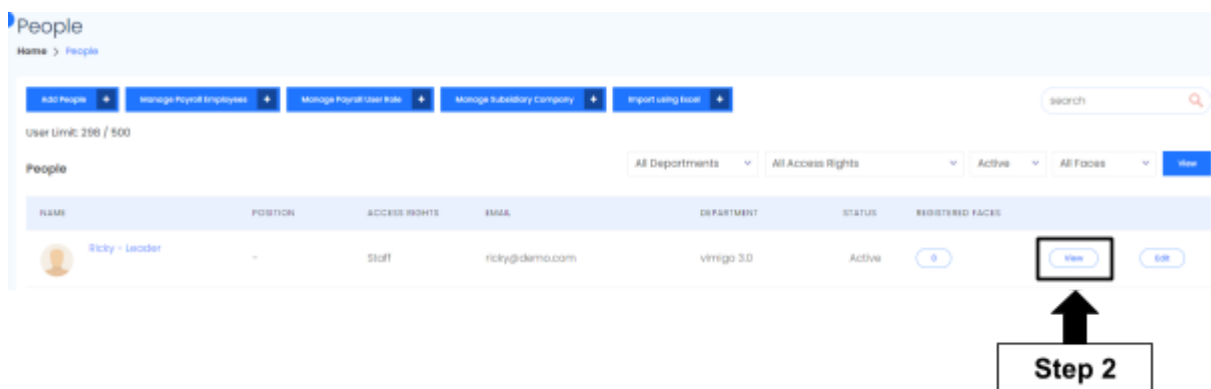


How to edit individual leave balance?

Step 1: Head over to **All Features** Tab at the top of the website □ Under **Company** list, click on **People**.



Step 2: Click **View** to view the selected employee's profile.



Step 3: Scroll down to **HR**, click **Edit Leave Entitlement**.



Step 4: Click **Edit** to edit individual leave balance.

vimileave Entitlement

LEAVE TYPE	LEAVE ENTITLEMENT	LEAVE BALANCE	LEAVE STATUS	HISTORY	ACTION
Sick Leave	14.0 Days	0.0 Day	Enabled	History	Edit
Annual leave	8.0 Days	0.0 Day	Enabled	History	Edit
Unpaid Leave	8.0 Days	0.0 Day	Enabled	History	Edit
Replacement Leave	0.0 Day	0.0 Day	Enabled	History	Edit
Compassionate Leave	8.0 Days	0.0 Day	Enabled	History	Edit
Others	10.0 Days	0.0 Day	Enabled	History	Edit
Birthday Leave	2.0 Days	0.0 Day	Enabled	History	Edit

A callout box labeled 'Step 4' points to the 'Edit' buttons in the 'ACTION' column of the table.

Step 5: You can edit leave balance here.

Aditya Kumar - Edit vimiLeave Balance

[Home](#) > [Company Leaves](#) > [People Leaves](#) > [Aditya Kumar's vimiLeave Entitlement](#) > [Edit](#)

Edit vimiLeave Balance

Leave Type

Annual Leave

Leave Balance (Days)

10

Step 5

Update [Back](#)