

Leave Calendar

Select Dashboard/Leave Calendar

1. The calendar will automatically open in week view at today's date.
2. To view a month or year timeline click these options on the menu bar.
3. You can use the arrows to move back and forward or click on the [dates](#) to make a specific selection.

Home / Dashboard / Leave Calendar REFRESH EXPORT

TODAY ← → Monday, March 01, 2021 - Sunday, March 07, 2021 **1** TIMELINE WEEK **TIMELINE MONTH** **TIMELINE YEAR**

	Mon 01-Mar	Tue 02-Mar	Wed 03-Mar	Thu 04-Mar	Fri 05-Mar	Sat 06-Mar	Sun 07-Mar
Rover Alpine Director							

3 **2**

4. Public Holidays will display as shown for your country and/or state.
5. Each type of leave is assigned a different colour, which can be set in [Administration/Company Set up/Leave Type](#). Entries will show states of Pending, Approved, Cancelled or Denied.
6. When in month or year timeline view, use the scroll bar at the bottom to move through the period.

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TODAY ← → Friday, January 01, 2021 - Sunday, January 31, 2021 **7** TIMELINE WEEK **TIMELINE MONTH** **TIMELINE YEAR** **8**

	19-Jan	Wed 20-Jan	Thu 21-Jan	Fri 22-Jan	Sat 23-Jan	Sun 24-Jan	Mon 25-Jan	Tue 26-Jan	Wed 27-Jan	Thu 28-Jan	Fri 29-Jan	Sat 30-Jan	Sun 31-Jan
Rover Alpine Director								Australia D...					
Mobile Craig Apprentice							Annual Leave - Approved						
George Foreman Supervisor							Australia D...			Compassionate & Bereavement Leave - Pending			
Kermit Frog Chief Executive Office							Time Off In ...	Australia	Australia Day			Community ...	
Rod Jensen Labourer							A	D...					

4 **5** **6**

7. At any stage you can click **REFRESH** for the default as per #1.
8. Click **EXPORT** to create an ICS file which can then be imported into other calendars.
9. The file will appear at the bottom of your screen, as shown below.

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leave.ics **9** Show all X

[Open file](#)

Leave Request can be created and signed off in the Mobile App under [Report Suggestions/Leave Requests](#)

NOTE:

- Double clicking an entry or staff line will open the leave entry for edit or creation [Administration/Staff \(Staff\)/Leave Requests](#)

