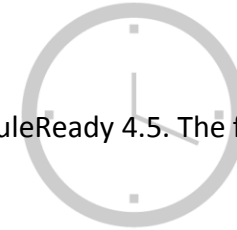



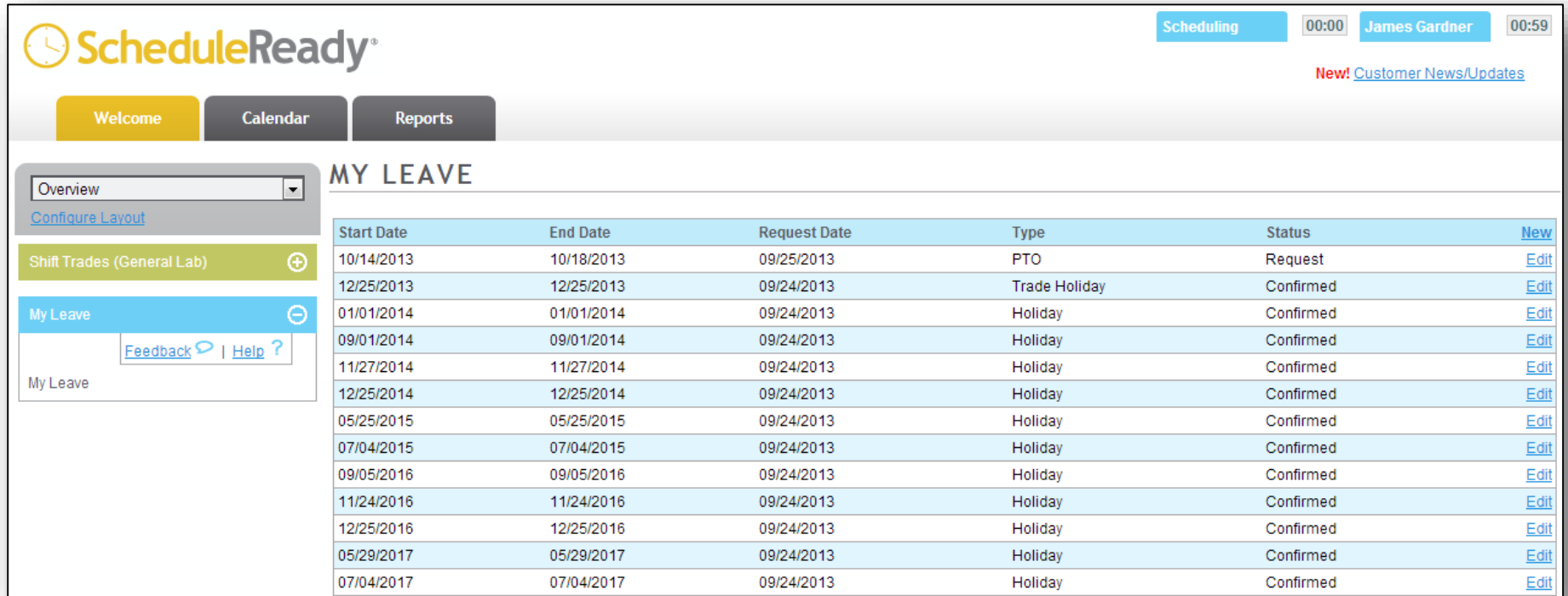


Welcome Tab My Leave Minibar



This reference guide provides a comprehensive overview of the **My Leave** minibar within ScheduleReady 4.5. The following process steps and instructional information are provided within this document:

-  View existing leave requests
-  Edit existing leave requests
-  Enter new leave requests




