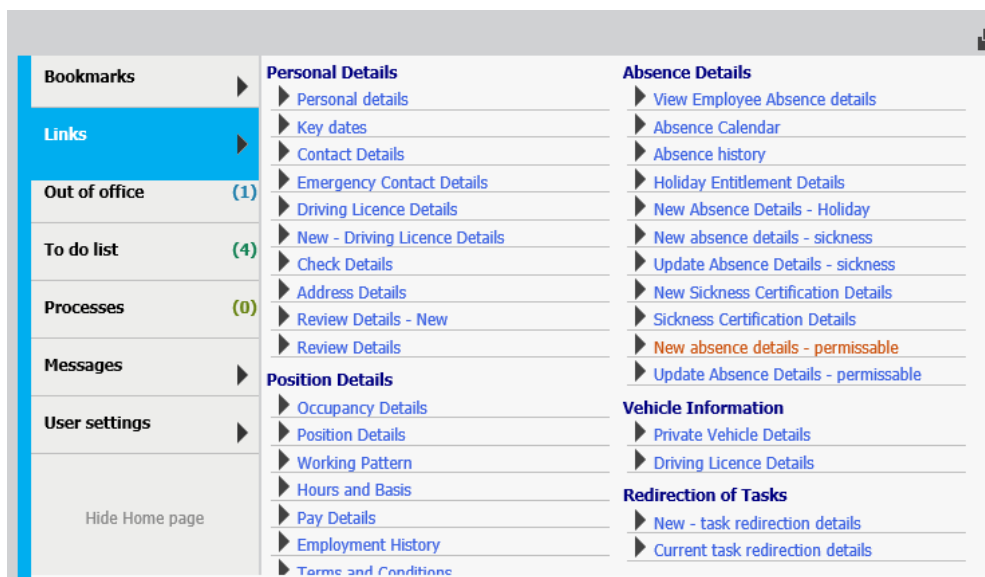People Matter

SpecialLeave.pdf

10.0   HOW TO LOG SPECIAL LEAVE ON ITRENT

Special Leave should be logged under Absence Details - New Absence Details - Permissable Absence

Details of the Special Leave can then be logged in the screens below with the drop down menu's providing a list of options for recording: