## How to setup a leave schedule for T&A?

Employee who is in business trip, training, sick, or short break still be considered to be working. BioStar's Time and Attendance features allow you to create 5 different leave schedules which are Business Trip, Training, Sick Leave, Annual Leave, and Monthly Leave.

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## Instruction: Add Leave Period

- 1. Click 'User' in the left shortcut pane and Select a user you wish to add 'Leave'
- 2. Move to the 'T&A' tab
- 3. Click 'Leave Management' button and click 'Add' to open Add Leave window
- 4. Fill out the Name of Leave and select the Type, Start Date, and End Date, then click 'OK'
- 5. Click 'Apply' to save a Leave Management

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- Five types of Leave: Business Trip / Training / Sick Leave / Annual Leave / Monthly Leave
   During the leave period, work time will not be calculated even though an employee comes to work.
- > Leave period has priority even there is duplication schedules between shift and leave.