

## Setup View

### Schedule Leave Types

This reference guide provides a comprehensive overview of the **Schedule Leave Types** color bar within the **Setup** view in the StaffReady Scheduling Module. The following process steps and instructional information are provided within this document:

- **Add Leave Types**
- **Edit Leave Type Color**
- **Edit Minimum Days Required**
- **Remove Leave Types**
- **Activate Removed Leave Type**

✓ Schedule Leave Types

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Import From ⓘ

	<a href="#">Schedule Leave Type</a>	<a href="#">Organization Leave Type</a>	<a href="#">Leave Code</a>	<a href="#">Active</a>	<a href="#">Minimum Days</a>	<a href="#">Initial Status</a>	<a href="#">Employee Selectable</a>	<a href="#">Color</a>	<a href="#">New</a>
<input type="button" value="Filter"/>	<input type="text" value="Filter Schedule Leave T"/>	<input type="text" value="Filter Organization Leave"/>	<input type="text" value="Filter Leave Code"/>	<input type="button" value="Yes"/>	<input type="text" value="Filter Minimum Days"/>	<input type="button" value="Show All"/>	<input type="button" value="Show All"/>		
	Continuing Education	Continuing Education	[not set]	Yes	35	Request	Yes	<span style="background-color: #0000FF; color: white;">Text</span>	<input type="button" value="Edit"/>
	FMLA	FMLA	[not set]	Yes	1	Confirmed	No	<span style="background-color: #808080; color: white;">Text</span>	<input type="button" value="Edit"/>
	Jury Duty	Jury Duty	[not set]	Yes	5	Request	Yes	<span style="background-color: #FFD700; color: black;">Text</span>	<input type="button" value="Edit"/>
	Late	Late	[not set]	Yes	14	Request	No	<span style="background-color: #FF0000; color: white;">Text</span>	<input type="button" value="Edit"/>
	low census	low census	low census paid	Yes	0	Request	Yes	<span style="background-color: #00FF00; color: black;">Text</span>	<input type="button" value="Edit"/>
	MAT	MAT	[not set]	Yes	14	Confirmed	No	<span style="background-color: #FF00FF; color: black;">Text</span>	<input type="button" value="Edit"/>
	Medical Leave	Medical Leave	[not set]	Yes	1	Confirmed	No	<span style="background-color: #00FFFF; color: black;">Text</span>	<input type="button" value="Edit"/>
	Military	Military	[not set]	Yes	14	Request	No	<span style="background-color: #008000; color: white;">Text</span>	<input type="button" value="Edit"/>
	PTO	PTO	[not set]	Yes	21	Request	Yes	<span style="background-color: #0000FF; color: white;">Text</span>	<input type="button" value="Edit"/>
	Request Shift	Request Shift	Request Shift	Yes	0	Request	Yes	<span style="background-color: #FFFF00; color: black;">Text</span>	<input type="button" value="Edit"/>
	Sick	Sick	[not set]	Yes	0	Request	No	<span style="background-color: #FF0000; color: white;">Text</span>	<input type="button" value="Edit"/>

# 1 | Add New Leave Type

## Add New Leave Type

1. Click **New**.

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Choose One

	<a href="#">Schedule</a>	<a href="#">Organization</a>			<a href="#">Minimum</a>	<a href="#">Initial</a>	<a href="#">Employee</a>	
	<a href="#">Leave Type</a>	<a href="#">Leave Type</a>	<a href="#">Leave Code</a>	<a href="#">Active</a>	<a href="#">Days</a>	<a href="#">Status</a>	<a href="#">Selectable</a>	<a href="#">New</a>
Filter	Filter Schedule Le	Filter Organization Le	Filter Leave Coc	Yes	Filter Minimum D	Show All	Show All	
	Continuing Education	Continuing Education	[not set]	Yes	35	Request	Yes	<span style="background-color: blue; color: white;">Text</span> <input type="button" value="Edit"/>
	FMLA	FMLA	[not set]	Yes	1	Confirmed	No	<span style="background-color: #ccccff;">Text</span> <input type="button" value="Edit"/>
	Jury Duty	Jury Duty	[not set]	Yes	5	Request	Yes	<span style="background-color: yellow;">Text</span> <input type="button" value="Edit"/>
	Late	Late	[not set]	Yes	14	Request	No	<span style="background-color: red;">Text</span> <input type="button" value="Edit"/>
	low census	low census	low census paid	Yes	0	Request	Yes	<span style="background-color: green;">Text</span> <input type="button" value="Edit"/>
	MAT	MAT	[not set]	Yes	14	Confirmed	No	<span style="background-color: #ccccff;">Text</span> <input type="button" value="Edit"/>

- Select associated Organization Leave Type from the drop down.

