

Setting up leave types

Leave Types is where an administrator defines the categories of leave your organisation offers, found under **Leave → Leave Types**. Verified live on demo.blueonehr.com, 2026-09-13, signed in as an HR Head.

<https://www.youtube-nocookie.com/embed/1i9cUJCplzs>

[Set up leave types](#)

What a leave type carries

Each type has a name, whether it is **Paid** or unpaid, a **Total Days** allowance, whether unused days **Carry Forward** to the next period, and whether it is **Compensatory** (earned in exchange for something, such as working a holiday, rather than granted upfront). **Create Leave Type**, **Edit**, **Assign**, and **Delete** are the available actions per type.

Free trial. Your workspace is fully available.

Talk to sales

BlueOneHR

Search modules...

Dashboard

Recruitment

Onboarding

Employee KYC

Employee

Attendance

Leave

Assets

Performance

Offboarding

Geo-Fence

Field Ops

Payroll

HR Letters

Project

Help Desk

Integrations

Settings

Admin viewEmployee view

Signed in as Ananya Iyer · HR Head

55

Ananya

Dashboard / Leave / Leave Types

Leave Types · 6

+ Create Leave Type

DashboardMy Leave RequestsLeave RequestsLeave TypesAssigned LeaveLeave Allocation RequestHolidaysMore -

Search

All is Paid

NAME	PAYMENT	TOTAL DAYS	CARRY FORWARD	COMPENSATORY	ACTIONS
Bereavement Leave	Paid	5.0	No Carry Forward	No	EditAssignDelete
Casual Leave	Paid	13.0	No Carry Forward	No	EditAssignDelete
Compensatory Leave Type	Paid	1.0	No Carry Forward	Yes	EditAssignDelete
Maternity Leave	Paid	60.0	No Carry Forward	No	EditAssignDelete
Paternity Leave	Paid	28.0	No Carry Forward	No	EditAssignDelete
Sick Leave	Paid	14.0	No Carry Forward	No	EditAssignDelete

What was actually configured on the demo workspace

Six leave types existed, all **Paid**, none carrying forward unused days:

Type	Total days	Compensatory
Bereavement Leave	5.0	No
Casual Leave	13.0	No
Compensatory Leave Type	1.0	Yes
Maternity Leave	60.0	No
Paternity Leave	28.0	No
Sick Leave	14.0	No

These are this workspace's own configuration, not a fixed product default — see [How leave works](#) for the standing caution against assuming every organisation offers the same leave types with the same allowances. Only **Compensatory Leave Type** was marked Compensatory; the rest are granted upfront rather than earned.

Related

- [How leave works](#)
- [Applying for leave](#)

Created 2026-09-13 18:22:32 UTC by Docs Publisher (CI)

Updated 2026-10-03 03:28:44 UTC by Docs Publisher (CI)