

The **OrangeHRM PTO** is a sophisticated system designed to handle all complex leave accruals, rules, policies and standard leave management.

The system is highly user friendly and customizable. With the **OrangeHRM PTO** you can make sure the software is shaped to suit your organization instead of you adjusting to the system. Below are some examples of a few complex leave accruals and rules that can be handled by the system.



Many companies tend to take leave management lightly, but research has shown surprising results on how leave management impacts directly on business performance. Some classic examples would be;

A loss to the company – Many companies reimburse certain leave, if employees did not use them up this might prove to be costly for the company.

Abiding Legal Policies – If you are a multinational you probably will have to comply to many rules put in by governments of these countries, if you don't comply to them you risk being sued by your employees or the relevant authorities.

Performance, Emotions and Leave – Too much leave will result in careless work, whereas less leave will increase stress and mess performance and emotions of an employee.

So how do you overcome these problems?

The OrangeHRM PTO, is an accurate, quick, configurable, and user-friendly way of managing your organizations leave. Unlike many other leave management systems which require you to adapt to those features available on it, the OrangeHRM PTO can be configured exactly the way you want it to work.

Some key challenges you can overcome include;

Important and accurate information – It's not only about managing leave, monitoring trends and patterns are critical metrics that allow accurate forecasting.

Policy awareness and compliance – Leave policies will be conveyed to the employees in the form of in-built help, messages and warnings, reducing lack of knowledge on leave policies and ensures proper flows are followed.

Employee self service – Saves HR's time in handling employees leave queries, they can login to the system to find out all they want about their leave.

Multi-location management – A centralized system yet localized to be used in all your branches worldwide with rules specific to each country. You can have global and regional administrators with any combination of access rights.

Leave accrual / carry forwards and expiries – Automatic leave accrual based on your companies leave policies and timely carry forwards of leave with configurable expiration dates for the carry forwards.

The OrangeHRM Live trial version is not equipped with this new feature at this point but it is available for production users. The system will be introduced into the trial version within the next couple of months. Many existing users have been upgraded to this new version.

Bradford Factor - Measuring absenteeism is a key factor for organization's but calculating these manually can be tedious and and inaccurate, with the Bradford Factor calculation plugin on OrangeHRM you can calculate the attendance score of your employees which is a key piece of information to increase productivity.

For those using the open source version, the system will be provided as a plug-in upon subscribing for a Gold support plan.

Example 1



Jack is an employee who has completed 2 years of service with the company



Jack wants to apply for Annual Leave.

Applicable Rules

- Employees will accrue 2 days of annual leave per month after the first year of service, up to a maximum of 14 days
- Only a maximum of 10 consecutive days can be applied.
- You cannot apply for more than the leave that will be accrued at the end of the year.
- All existing lieu leaves should be utilized prior to applying for annual leave.
- A maximum of 7 days can be carried forward to the following year.



Jack should have a leave balance of 14 days at the end of 2 years.



Jack has used 6 days earlier this year




Jack applies for 9 days of annual leave.


 System identifies Jack has a lieu leave balance.

- Please utilize your Time Off In Lieu (TOIL) balance prior to applying for Annual Leave

Apply Leave

Leave Type*

From Date* 


To Date* 

Total Duration (days)

Comment

Apply

Fields marked with an asterisk * are required.

 System identifies Jack does not have the current leave balance.

- You are not allowed to apply for more than your current leave balance

 Jack applies for 5 days of annual leave.

- Leave request successfully submitted.

One of the four days Jack applied was already a national holiday, so the system did not deduct this from Jack's leave entitlement.

Jack's leave summary on the last day of the current year.

Leave Entitlement	Leave Bought Forward	Leave Taken	Leave Scheduled	Leave Balance
14	0	10	0	4

Jack's leave summary on the 1st day of the following year.

Leave Entitlement	Leave Bought Forward	Leave Taken	Leave Scheduled	Leave Balance
2	4	0	0	6

Example 2

 Jack is an employee who has completed 8 months of service with the company.

 Jane is an employee who has completed 2 years of service with the company.

Applicable Rules

- Only a maximum of 7 consecutive days can be utilized.
- Permanent employees are eligible for 14 days of leave sick leave per year.
- Cannot apply for more than the current leave balance.
- A medical certificate has to be produced for sick leave taken for more than 7 working days.
- Non-permanent employees will accrue $\frac{1}{2}$ days sick leave per month.
- Sick leave cannot be carried forward.

 Jack should have a leave balance of 4 and Jane should have 14 days.

 Jack applies for 2 days of sick leave, while Jane applies for 7.

Jack's Application

Jane's Application

Leave accruals occur based on Employment Status, Job Titles & Pay Grades.

- Employment Status – Check box available to indicate eligibility for vacation leave – 10 Days
- Job Titles - Check box available to indicate eligibility for vacation leave – 40 days
- Pay Grades - Check box available to indicate eligibility for vacation leave – No of days configurable for each pay grade

Example

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Leave Type

Vacation Leave

System checks employment status for eligibility

If yes, system will accrue a particular no. of days
If no, system will check the job title

System checks job title

If yes, system will accrue a particular no. of days
If no, system will check the pay grade

System checks pay grade

If yes, system will accrue a particular no. of days
If no, system will not accrue leave for this employee

If an employee is hired within the first 15 days of the month, they will receive the full entitlement. If an employee is hired after the first 15 of a month leave accrual starts on the following month.

A defined no. of vacation leave days will be deducted if employees go on leave as listed below;

- 16 days of consecutive sick leave including holidays and excluding weekends
- 30 days of consecutive vacation leave excluding holidays and weekends
- 30 days of consecutive study leave excluding holidays and weekends
- 30 days of consecutive leave without pay excluding holidays and weekends
- 98 days of consecutive maternity leave excluding holidays and weekends

Leave will be deducted using the following formula;

$$\text{Deduction} = \frac{(\text{Leave entitlement for one month} * \text{amount of days taken})}{30 \text{ days}}$$

The above scenarios are only a few of the complex leave accruals and rules that can be handled by OrangeHRM.

Customers using the OrangeHRM PTO



DesignBridge



"OrangeHRM has helped the University of Belize drastically in facilitating work for us. Thanks to OrangeHRM there is quick access to information both by employees and administrators. It facilitates the process of calculating leave for employees. It has helped also in the coherent and accurate process of vacancies and recruiting employees. The generation of reports is a wonderful job being done as there is no need for manual generation of reports. In general OrangeHRM has helped the University amazingly and is continuing to help us."



Hertha Gentle
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