**NOTE: A schedule leave type must have an associated organization leave type. If desired organization leave type does not exist please reach out to [support@staffready.com](mailto:support@staffready.com) for additional help. If your organization uses an existing integration, please consult the StaffReady Support Team before making any changes.**

- Enter your Schedule Leave Type name.

**NOTE: Although you may be using an existing leave type, the name can be customized to use for your schedule. This name is what will appear on your schedule when employees have requested this leave type.**

The screenshot shows the 'Schedule Leave Type' dialog box. The 'Organization Leave Type' dropdown menu is open, displaying a list of options: Choose One, Continuing Education, FMLA, Jury Duty, Late, low census, MAT, Medical Leave, Military, PTO, Request Shift, and Sick. An orange arrow points to the dropdown menu.

The screenshot shows the 'Schedule Leave Type' dialog box. The 'Organization Leave Type' dropdown menu is now closed and set to 'Continuing Education'. The 'Schedule Leave Type\*' text field is highlighted with an orange arrow and contains the text 'Continuing Education'. Other fields include 'Leave Code' (not set), 'Employee Selectable' (checked), 'Initial Status\*' (Request), 'Background Color\*' (0000FF), and 'Text Color\*' (FFFFFF).

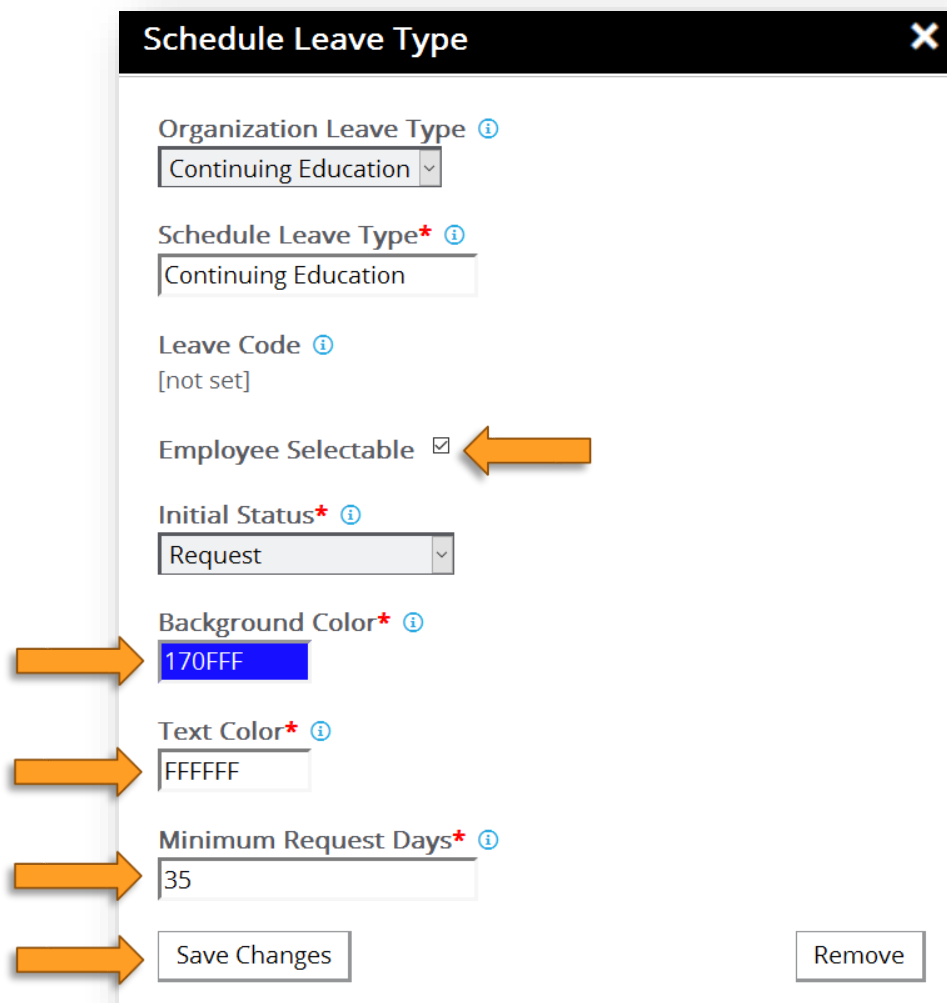
4. Check the **Employee Selectable** box if you want this leave type available to your employees.

