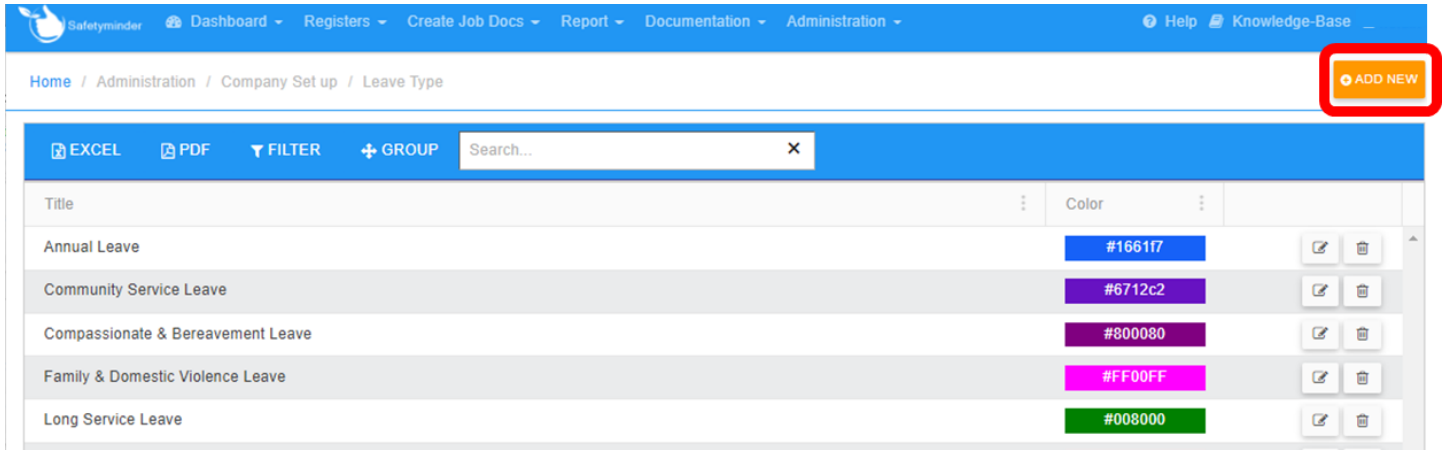


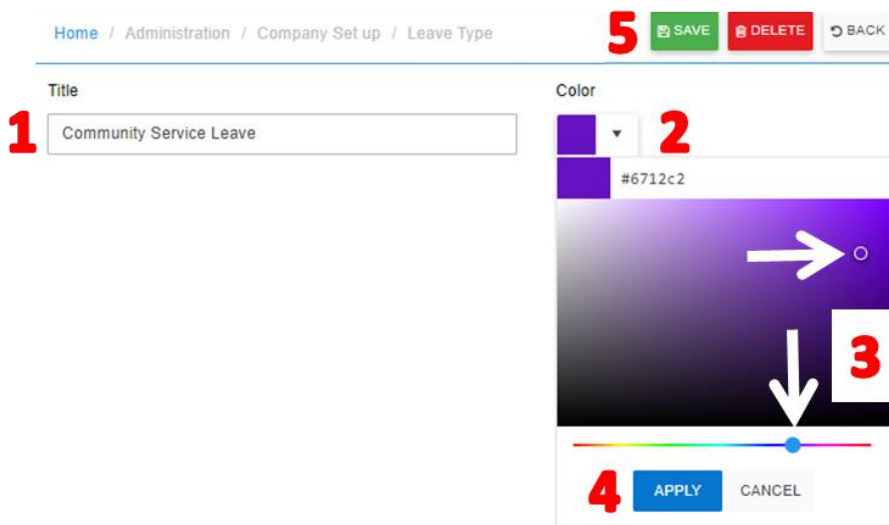


These can be found in Administration/Company Set/up Leave Type.

Double click a line or click  to edit and existing one.



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**



## 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

