
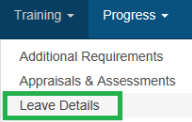
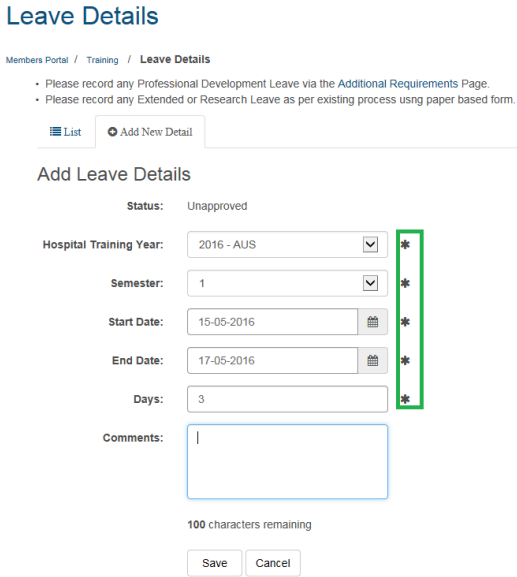



Leave Details - Trainee Summary Guide

 Tips	<ul style="list-style-type: none"> Professional Development Leave (PDL) must be entered through Additional Requirements. If PDL is approved, Trainees receive credit for these activities. Do not enter PDL through Leave Details. If PDL is entered and approved through Leave Details, Trainees will not receive credit for these activities and it will be deducted from their training time. Click on the Additional Requirements link at the top of the Add Leave Details page to record PDL. When calculating the number of days of Leave, do not include days you were not rostered to work. For example, if your work week is 5 days but you are on leave for the whole week (7 days), the Start Date and End Date can be recorded for the whole 7 days but in the “Days” field, only enter 5.
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Step	Instructions	Screenshot
1.	Click on the Leave Details menu under the Training menu.	
2.	Complete all mandatory fields denoted with asterisks.	
3.	Enter any comments that you want to add. Comments are optional.	
4.	Click Save.	