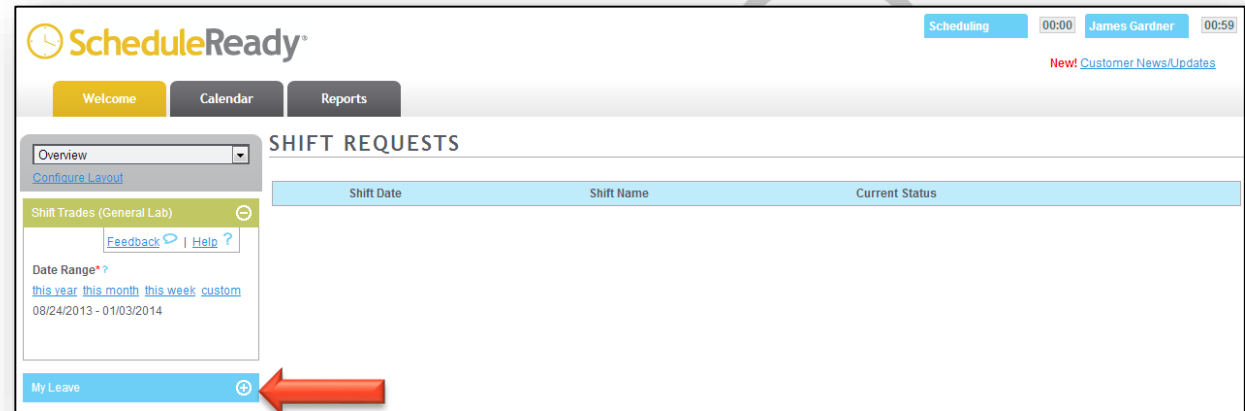
The screenshot shows the 'MY LEAVE' minibar in the ScheduleReady interface. The top navigation bar includes 'Scheduling', '00:00', 'James Gardner', and '00:59'. A 'New! Customer News/Updates' link is visible. The main navigation tabs are 'Welcome', 'Calendar', and 'Reports'. The 'MY LEAVE' section is active, showing a table of leave requests. On the left, there is a sidebar with 'Overview' selected, 'Shift Trades (General Lab)', and 'My Leave' (with a minus sign). Below 'My Leave' are 'Feedback' and 'Help' links.

Start Date	End Date	Request Date	Type	Status	New
10/14/2013	10/18/2013	09/25/2013	PTO	Request	Edit
12/25/2013	12/25/2013	09/24/2013	Trade Holiday	Confirmed	Edit
01/01/2014	01/01/2014	09/24/2013	Holiday	Confirmed	Edit
09/01/2014	09/01/2014	09/24/2013	Holiday	Confirmed	Edit
11/27/2014	11/27/2014	09/24/2013	Holiday	Confirmed	Edit
12/25/2014	12/25/2014	09/24/2013	Holiday	Confirmed	Edit
05/25/2015	05/25/2015	09/24/2013	Holiday	Confirmed	Edit
07/04/2015	07/04/2015	09/24/2013	Holiday	Confirmed	Edit
09/05/2016	09/05/2016	09/24/2013	Holiday	Confirmed	Edit
11/24/2016	11/24/2016	09/24/2013	Holiday	Confirmed	Edit
12/25/2016	12/25/2016	09/24/2013	Holiday	Confirmed	Edit
05/29/2017	05/29/2017	09/24/2013	Holiday	Confirmed	Edit
07/04/2017	07/04/2017	09/24/2013	Holiday	Confirmed	Edit

View Existing Leave Requests

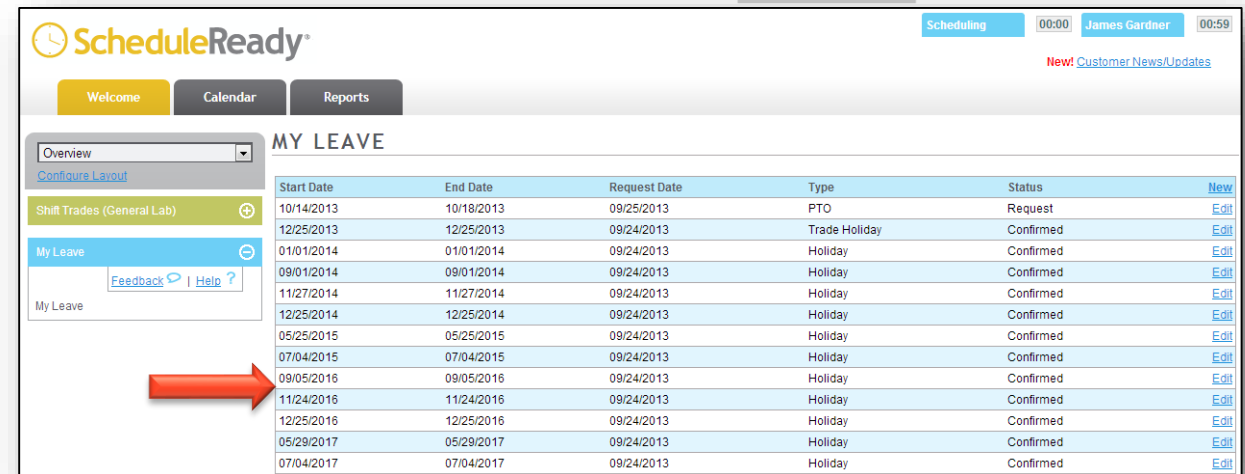
View Leave

- Click on the  symbol within the **My Leave** minibar.