5. Select a **Background Color** for your leave type.

6. Select the **Text Color** for your leave type.

7. Enter the minimum number of days in advance you require your employees to request leave in the **Minimum Request Days** field.

8. Click **Save Changes**.



**Schedule Leave Type** [X]

Organization Leave Type ⓘ  
Continuing Education ▾

Schedule Leave Type\* ⓘ  
Continuing Education

Leave Code ⓘ  
[not set]

Employee Selectable  ←

Initial Status\* ⓘ  
Request ▾

Background Color\* ⓘ  
170FFF ←

Text Color\* ⓘ  
FFFFFF ←

Minimum Request Days\* ⓘ  
35 ←

Save Changes Remove


## 2 | Edit Leave Type Color

### Edit Leave Type Color

1. Click **Edit**.

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Import From Choose One

	<a href="#">Schedule Leave Type</a>	<a href="#">Organization Leave Type</a>	<a href="#">Leave Code</a>	<a href="#">Active</a>	<a href="#">Minimum Days</a>	<a href="#">Initial Status</a>	<a href="#">Employee Selectable</a>	<a href="#">Color</a>	<a href="#">New</a>
<input type="button" value="Filter"/>	<input type="text" value="Filter Schedule Le"/>	<input type="text" value="Filter Organization Lea"/>	<input type="text" value="Filter Leave Coc"/>	<input type="text" value="Yes"/>	<input type="text" value="Filter Minimum D"/>	<input type="text" value="Show All"/>	<input type="text" value="Show All"/>		
	Continuing Education	Continuing Education	[not set]	Yes	35	Request	Yes		<input type="button" value="Edit"/>
	FMLA	FMLA	[not set]	Yes	1	Confirmed	No	Text	<input type="button" value="Edit"/>
	Jury Duty	Jury Duty	[not set]	Yes	5	Request	Yes	Text	<input type="button" value="Edit"/>
	Late	Late	[not set]	Yes	14	Request	No	Text	<input type="button" value="Edit"/>
	low census	low census	low census paid	Yes	0	Request	Yes	Text	<input type="button" value="Edit"/>
	MAT	MAT	[not set]	Yes	14	Confirmed	No	Text	<input type="button" value="Edit"/>
	Medical Leave	Medical Leave	[not set]	Yes	1	Confirmed	No	Text	<input type="button" value="Edit"/>

2. Click into the **Background Color** field.

### Schedule Leave Type ✕

Organization Leave Type ⓘ  
Continuing Education ▾

Schedule Leave Type\* ⓘ  
Continuing Education

Leave Code ⓘ  
[not set]

Employee Selectable  ⓘ

Initial Status\* ⓘ  
Request ▾

Background Color\* ⓘ  
170FFF

Text Color\* ⓘ  
FFFFFF

Minimum Request Days\* ⓘ  
35

Save Changes Remove

3. Select the color you would like the leave type to show on the schedule.

4. Click **Save Changes**.

**Schedule Leave Type**

Organization Leave Type ⓘ  
Continuing Education

Schedule Leave Type\* ⓘ  
Continuing Education

Leave Code ⓘ  
[not set]

