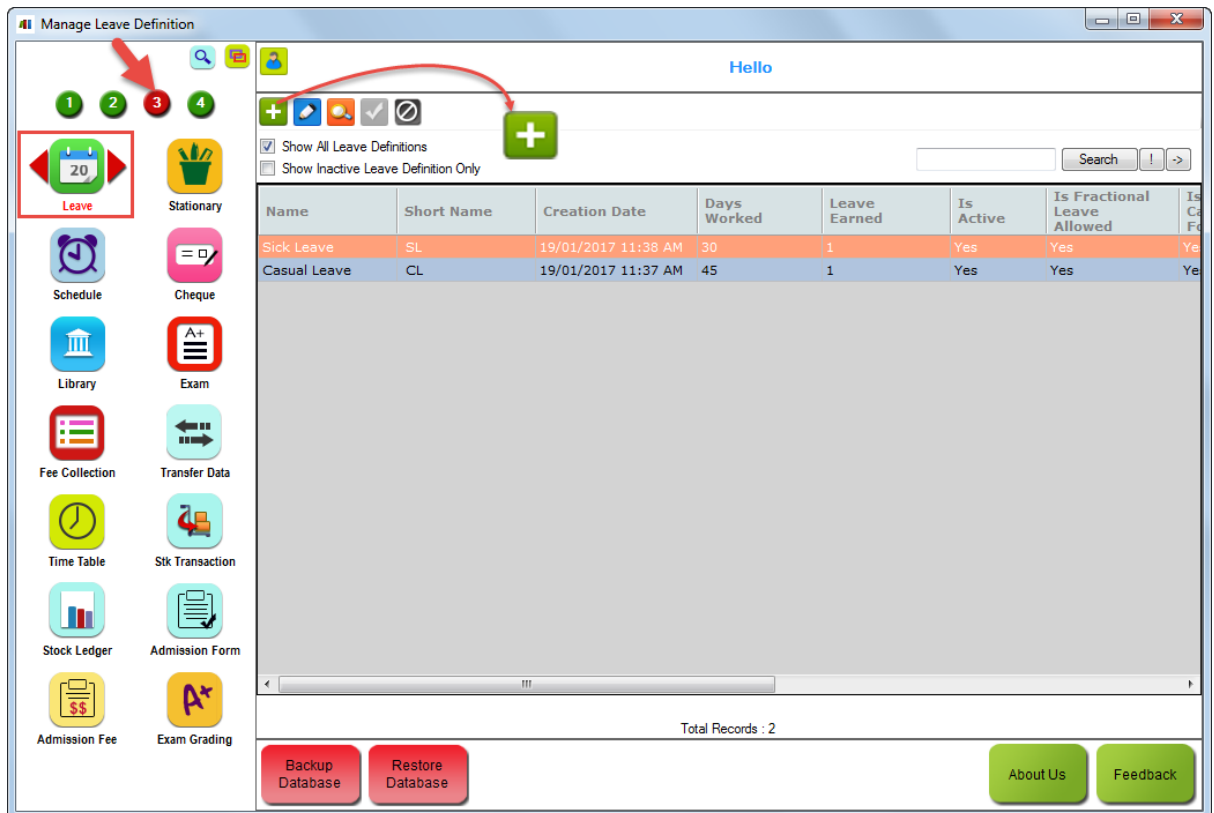


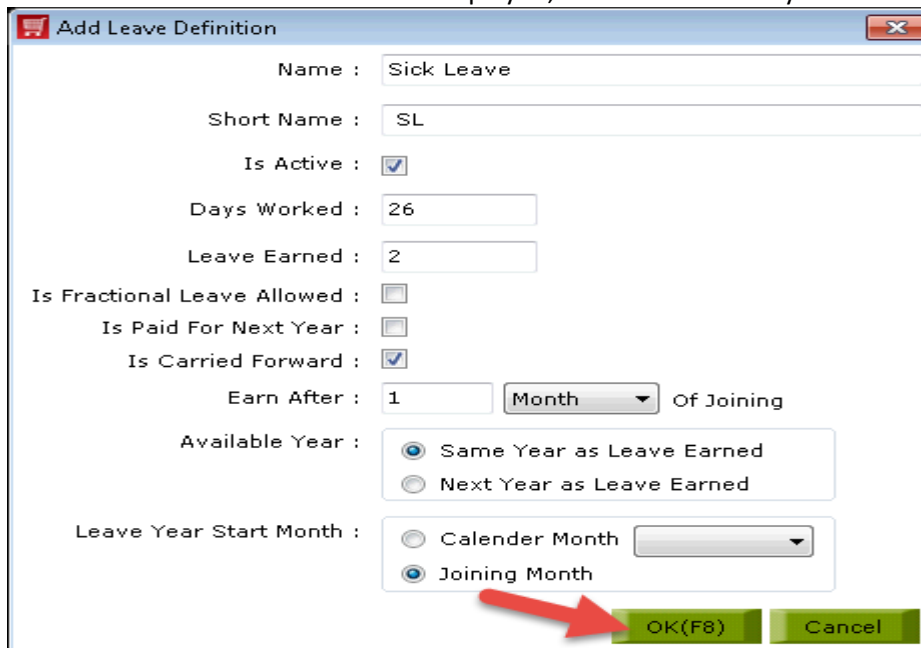
# How to define Leave Type in HDSchool?

Follow the steps below to define leave Type.

1. Run **HDSchool**.
2. From 3<sup>rd</sup> page of HDSchool, click on **Leave**.
3. From Manage Leave Definition, Click on **Add New Leave Definition**.



4. **Add Leave Definition** screen will be displayed, enter the necessary details and click on **Ok**.



