

Leave With Permission Screen

Updated on October 2023

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Business Purpose:

The **Client Management – Leave With Permission List** page displays a tabular listing of the client's current and/or history of Leave With Permissions (LWP).

How to:

1. A new option named "[Leave with Permission](#)" has been added to the Client **Navigator**. For each client's LWP record, the LWP **ID**, **Program Name**, **Reason**, **Start date**, **End date**, **Expired Early Date**, **Comments** and **Expire Early Comments** are displayed.

Client Management - Leave With Permission List

Client No. 729673

Name Gin, Anna DOB 1996/09/09 Age 27

Leave With Permission

One record found.

ID	Program Name	Reason	Start Date	End Date	Expired Early Date	Comments	Expire Early Comments
201449	Birkdale Residence - Bedded Program	Funerals	2023/10/21 08:59 AM	2023/10/24 09:00 AM		test1	

One record found.

2. Each of the column headings can be clicked to sort the records (For example, when you click on the **Start date**, the LWP records will be sorted in either ascending or descending order)
3. Clicking on the LWP **ID** will drill down into that individual LWP's detail screen.
4. A new Leave With Permission can also be started by clicking on the [New Leave With Permission](#) action button.

Important Notes:

1. At any time, there can only be ONE active LWP record per client member.
2. The total number of records is shown at the top and bottom of every page.