



# leaverates



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# Leave Rates - HRS2100

**Human Resources > Tables > Leave > Leave Rates**


This tab is used to create multiple dock types and amounts for each leave type. It allows you to set the order in which the multiple dock types are applied to the leave type records, and establish the duration of the dock type. Duration is cumulative from the beginning of the school year (e.g., Leave type 01 can have three dock types (F, H, and D); in the order 1, 2, 3; for durations of 15, 5, and blank days). See the following example:

Leave Type	Description Long	Order	Duration	Dock Amount	Dock Type
01	Regular	1	15	\$50.00	D-Table defined
01	Regular	2	5		H-Half day
01	Regular	3			F-Full day


- The first 15 days of leave type 01 is docked at the rate of \$50.00 per day.
- The next five days of leave type 01 are docked at the half-day rate.
- Any leave type 01 days used in excess of the previous 20 days is docked at the full-day rate.

## Create leave rates:

Click **+Add** to add a row. Leave type codes are created on the Leave Type Description tab and must exist there to be used on this tab.

Field	Description
<b>Leave Type</b>	Click  to select a code from the drop-down list.
<b>Description Long</b>	The field is populated automatically when the user selects a leave type code.
<b>Status</b>	The field displays the leave type status. A row cannot be edited if the leave type status is set to I - Inactive on the Leave Type tab.
<b>Order</b>	Type the sequence in which the record is to be used (e.g., 1, 2).
<b>Duration</b>	Type the number of units (days or hours) that the dock type for this leave will be in effect.  When populated, this number causes the payroll calculation program to accumulate up to that number of units per school year, while docking using the selected dock type.  A blank or zero in this field docks all units or remaining units while docking using the selected dock type.
<b>Dock Type</b>	

## Other functions and features:

 <a href="#">Delete a row.</a>	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
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