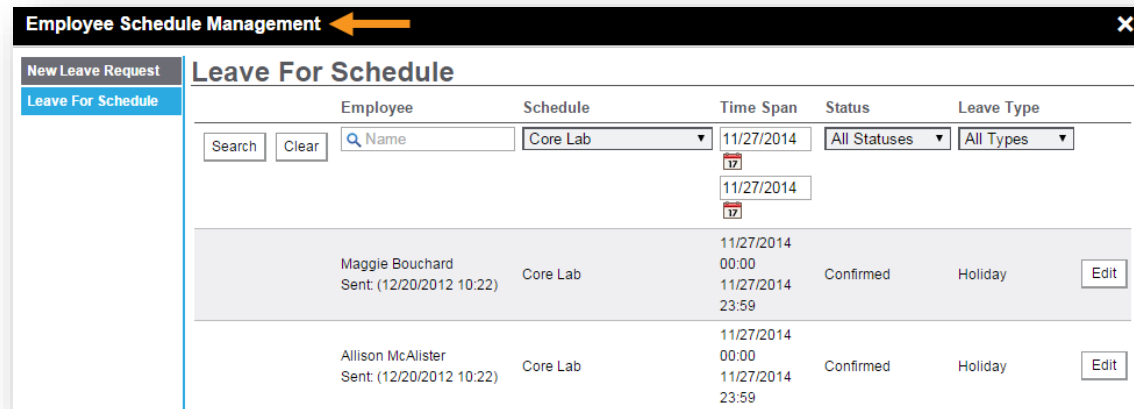
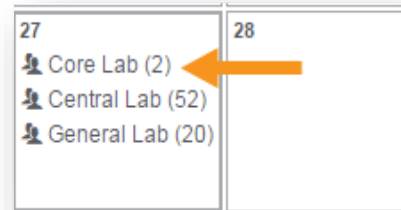
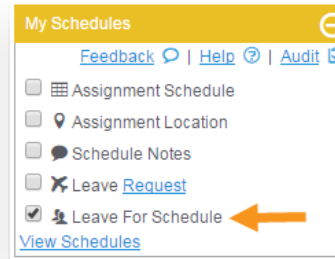
The screenshot displays the StaffReady Calendar View interface. The top navigation bar includes 'Home', 'View: Welcome', and 'Calendar'. The main content area shows a calendar grid for November 2014, with navigation controls for 'Previous' and 'Next' months, and a 'Show This Month' button. The calendar grid lists shifts for each day, including CHEM1 (7:00-15:30), TC (7:00-15:30), and Central Lab (1), (52), and (20). The 'Leave For Schedule' option is checked in the 'My Schedules' sidebar.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27 CHEM1 7:00-15:30	28 TC 7:00-15:30	29 TC 7:00-15:30	30	31 TC 7:00-15:30 Central Lab (1)	1
2	3 CHEM1 7:00-15:30	4 TC 7:00-15:30	5 TC 7:00-15:30	6	7 TC 7:00-15:30	8
9	10 CHEM1 7:00-15:30 Central Lab (1)	11 CHEM1 7:00-15:30	12	13 CHEM1 7:00-15:30	14	15
16	17	18 CHEM1 7:00-15:30	19 TC 7:00-15:30	20	21 TC 7:00-15:30 Central Lab (1)	22
23	24 CHEM1 7:00-15:30	25 TC 7:00-15:30	26 TC 7:00-15:30	27 Core Lab (2) Central Lab (52) General Lab (20)	28	29 TC 7:00-15:30

Leave for Schedules

Manage Leave

1. In the **My Schedule** side menu, check the **Leave for Schedule** check box.
2. Click on any of the **Leave for Schedule** notifications on the **Calendar Grid**.
3. **Employee Schedule Management** window will display.



4. Click the drop down menus to filter information.
5. Enter the employees name to search leave for an employee.
6. Click **Confirm** to approve the leave request.
7. Click **Deny** to deny the leave Request.
8. Click **Edit** to make changes or view additional information about the leave requests.

Employee Schedule Management

New Leave Request

Leave For Schedule

Leave For Schedule

	Employee	Schedule	Time Span	Status	Leave Type	
Search	<input type="text" value="Q Name"/>	All Schedules ▼	<input type="text" value="11/01/2014"/> <input type="text" value="01/31/2015"/>	All Statuses ▼	All Types ▼	
Confirm	Angela Reed Sent: (10/30/2014 00:07)	Central Lab	11/21/2014 00:00 11/21/2014 23:59	See Schedule	PTO	Edit
Confirm	Angela Reed Sent: (10/30/2014 00:10)	Central Lab	11/10/2014 00:00 11/10/2014 23:59	See Schedule	Jury Duty	Edit
Confirm	Angela Reed Sent: (10/31/2014 18:45)	Central Lab	12/08/2014 00:00 12/10/2014 23:59	Request	PTO	Edit
Confirm	Angela Reed Sent: (10/31/2014 18:45)	Central Lab	12/16/2014 00:00 12/19/2014 23:59	Request	PTO	Edit
Confirm	Dennis Alvarez Sent: (10/31/2014 20:31)	Central Lab	12/11/2014 14:00 12/11/2014 18:00	Request	PTO	Edit
	Alicia Chou Sent: (01/04/2012 17:05)	General Lab	11/27/2014 00:00 11/27/2014 23:59	Confirmed	Holiday	Edit
	Brian Livingston Sent: (01/04/2012 17:05)	General Lab	11/27/2014 00:00 11/27/2014 23:59	Confirmed	Holiday	Edit

[WICKET AJAX DEBUG](#)