

Leaves

ADMINISTRATION

 User Management 

 Settings 

| App Settings 

 Attendance Settings

 Approval Settings

|  Leave Type

 Custom Fields (Prefix)

 ZKTeco Biometrics

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



REPORTS

 Reports 

Leave Settings

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

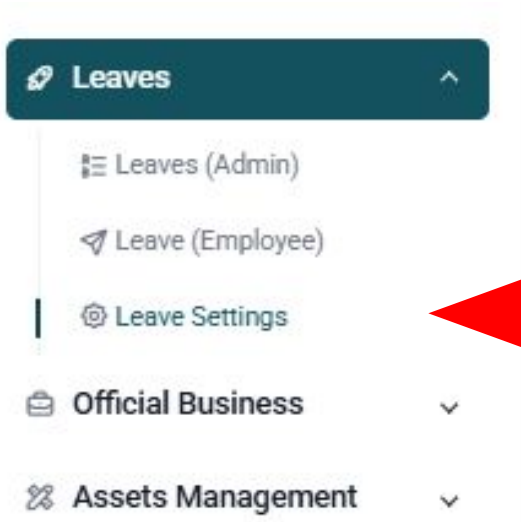
Add Leave

Configure company leave policies:

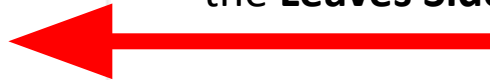
- Earned leave and cash-convertible options
- Annual leave credits (customizable)
- Policy options:
 - Advance notice period (set number of days)
 - Half-day leave (first half or second half)
 - Backdated filing (set allowable days)
 - Required attachments (e.g., medical certificates)

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

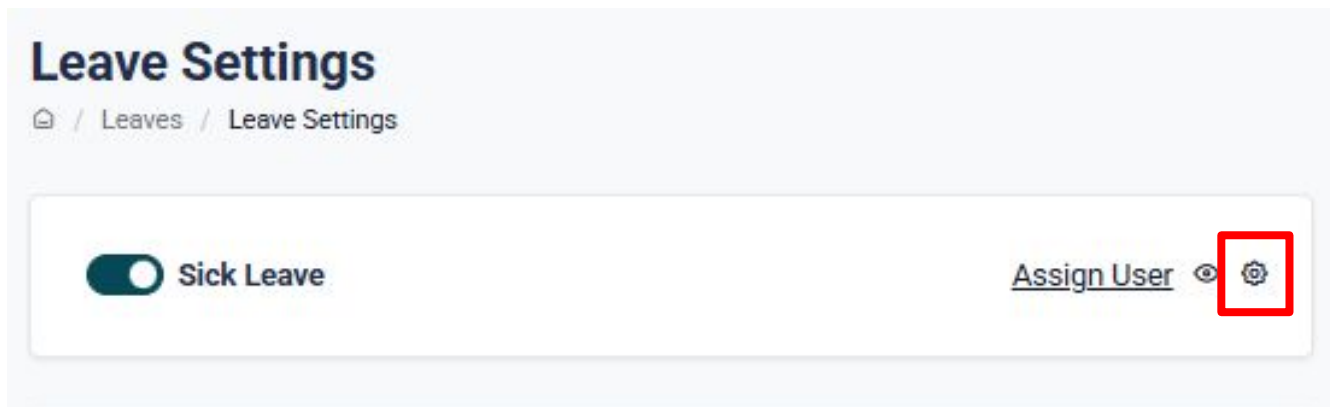
Leaves Policy



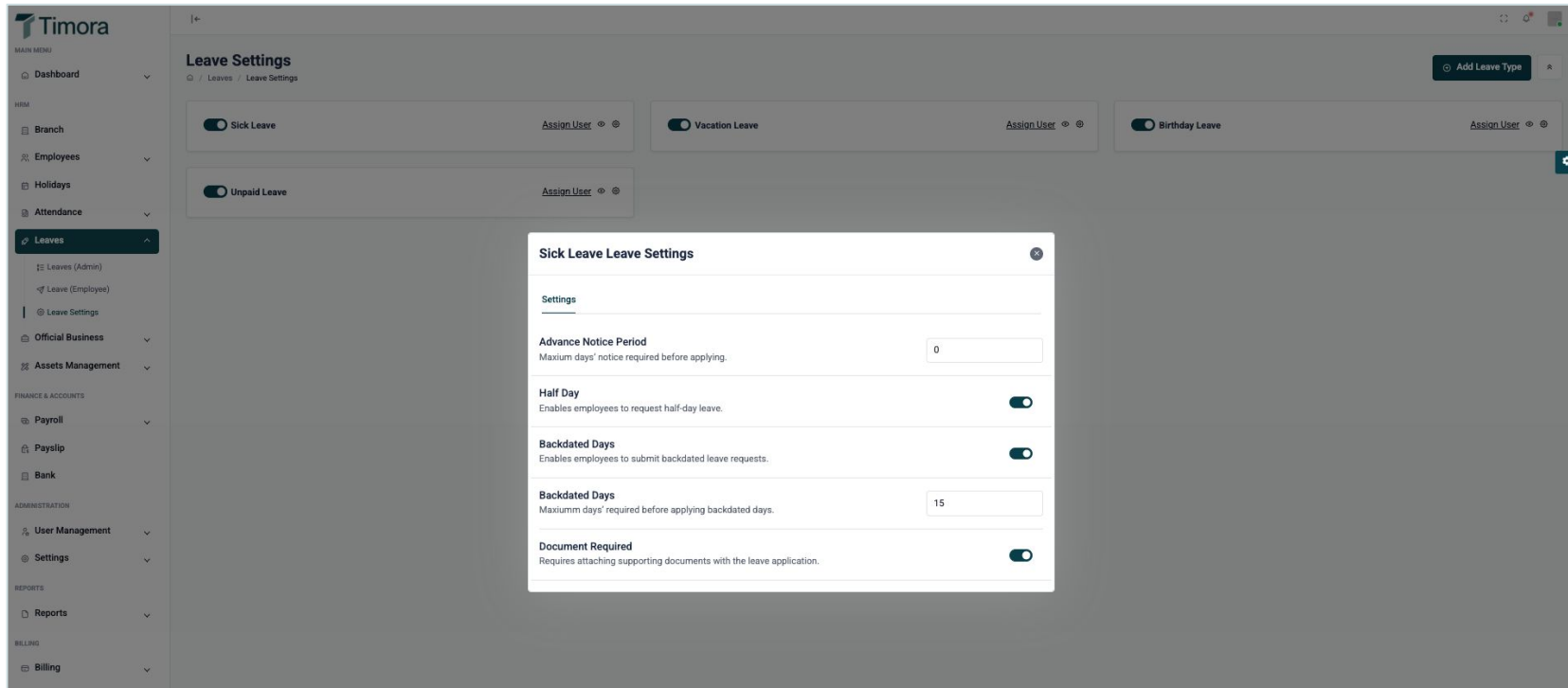
1. To set up Leave Settings, **Click** the **Leave Settings Button** inside the **Leaves Sidebar**



2. Then **Click** the **Gear icon** to edit leave settings



Leaves Policy



Leave Policy

- **Advance Notice Period** – Sets the maximum number of days' notice required before an employee can apply for leave.
- **Half Day** – Allows employees to file **half-day leave** requests.
- **Backdated Days** – Allows employees to submit **backdated leave** requests within the defined limit.
- **Document Required** – Requires employees to **attach supporting documents** when filing a leave request.