ADMINISTRATION

👤 **User Management** ⌄

⚙ **Settings** ⌃

App Settings ⌃

📅 Attendance Settings

🗐 Approval Settings

💼 Leave Type

🏷 Custom Fields (Prefix)

📶 ZKTeco Biometrics

REPORTS

📄 **Reports** ⌄

To set up Leave Types,
Click the **Leave Type
Button**

Add Leave Type

Leave Type Name *

Number of days *

Earned Leave

Accrual Frequency *

Select Frequency

Max Carry Over *

Cash Convertible

Conversion Rate

Enter the conversion rate for cash convertible leave

Payment Type *

Paid

Cancel   Add Leave

Configure company leave policies:

- Earned leave and cash-convertible options
- Annual leave credits (customizable)
- Policy options:
    - Advance notice period (set number of days)
    - Half-day leave (first half or second half)
    - Backdated filing (set allowable days)
    - Required attachments (e.g., medical certificates)

Admins can override leave credits per employee when adjustments are needed.