

Leave Type

Leave		+ ADD		
Privileged Leave [PL]	Paid			
Medical Leave [ML]	Paid			
Earned Leave [EL]	Paid			
Sick Leave [SL]	Paid			
Casual Leave [CL]	Paid			
Compensatory Off [CO]	Paid			
Maternity Leave [MAT]	Paid	Female 180	<input checked="" type="checkbox"/>	✎
Paid Leave [TP]	Unpaid		<input type="checkbox"/>	
Study Leave [ASL]	Paid	Both 45	<input checked="" type="checkbox"/>	✎
Unpaidleave [restr]	Unpaid		<input type="checkbox"/>	
Paternity Leave [PTL]	Paid	Male 15	<input checked="" type="checkbox"/>	✎
Lwp [LWP]	Unpaid		<input checked="" type="checkbox"/>	

Add New

Leave Code*

Leave Type Name*

Leave Category*

Leave Days

This section allows you to view and manage the different types of leaves available in your organisation.

To add a new leave type, click on the *Add* button. A pop-up window will appear where you need to enter the following details:

- Leave Code

- Leave Type Name
- Leave Category (Paid or Unpaid)
- Number of Leave Days

Once the information is filled, click *Submit* to save the new leave type. You can also specify and edit the number of leaves for special types such as Maternity Leave, Paternity Leave, and Study Leave. Additionally, there is an option to enable or disable these leave types as per your organisation's policy.

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