Name : Sick Leave

Short Name : SL

Is Active :

Days Worked : 26

Leave Earned : 2

Is Fractional Leave Allowed :

Is Paid For Next Year :

Is Carried Forward :

Earn After : 1 Month Of Joining

Available Year :  Same Year as Leave Earned  
 Next Year as Leave Earned

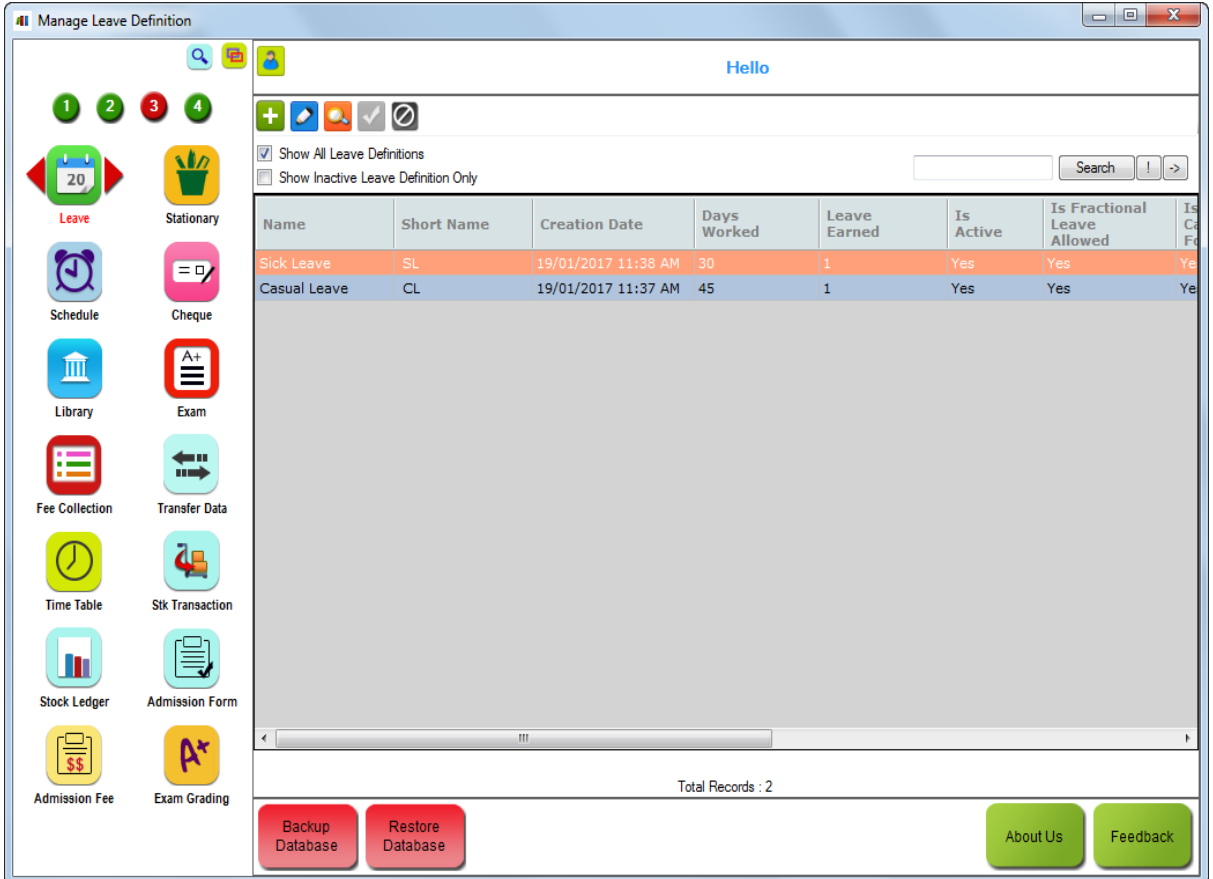
Leave Year Start Month :  Calendar Month  
 Joining Month

