






# ENTERPRISE LEAVE MANAGEMENT

The following plug-ins are included in Enterprise Leave Management

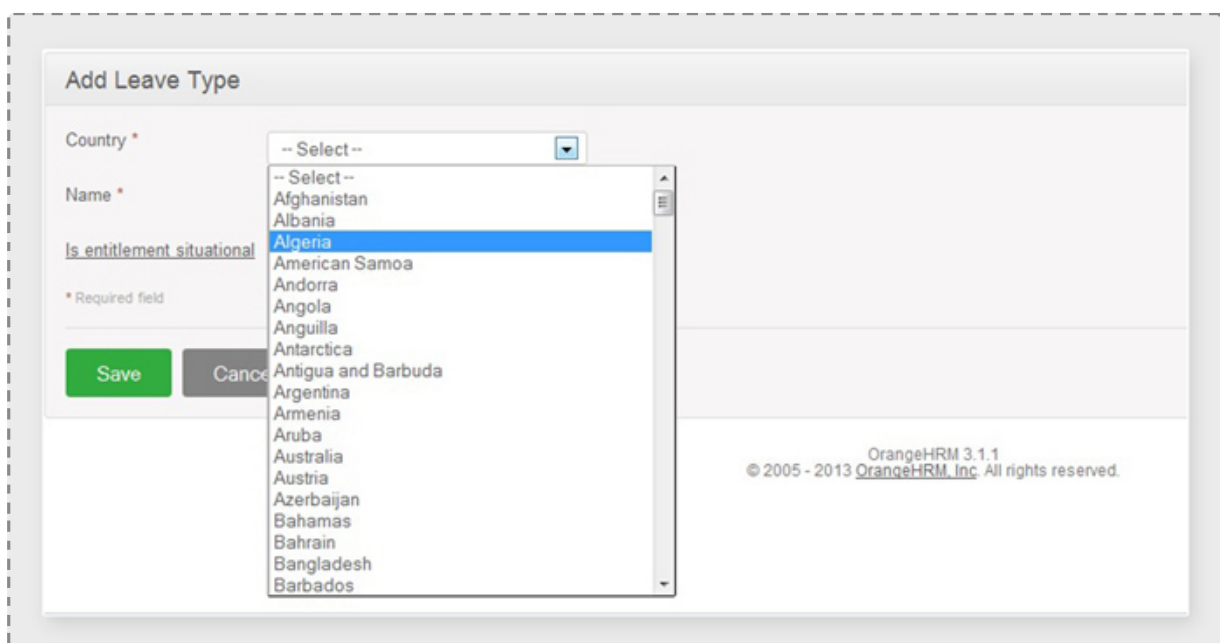
- ▶ Leave Calendar
- ▶ Multi-Country Leave
- ▶ Advanced Reports for Leave

The Enterprise Leave Management module of OrangeHRM enables setting up country-based leave rules for eligibility, apply restrictions, leave accrual rules and carry forward rules. The module also features a leave calendar which can be used by supervisors, HR administrators and employees to plan leave.

