**ADDING STAFF LEAVE**

* **Setup**
* **Users & Policy**
* **Staff Leave**

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* **Add leave**

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* **Add description of leave, i.e. annual leave**
* **Specify dates leave starts and ends**
* **Select staff member**

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**Please note that you will not be able to add staff leave if rotas are already applied on the dates you have specified – any conflicts will show in this box**

**To resolve the conflict, right click on the rota in the box and press Delete Rota**

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**Please be aware that if you have any appts booked in this rota it will still allow you to cancel the rota – please ensure that any appts have therefore already been rearranged prior to deleting the rota**