

Leave With Permission Screen

Updated on February 2018

[Home](#) > [Client Management \(Search Client\)](#) > [Leave With Permission](#) > [New Leave With Permission/Expire Early](#)

Business Purpose:

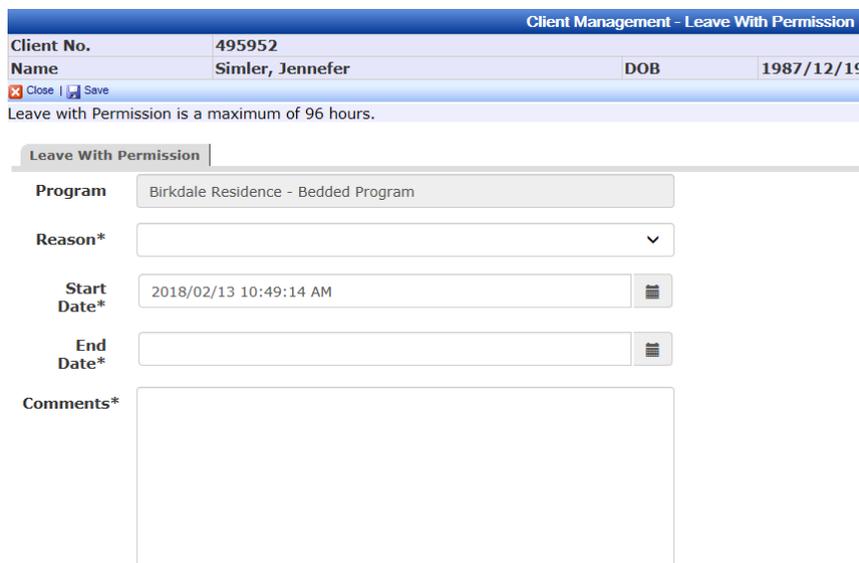
The **Client Management – Leave With Permission** page allows the user to create a new Client Leave With Permission or expire the Leave With Permission early.

LWP is for a client member, from one particular program, for a selected reason from a dropdown, must have a start date-time and a schedule end date-time and comments.

LWP can be terminated early (immediately) before the scheduled end date-time with mandatory expire early comments added.

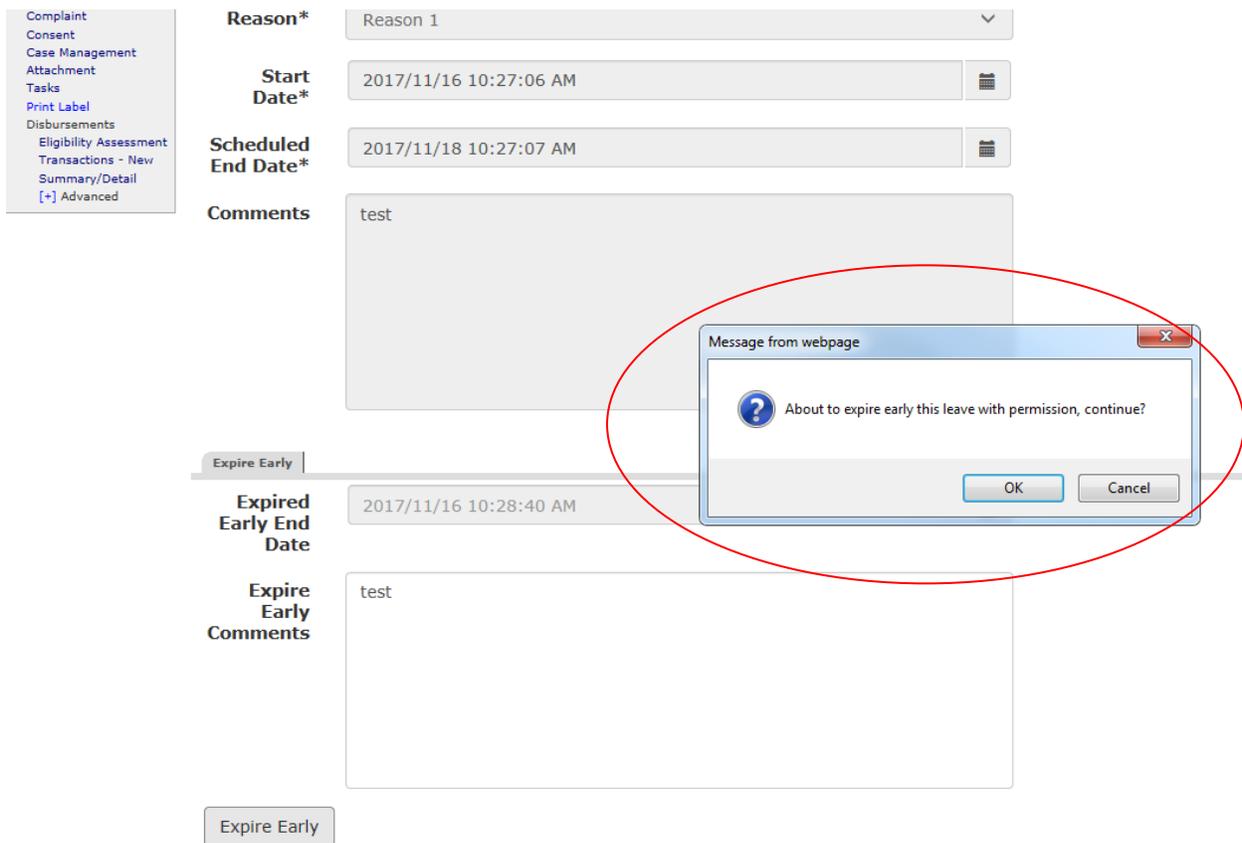
How to:

1. To view the details of an active Leave With Permission record, from the Client Management – Leave With Permission List page, click on the LWP **ID**.
2. To create new Leave With Permission, from the Client Management – Leave With Permission List page, click the  **New Leave With Permission** action button to go to new Leave With Permission detail page.



Client Management - Leave With Permission			
Client No.	495952		
Name	Simler, Jennefer	DOB	1987/12/19
 Close  Save			
Leave with Permission is a maximum of 96 hours.			
Leave With Permission			
Program	Birkdale Residence - Bedded Program		
Reason*	<input type="text"/>		
Start Date*	2018/02/13 10:49:14 AM		
End Date*	<input type="text"/>		
Comments*	<input type="text"/>		

3. From a dropdown, select the Reason*.
4. Select from the  icon calendars for the Start Date and End Date fields.
5. Enter Comments* regarding this Leave With Permission.
6. Click on  to save the new Leave With Permission.
7. To expire the LWP early, click on the LWP **ID** of the active LWP and Expire Early Comments must be entered and the Expire Early button pressed. A warning message as below will appear requiring user confirmation



The screenshot shows the SMIS interface for managing a Leave With Permission (LWP). On the left is a navigation menu with options like Complaint, Consent, Case Management, Attachment, Tasks, Print Label, Disbursements, Eligibility Assessment, Transactions - New, Summary/Detail, and Advanced. The main form has several fields: Reason* (dropdown menu), Start Date* (calendar icon), Scheduled End Date* (calendar icon), Comments (text area), Expired Early End Date (calendar icon), and Expire Early Comments (text area). A 'Save' button is visible. A modal dialog box titled 'Message from webpage' is overlaid on the form, containing a question mark icon and the text 'About to expire early this leave with permission, continue?'. The dialog has 'OK' and 'Cancel' buttons. A red circle highlights the dialog box.

- After saving the early expired LWP, the Expired Early End Date and Comments will appear in the LWP List record as shown below:

Client Management - Leave With Permission List

Client No. [] Name [] DOB 1972/08/03 Age 45

Back to Client Search | New Leave With Permission

Saved Successfully!

Leave With Permission

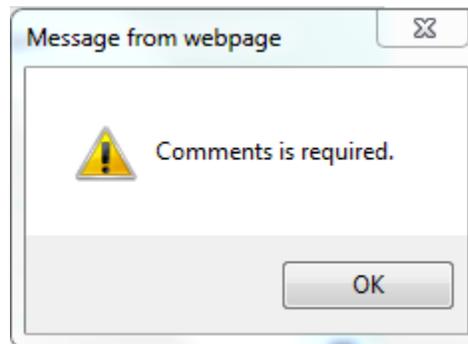
One record found. Record per page 20

ID	Program Name	Reason	Start Date	Scheduled End Date	Expired Early End Date	Comments	Expire Early Comments
1360	Birkdale Residence - Bedded Program	Reason 1	2017/11/16 10:27:06 AM	2017/11/18 10:27:07 AM	2017/11/16 10:30:16 AM	test	test

One record found.

Important Notes:

- All fields are mandatory. A message is displayed when user tries to save with an empty field.



- Once a LWP record is saved, fields cannot be edited anymore but can be manually expired by clicking the Expire Early button.
- Maximum allowable duration of a Leave With Permission is 96 hours.