OK(F8) Cancel



- **Name:** Enter the leave name (Earned leave, Casual Leave, Sick Leave, Maternity Leave, etc.)
- **Short Name:** Enter the short name for the leave type.
- **Is Active:** This check box indicates you that the leave definition is currently active in your system, Unchecking this check box will inactive the selected leave definition.
- **Days Worked:** Enter the number of working days.
- **Leave Earned:** Enter the leaves earned in days.
- **Is Fractional Leave Allowed:** Select this option if fractional leaves are allowed for the leave type.
- **Is Paid For Next Year:** Select this option if unused leaves of employee are paid for next year.
- **Is Carried Forward:** Select this option if unused leaves of employee's under the leave type you are defining is carried to next month.
  
- **Earn After:** Specify the period after which an employee can earn the leave that you are defining. For example if an employee joining year is 2017 and if you have specified earn leaves **after 1 year of joining**, then in this case employee will start to earn leaves after 1 year from joining date i.e. from 2018.
- **Available Year:** Here you need to specify when this leave will be applicable to the employee. You can either select 'Same Year as Leave Earned' or 'Next Year as Leave Earned'.
  - For example : If you entered **Earn After as 1 Year of joining** and if an employee joining year is 2017 and if you select "**Same Year as Leave Earned**", then in this case the leave you are defining will be applicable to employee from same year I,e.2018 as leave earned.
  - If you select "**Next Year as Leave Earned**" and if an employee joining year is 2017 and '**Earn After**' as **1 Year of joining**, then in this case the leave you are defining will be applicable to employee from next year as leave earned I, e.2019 as leave earned.
- **Leave Year Start Month:** Here you need to select the month in a calendar year
  - If you select **Joining Month:** Suppose an employee joined a company in February month and Employee will start earning their leave from same month.

5. You can see the leave name displayed in the **Manage Leave Definition**.



Manage Leave Definition

Hello

Show All Leave Definitions  
 Show Inactive Leave Definition Only

Name	Short Name	Creation Date	Days Worked	Leave Earned	Is Active	Is Fractional Leave Allowed	Is
Sick Leave	SL	19/01/2017 11:38 AM	30	1	Yes	Yes	Ye
Casual Leave	CL	19/01/2017 11:37 AM	45	1	Yes	Yes	Ye

Total Records : 2

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