Leave Types	Apr-22
These can be found in Administration/Company Set/up Leave Type.	
Double click a line or click for edit and existing one.	
Safetyminder 🙆 Dashboard - Registers - Create Job Docs - Report - Documentation - Administration - 🔞 Help 🖉 H	Knowledge-Base
Home / Administration / Company Set up / Leave Type	• ADD NEW
🖹 EXCEL 🖻 PDF 🕆 FILTER 💠 GROUP Search 🗙	
Title Color i	
Annual Leave #166117	C 🖮 ^
Community Service Leave #6712c2	6
Compassionate & Bereavement Leave #800080	e
Family & Domestic Violence Leave #FF00FF	C 🗊
Long Service Leave #008000	2
1. Type in or amend the title if changing an item.	
2. Click the drop down to change the colour.	
3. Type in a hex code or drag the dots along the colour line and box.	
4. Click APPLY.	
5. Click 🖫 SAVE	
Home / Administration / Company Set up / Leave Type 	
NOTES:	
 We have pre-populated commonly used leave types as follows: Annual Leave Long Service Leave Community Service Leave Family & Domestic Violence Leave Parental Leave Personal Leave Unpaid Leave Special Leave Study Leave Works Compensation Leave 	
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