Deleting a leave type in Nako

To delete a leave type in your time and attendance system please do the following. Navigate to the leave tab and then click on the types button.



The leave types screen should now open with all you current leave types.

	New	💋 Edit	🖌 Enable	X Delete
Name				Enabled
Annual Leave				Enabled
Sick Leave				Enabled
Family Leave				Enabled
Maximum Leave Types	s: 30			



If you want to delete a type click on it so that it is highlighted.



Then click on the delete button



The leave type should now be deleted. Please take note that there are reasons for every leave type so you will have to remove the leave reason as well. Please see the "Deleting a leave reason in Nako" manual.