Setup Leave /Rest days type

Leave / rest day type like public holiday and statutory holiday is updated in system.

Leave / rest day type like annual leave, sick leave can be setup in the system

Go to Staff > Setup > Leave/ Rest days type > New leave / rest days type

- Input type like sick leave
- Input code like SL
- For deductions type, should select one property inside Deductions
- For increase type, should select one property inside Increase
- If company start implement staff use b2b system to apply leave and this leave type will no more require paper application and input into the system by HR colleague, should tick Only for staff [apply own leave]
- At Staff leave calendar, if want a colour background under staff name and leave type, can select colour background here.

Leave / Rest days type	Code	Properties	Only for apply leave	Action	
公眾假期	公眾假期	Public holiday	No	Edit	Delete
法定假日	法定假日	Statutory holiday	No	Edit	Delete

New leave / rest days type	
Leave / Rest days type	_____ (Maximum 50 characters)
Code	_____ (Maximum 10 characters)
Deductions	○ Rest days with pay, deduct annual leave ● Rest days with pay, not deduct annual leave 　● At payroll calculation is individual item 　○ At payroll calculation included in basic salary ○ Rest days with 4/5 pay, not deduct annual leave ○ Rest days without pay ○ No pay in probation period ○ Deduct compensate leave
Increase	☐ Increase annual leave ☐ Increase compensate leave
Only for staff [apply own leave]	☐ Yes
At staff leave calendar display colour background	○ ○ ○ ○ ○ ○ ○ ○ ○ ○

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