Employee Selectable  ⓘ

Initial Status\* ⓘ  
Request

Background Color\* ⓘ  
170FFF

Text Color\*  
FFFFFF

Minimum Re  
35

Save Changes Remove

### 3 | Edit Minimum Days Required

#### Edit Minimum Days Required


1. Click **Edit**.

**NOTE: Minimum Days represents the number of days a Leave Request must be submitted prior to the requested Leave date**

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Choose One

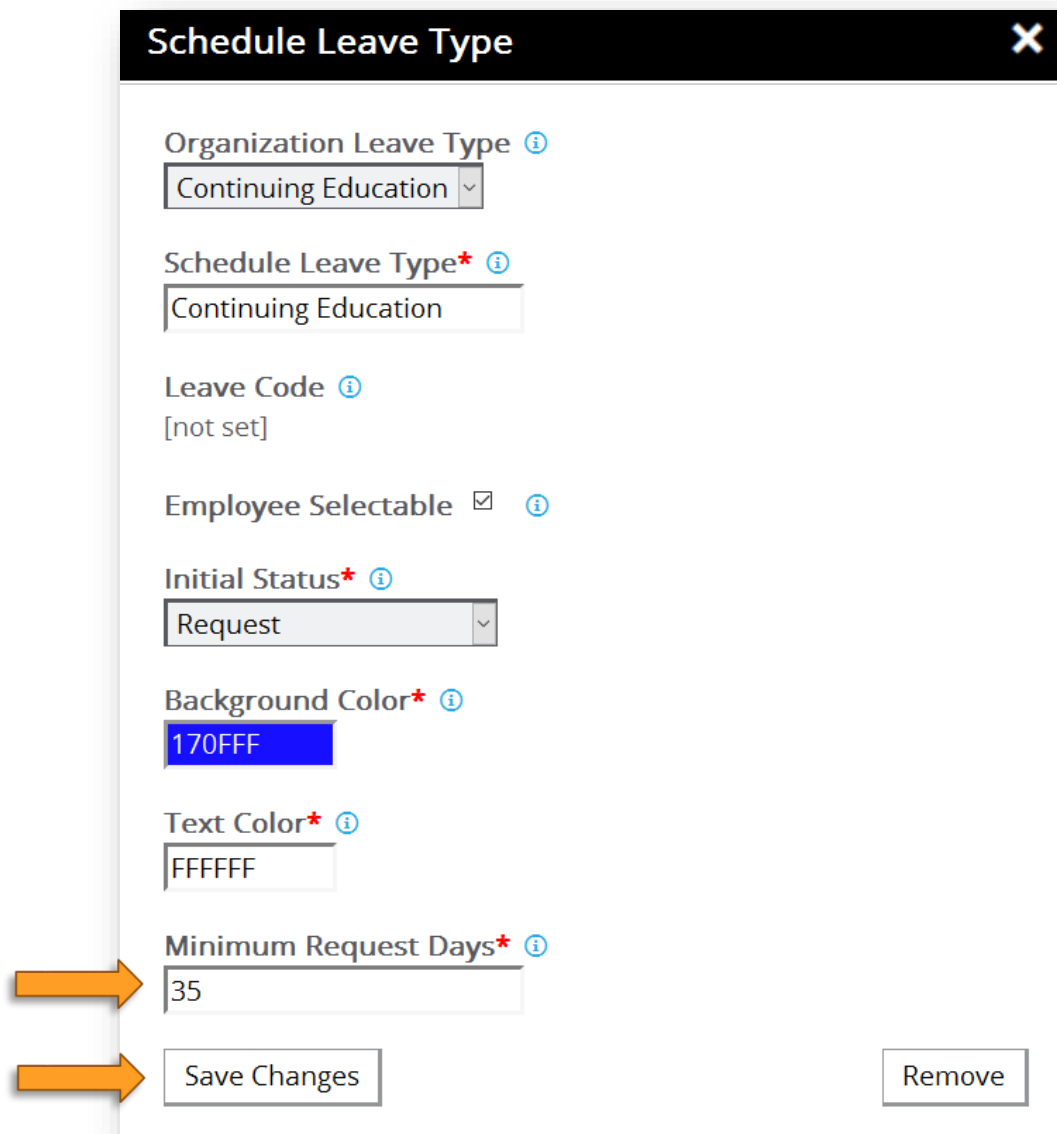
	<a href="#">Schedule Leave Type</a>	<a href="#">Organization Leave Type</a>	<a href="#">Leave Code</a>	<a href="#">Active</a>	<a href="#">Minimum Days</a>	<a href="#">Initial Status</a>	<a href="#">Employee Selectable</a>	<a href="#">Color</a>	<a href="#">New</a>
Filter	Filter Schedule Le	Filter Organization Le	Filter Leave Coc	Yes	Filter Minimum D	Show All	Show All		
	Continuing Education	Continuing Education	[not set]	Yes	35	Request	Yes		Edit
	FMLA	FMLA	[not set]	Yes	1	Confirmed	No	Text	Edit
	Jury Duty	Jury Duty	[not set]	Yes	5	Request	Yes	Text	Edit
	Late	Late	[not set]	Yes	14	Request	No	Text	Edit
	low census	low census	low census paid	Yes	0	Request	Yes	Text	Edit
	MAT	MAT	[not set]	Yes	14	Confirmed	No	Text	Edit
	Medical Leave	Medical Leave	[not set]	Yes	1	Confirmed	No	Text	Edit

