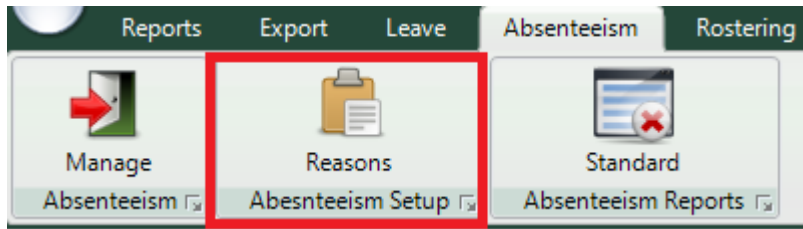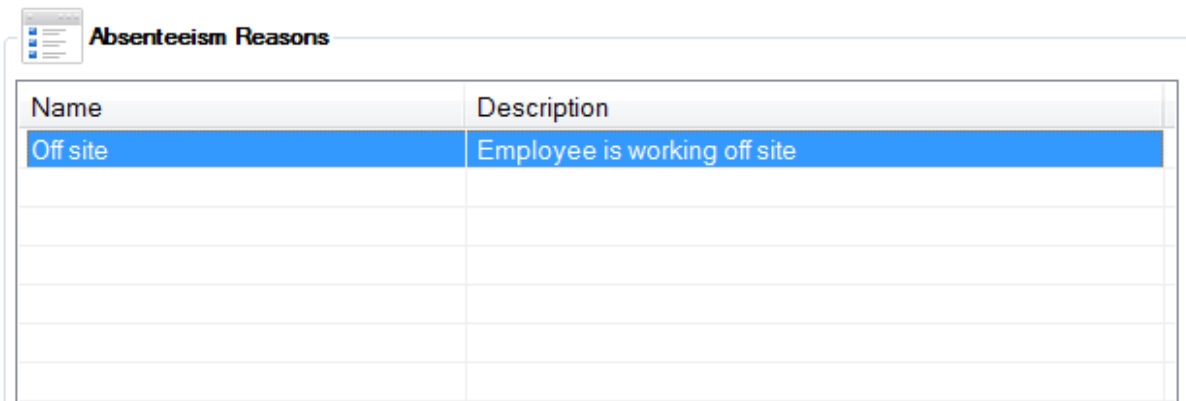## How to delete an absenteeism reason code

If you want to remove one of your absenteeism reasons you can do the following. Click on the absenteeism tab and then click on reasons.

A list of all the reasons should now appear in the centre of the screen.

Click on the one which you want to remove so that it is highlighted. Next click on the delete button.

The reason should now be deleted.