Leave With Permission Screen

Updated on February 2018

Home > Client Management (Search Client) > Leave With Permission > New Leave With Permission/Expire Early
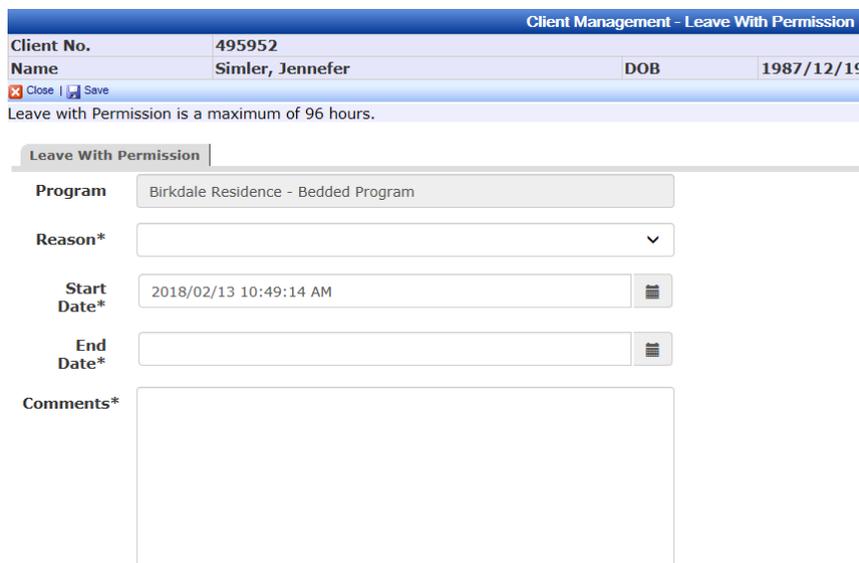
Business Purpose:

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.
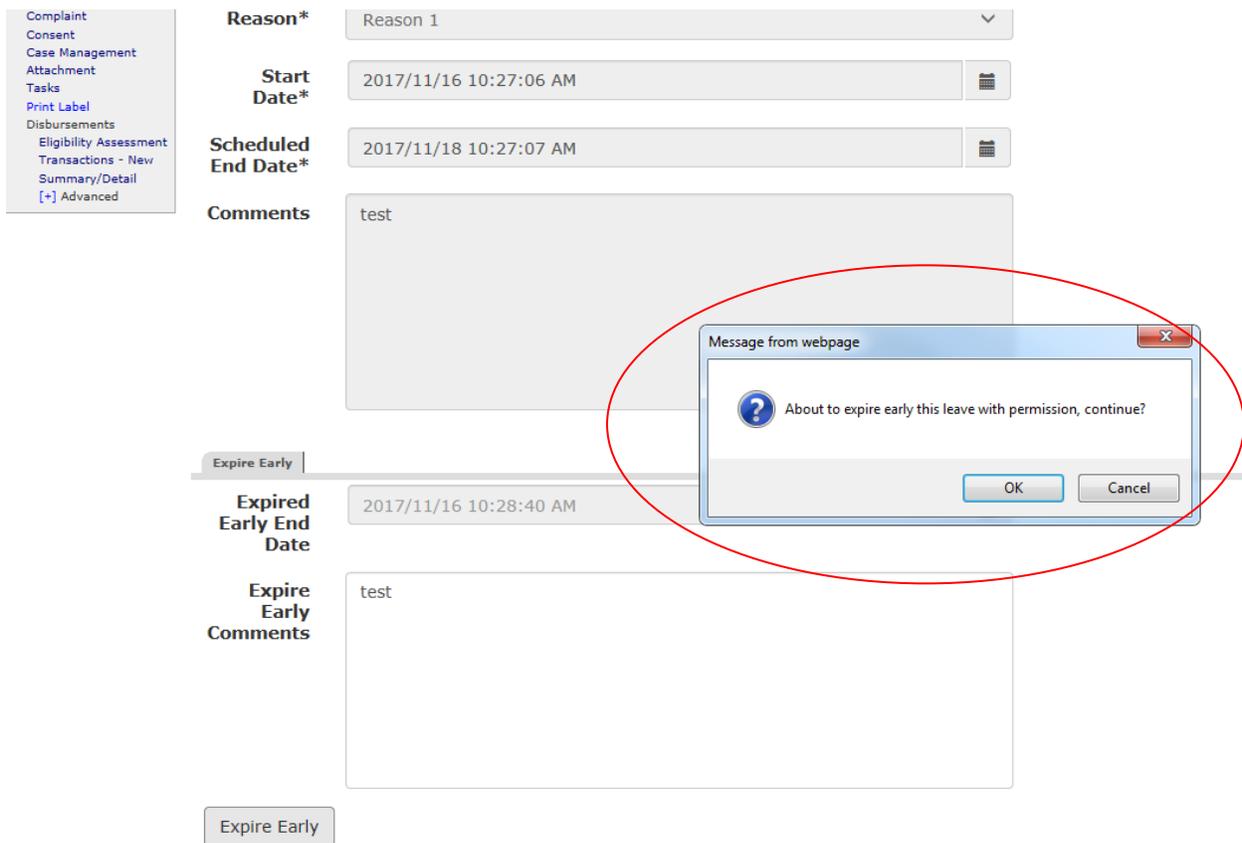
How to:

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.

3. From a dropdown, select the Reason*.

4. Select from the [calendar icon] icon calendars for the Start Date and End Date fields.

5. Enter Comments* regarding this Leave With Permission.

6. Click on [Save] 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

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

Important Notes:

1. All fields are mandatory. A message is displayed when user tries to save with an empty field.
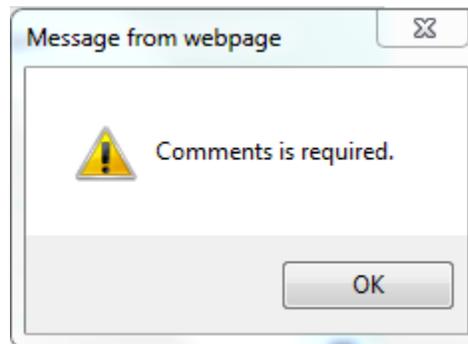
2. Once a LWP record is saved, fields cannot be edited anymore but can be manually expired by clicking the Expire Early button.

3. Maximum allowable duration of a Leave With Permission is 96 hours.