



# How to Allow Staff to Apply Leave for Next Year



## Introduction

Leave administrator needs to do the following before the staff are allowed apply for leave for next year.

This can be done simply by saving next year's public holiday as well as turning on Advanced leave so that the staff can take the advanced leave required.

## Steps

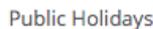
The steps to enable Next Year's Public Holiday



Step 1: Click on



Step 2: Click on



Step 3: Click on

Step 4: Select the year concerned



Step 5: Click on

Once this is done, the staff will be able to apply for leave for the following year.

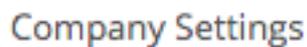
## Steps to enable Advanced Leave

Note that if you allow the staff to take leave for next year, you will need to turn on Advanced Leave in the Configuration. Staff this year would not have any leave available for them to take.

The steps to turn on the Advance leave are:



Step 1: Click on



Step 2: Click on



Step 3: Click on **Section 2: Staff Policy**

Step 4: Select **Yes** for this option.

Does the company allow staff to apply Annual leave if the number of days applied is greater than their current leave balance?

Yes

No