The screenshot shows the ScheduleReady interface with the 'SHIFT REQUESTS' page. The left sidebar contains a minibar with 'My Leave' selected. A red arrow points to the plus icon next to 'My Leave'.

- All existing leave will appear in the **My Leave** table.



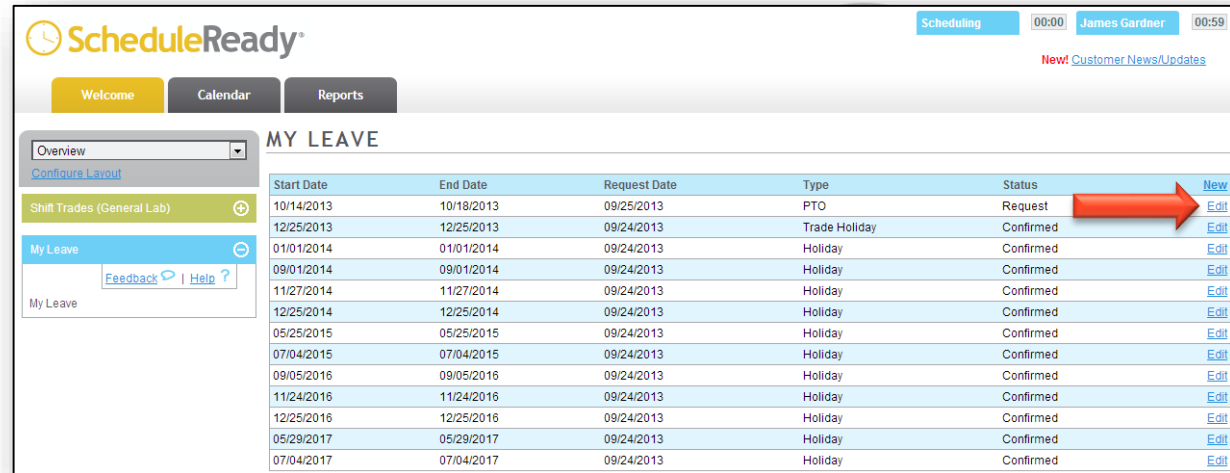
The screenshot shows the ScheduleReady interface with the 'MY LEAVE' page. The table below lists existing leave requests.

Start Date	End Date	Request Date	Type	Status	New
10/14/2013	10/18/2013	09/25/2013	PTO	Request	Edit
12/25/2013	12/25/2013	09/24/2013	Trade Holiday	Confirmed	Edit
01/01/2014	01/01/2014	09/24/2013	Holiday	Confirmed	Edit
09/01/2014	09/01/2014	09/24/2013	Holiday	Confirmed	Edit
11/27/2014	11/27/2014	09/24/2013	Holiday	Confirmed	Edit
12/25/2014	12/25/2014	09/24/2013	Holiday	Confirmed	Edit
05/25/2015	05/25/2015	09/24/2013	Holiday	Confirmed	Edit
07/04/2015	07/04/2015	09/24/2013	Holiday	Confirmed	Edit
09/05/2016	09/05/2016	09/24/2013	Holiday	Confirmed	Edit
11/24/2016	11/24/2016	09/24/2013	Holiday	Confirmed	Edit
12/25/2016	12/25/2016	09/24/2013	Holiday	Confirmed	Edit
05/29/2017	05/29/2017	09/24/2013	Holiday	Confirmed	Edit
07/04/2017	07/04/2017	09/24/2013	Holiday	Confirmed	Edit

Edit Leave Requests

Edit Leave Requests

1. In the row of the leave request to be edited, click [Edit](#).



ScheduleReady | Scheduling | 00:00 | James Gardner | 00:59
New! Customer News/Updates

Welcome | Calendar | Reports

Overview
[Configure Layout](#)

Shift Trades (General Lab)

My Leave
[Feedback](#) | [Help](#) ?