2. Click into the **Minimum Requested Days** field.

3. Select the number of days you require your employee to request leave in advanced.

**NOTE: If the minimum days required = 28, it will require you employees to request leave 28 days in advanced.**

4. Click **Save Changes**.



**Schedule Leave Type** ✕

Organization Leave Type ⓘ  
Continuing Education ▾

Schedule Leave Type\* ⓘ  
Continuing Education

Leave Code ⓘ  
[not set]

Employee Selectable  ⓘ

Initial Status\* ⓘ  
Request ▾

Background Color\* ⓘ  
170FFF

Text Color\* ⓘ  
FFFFFF

Minimum Request Days\* ⓘ  
35

Save Changes Remove


## 4 | Remove Leave Type

### Deny Leave Request

1. Click **Edit** for the leave type you want to remove.

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Import From Choose One

	Schedule ⇅ Leave Type	Organization ⇅ Leave Type	Leave Code ⇅ Leave Code	Active ⇅ Active	Minimum ⇅ Days	Initial ⇅ Status	Employee ⇅ Selectable	Color ⇅ Color	New
Filter	Filter Schedule Le	Filter Organization Le	Filter Leave Coc	Yes	Filter Minimum D	Show All	Show All		
	Continuing Education	Continuing Education	[not set]	Yes	35	Request	Yes		<input type="button" value="Edit"/>
	FMLA	FMLA	[not set]	Yes	1	Confirmed	No	Text	<input type="button" value="Edit"/>
	Jury Duty	Jury Duty	[not set]	Yes	5	Request	Yes	Text	<input type="button" value="Edit"/>
	Late	Late	[not set]	Yes	14	Request	No	Text	<input type="button" value="Edit"/>
	low census	low census	low census paid	Yes	0	Request	Yes	Text	<input type="button" value="Edit"/>
	MAT	MAT	[not set]	Yes	14	Confirmed	No	Text	<input type="button" value="Edit"/>
	Medical Leave	Medical Leave	[not set]	Yes	1	Confirmed	No	Text	<input type="button" value="Edit"/>

2. Click **Remove** to remove the leave type from your schedule.

### Schedule Leave Type ✕

Organization Leave Type ⓘ  
Continuing Education ▾

Schedule Leave Type\* ⓘ  
Continuing Education

Leave Code ⓘ  
[not set]

Employee Selectable  ⓘ

Initial Status\* ⓘ  
Request ▾

Background Color\* ⓘ  
170FFF

Text Color\* ⓘ  
FFFFFF

Minimum Request Days\* ⓘ  
35

Save Changes ➔ Remove

## 5 | Activate Removed Leave Type

### Add New Leave Type

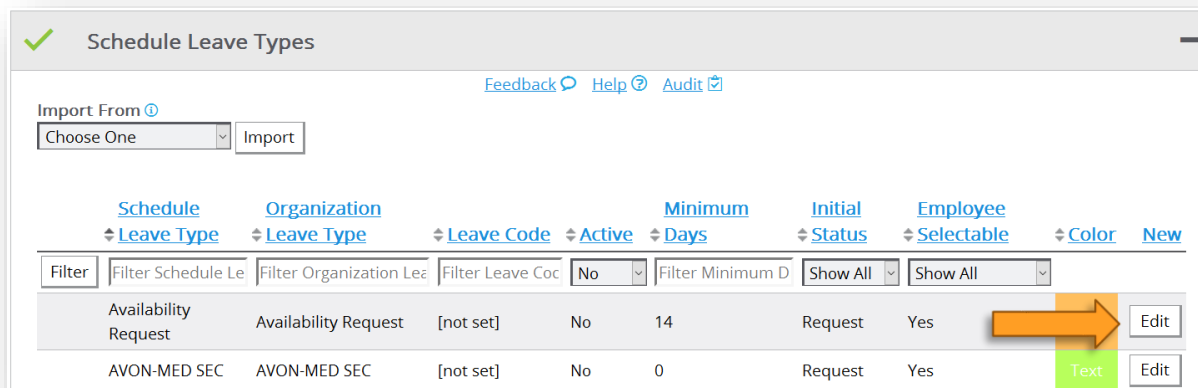
1. Choose **"No"** in the dropdown for the **Active** Column to display previously removed leave types.

