



Verify leave type descriptions

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Verify that the leave types and descriptions are accurate. State Leave (whether the old State Sick and/or the State Personal) must exist in this table.

Tables > Leave

Save

ABSENCE REASON LEAVE TYPE DESCRIPTION LEAVE TYPE LEAVE RATES LEAVE SEQUENCE UNITS

Start Leave Type: Retrieve Print

Delete	Leave Type	Description Short	Description Long	Status	Use For Dock TRS Days	Comments Required	Post Against Zero Balance	Absence Reason
	01	LOCAL LEAV	LOCAL LEAVE	A - Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Absence Rea
	02	PR LOC LV	PRIOR LOCAL LEAVE	A - Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Absence Rea
	03	STATE SICK	STATE SICK	A - Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Absence Rea
	04	STATE PERS	STATE PERSONAL LEAVE	A - Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Absence Rea