My Leave

MY LEAVE

Start Date	End Date	Request Date	Type	Status	New
10/14/2013	10/18/2013	09/25/2013	PTO	Request	Edit
12/25/2013	12/25/2013	09/24/2013	Trade Holiday	Confirmed	Edit
01/01/2014	01/01/2014	09/24/2013	Holiday	Confirmed	Edit
09/01/2014	09/01/2014	09/24/2013	Holiday	Confirmed	Edit
11/27/2014	11/27/2014	09/24/2013	Holiday	Confirmed	Edit
12/25/2014	12/25/2014	09/24/2013	Holiday	Confirmed	Edit
05/25/2015	05/25/2015	09/24/2013	Holiday	Confirmed	Edit
07/04/2015	07/04/2015	09/24/2013	Holiday	Confirmed	Edit
09/05/2016	09/05/2016	09/24/2013	Holiday	Confirmed	Edit
11/24/2016	11/24/2016	09/24/2013	Holiday	Confirmed	Edit
12/25/2016	12/25/2016	09/24/2013	Holiday	Confirmed	Edit
05/29/2017	05/29/2017	09/24/2013	Holiday	Confirmed	Edit
07/04/2017	07/04/2017	09/24/2013	Holiday	Confirmed	Edit



2. To change the type of leave, on the **Leave Type** menu, click the desired leave code.

To change the dates of leave, type in the **Leave Begins** and/or **Leave Ends** boxes the new date(s).

To change the time leave begins or ends, type in the corresponding **time** boxes.

To change the request date, type in the **Request Date** box.

To change the time of the request date, type in the corresponding **time** boxes.

To enter a note for the leave request, type in the **Reason for Leave/New Note** box.

3. Click **Save Changes**.

EDIT LEAVE REQUEST

Employee: Joel Gabriel Earliest Request Allowed: 08/17/2013

Leave Type* Status* [Refresh Status](#) Request Leave Begins* :

Reason for Leave/New Note Leave Ends* :

Request Date* :

Last Note
[No notes are set]
[View Entire Conversation](#)

[Save Changes](#) Leave may take several minutes after clicking Save

[View Status History](#)

EXISTING LEAVE IN DATE RANGE

Name	Leave Type	Requested	Start	End	Status	Update
Wilson Chebet	PTO	06/20/2013 12:51	07/08/2013 00:00	07/11/2013 23:59	Confirmed	
David Barmasai	PTO	06/20/2013 13:06	07/08/2013 00:00	07/12/2013 23:59	Confirmed	
Joel Gabriel	PTO	06/20/2013 13:05	07/11/2013 00:00	07/14/2013 23:59	Request	



Enter New Leave Requests

Enter New Leave Requests

1. Click [New](#).

ScheduleReady®

Scheduling 00:00 James Gardner 00:59

New! Customer News/Updates

Welcome Calendar Reports

Overview
Configure Layout

Shift Trades (General Lab)

My Leave
Feedback | Help ?

MY LEAVE

Start Date	End Date	Request Date	Type	Status	New
10/14/2013	10/18/2013	09/25/2013	PTO	Request	Edit
12/25/2013	12/25/2013	09/24/2013	Trade Holiday	Confirmed	Edit
01/01/2014	01/01/2014	09/24/2013	Holiday	Confirmed	Edit
09/01/2014	09/01/2014	09/24/2013	Holiday	Confirmed	Edit
11/27/2014	11/27/2014	09/24/2013	Holiday	Confirmed	Edit
12/25/2014	12/25/2014	09/24/2013	Holiday	Confirmed	Edit
05/25/2015	05/25/2015	09/24/2013	Holiday	Confirmed	Edit
07/04/2015	07/04/2015	09/24/2013	Holiday	Confirmed	Edit
09/05/2016	09/05/2016	09/24/2013	Holiday	Confirmed	Edit
11/24/2016	11/24/2016	09/24/2013	Holiday	Confirmed	Edit
12/25/2016	12/25/2016	09/24/2013	Holiday	Confirmed	Edit
05/29/2017	05/29/2017	09/24/2013	Holiday	Confirmed	Edit
07/04/2017	07/04/2017	09/24/2013	Holiday	Confirmed	Edit



2. On the **Leave Type** menu, select the type of leave.
4. In the **Leave Begins** and **Leave Ends** boxes, type the leave beginning and ending dates.
5. In the **time** boxes, type the beginning and ending times.
7. If needed, in the **Reason for Leave/New Note** box, type any additional information..
8. Click **Save Changes**.

Note: To view other leave requests already entered into the system during the same time period, click [Update](#).

EDIT LEAVE REQUEST ✕

Employee* ?
James Gardner

Earliest Request Allowed
10/09/2013

Leave Type* ?
Jury Duty

Leave Begins* ?
09/25/2013 17:00

Reason for Leave/New Note ?

Leave Ends* ?
09/25/2013 17:23:59

Request Date* ?
09/25/2013 8:22

Save Changes

*Status of this Leave may take several minutes after clicking Save

EXISTING LEAVE IN DATE RANGE

Employee	Leave Type	Requested	Start	End	Status	Update