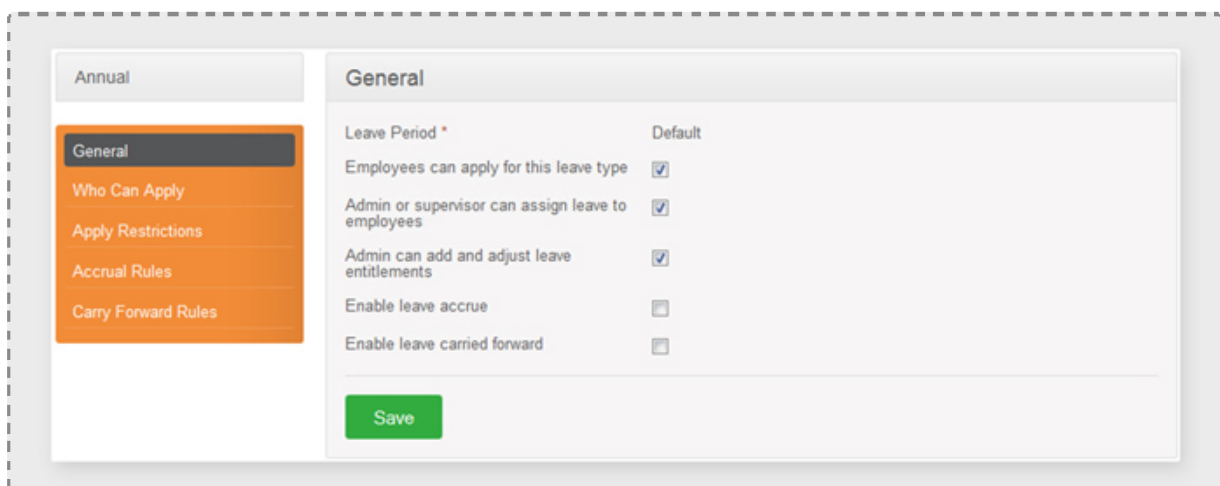
-  Set up leave rules specific to each country or region. You can have global and regional administrators with any combination of access rights.
-  Configure apply-restriction criteria for each leave type.
-  Set up annual, monthly and quarterly accrual rules based on Job Title, Employment Status and Years of Service.

- 📍 Set up leave carry forward rules with expiration dates for leave carried forward.
- 📍 Leave calendar with detailed view of leave statuses.
- 📍 Generate Employee Leave Reports to view the leave entitlements and usage history of an employee within any given leave period.

Leave types can be defined with country-based leave rules



Create “Leave Types” by configuring eligibility criteria and advanced leave rules specific to your company.



Configure leave entitlements based on employees' job details.

The screenshot shows a configuration interface for Annual leave. On the left, a sidebar contains a menu with options: General, Who Can Apply (highlighted), Apply Restrictions, Accrual Rules, and Carry Forward Rules. The main content area is titled 'Who Can Apply' and is divided into two sections: 'Employees with:' and 'And Employment Status'. Under 'Employees with:', there is a sub-section 'Job Titles' with a list of job titles and checkboxes: Accountant, Audit Trainee, Head of Finance, HR Specialist, Industrial Engineer, Pre-Sales Associate Executive, and Program Manager. The 'And Employment Status' section is currently empty.

Configure apply restriction rules for each leave type. (Ex: To apply for child care leave you need to have a child below 7years or to apply for medical leave you have to answer the question, “Do you have a medical certificate?” If no, you can't apply.)

The screenshot shows the 'Apply Restrictions' configuration page for Annual leave. The sidebar on the left has the same menu as the previous screenshot, with 'Apply Restrictions' highlighted. The main content area is titled 'Apply Restrictions' and contains several checkboxes and input fields for defining restriction rules. The rules are: 1) 'Don't allow more than current leave net balance. Net Balance = [Entitlement + BF] - [Taken + Scheduled + CF + PendingApproval]' (checked); 2) 'Don't allow partial day leave.' (unchecked); 3) 'Don't allow if employee answer NO to below question. Show the error message that comes afterwards.' (unchecked), with a 'Question' input field below it; 4) 'Error Message' input field; 5) 'Don't allow if Service Period less than 3 months' (checked); 6) 'Don't allow if number of consecutive leave days exceed' (unchecked) with an input field; 7) 'Don't allow if no child found aged less than' (unchecked) with an input field. A green 'Save' button is located at the bottom left of the main content area.

Set up leave accrual rules and automatic leave carry forwards.

Casual

Accrual Rules

Accrual Frequency: Annual

Accrue Every: 1 Year

Day of Crediting to Employee: 1/1

Leave Entitlements Per Employee Group

Add Group Expand All Collapse All

Employee Group 1

Group Name: [Text Field]

Number of Days of Leave Accrued: [Text Field]

Accrue Entitlements Up To a Maximum of: [Text Field] Days

Job Titles

Accountant:

Casual

Carry Forward Rules

Expire After: [Text Field] Months

Maximum number of leave to carry forward: Specify the maximum number [Text Field]

Save

Work week can be defined for all employees based in different locations/countries