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Import From ⓘ  
 Choose One

	<a href="#">Schedule</a> ⇅ Leave Type	<a href="#">Organization</a> ⇅ Leave Type	<a href="#">Leave Code</a>	<a href="#">Active</a>	<a href="#">Minimum</a> ⇅ Days	<a href="#">Initial</a> ⇅ Status	<a href="#">Employee</a> ⇅ Selectable	<a href="#">Color</a>	<a href="#">New</a>
Filter	Filter Schedule Le	Filter Organization Lea		No <input type="button" value="v"/>	Filter Minimum D	Show All <input type="button" value="v"/>	Show All <input type="button" value="v"/>		
	Availability Request	Availability Request	[not set]	No	14	Request	Yes	Text	<input type="button" value="Edit"/>
	AVON-MED SEC	AVON-MED SEC	[not set]	No	0	Request	Yes	Text	<input type="button" value="Edit"/>

2. Click **Edit**.

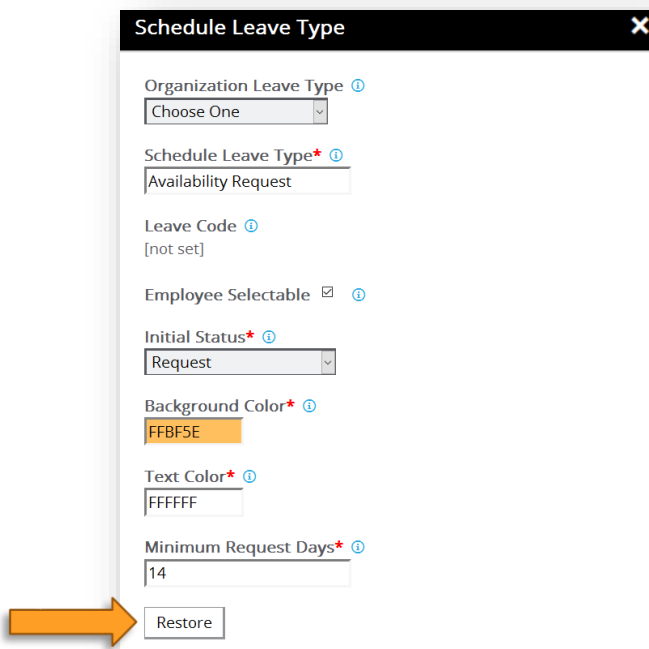


Import From ⓘ  
Choose One

[Schedule](#) [Organization](#) [Minimum](#) [Initial](#) [Employee](#)  
↕ Leave Type ↕ Leave Type ↕ Leave Code ↕ Active ↕ Days ↕ Status ↕ Selectable ↕ Color [New](#)

Filter	Filter Schedule Le	Filter Organization Lea	Filter Leave Coc	No	Filter Minimum D	Show All	Show All	
Availability Request	Availability Request	[not set]	No	14	Request	Yes	<input type="button" value="Edit"/>	
AVON-MED SEC	AVON-MED SEC	[not set]	No	0	Request	Yes	<input type="button" value="Text"/> <input type="button" value="Edit"/>	

3. Click **Restore** to reactivate the leave type.



**Schedule Leave Type** ✕

Organization Leave Type ⓘ  
Choose One

Schedule Leave Type\* ⓘ  
Availability Request

Leave Code ⓘ  
[not set]

Employee Selectable  ⓘ

Initial Status\* ⓘ  
Request

Background Color\* ⓘ  
FFBF5E

Text Color\* ⓘ  
FFFFFF

Minimum Request Days\* ⓘ  
14