Work Week

Country \* [Dropdown: Australia, Ireland, Singapore, United Arab Emirates, United Kingdom, United States]

Monday: Full Day

Tuesday: Full Day

Wednesday: Full Day

Thursday: Full Day

Friday: Full Day


Saturday: Non-working Day


Sunday: Non-working Day


Save

Holidays can be defined that will be applicable to the companies located in different countries

### Holidays

From:  

To:  

Country:  

Location:   
Australia  
Ireland  
Singapore  
United Arab Emirates  
United Kingdom  
United States

The Employee Leave Report gives an entire leave entitlements and usage history of an employee within any given leave period

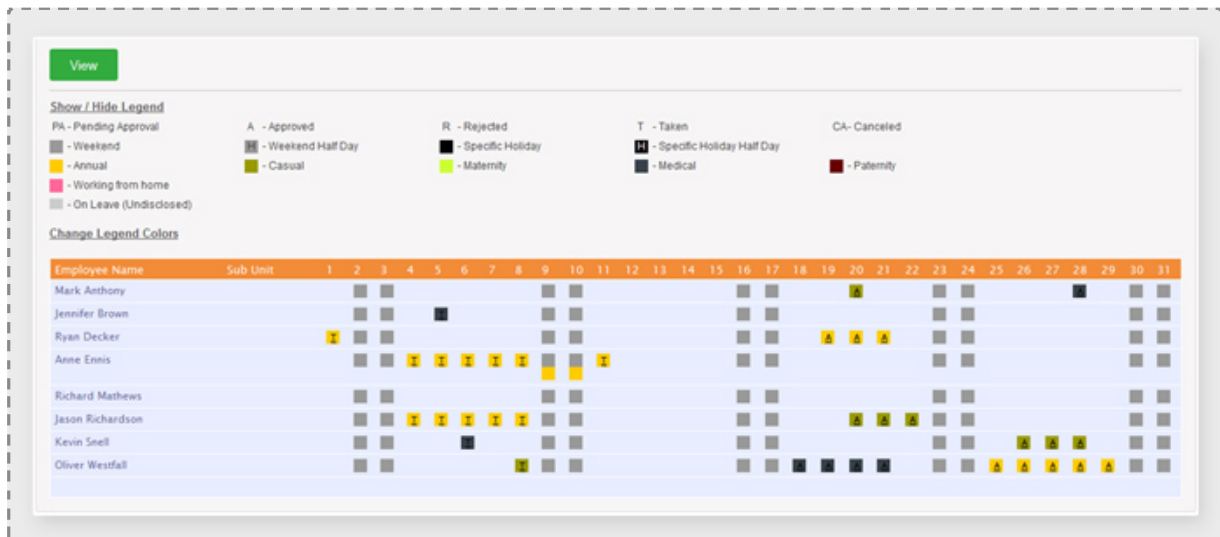
### Leave Entitlements and Usage Report

Generate For \*

\* Required field

Leave Type	Current Leave Period	Leave Entitlements (Days)	Leave Pending Approval (Days)	Leave Scheduled (Days)	Leave Taken (Days)	Leave Balance (Days)	
United States - Annual	2013-01-01 - 2013-12-31	14.00	0.00	0.00	3.00	11.00	<a href="#">Show Timeline</a>
United States - Sick leave	2013-01-01 - 2013-12-31	7.00	0.00	0.00	0.00	7.00	<a href="#">Show Timeline</a>
United States - Casual leave	2013-01-01 - 2013-12-31	7.00	0.00	0.00	1.00	6.00	<a href="#">Show Timeline</a>
United States - Maternity Leave	2013-01-01 - 2013-12-31	0.00	0.00	0.00	0.00	0.00	<a href="#">Show Timeline</a>
United States - Paternity	2013-01-01 - 2013-12-31	0.00	0.00	0.00	0.00	0.00	<a href="#">Show Timeline</a>
United States - Working from home	2013-01-01 - 2013-12-31	0.00	0.00	0.00	0.00	0.00	<a href="#">Show Timeline</a>

View all employee leave in a calendar view.



## CONTACT US

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