

LEAVE MANAGEMENT

Managing employee leave is becoming one of the telling differences between enterprises to cut cost and increase productivity.

KaiZenHR Enterprise Leave Management module will perform the varying leave accruals according to years of service and grade as well as allows you to maintain and track employee leave, both historical and current, so that you can better monitor both individual productivity and cost due to direct or indirect leave payouts.

Leave Group	Leave Group Description	Up to years of service	Entitlement
EXEC	EXECUTIVE	3	16
EXEC	EXECUTIVE	5	18
EXEC	EXECUTIVE	40	21
MGT	MANAGEMENT	2	14
MGT	MANAGEMENT	3	16
MGT	MANAGEMENT	5	18

Leave Application

Leave Type: ANNUAL LEAVE

From Date: 16/03/2015 To Date: 16/03/2015

Partial Day Quantity: 0 Partial Day Date: [Dropdown]

All Partial Days: Partial Day Type: Not Applicable

No. Of Days: 0.00 Allocation Type: Normal

Reason: [Dropdown]

Clinic: [Text Field]

Non Panel Clinic: [Text Field]

Emergency Contact No.: [Text Field]

Replacement Person: [Text Field]

Remarks: [Text Field]

Submit Compute Days View Balance

NOTE: Please submit supporting documents (if any) after application is successfully submitted.

Some key features of the module includes:

- Ability to **user define** all type of **Leave** (Annual, Meeting, Conference, Seminar, Study, Maternity, Compassionate, Unpaid, Paternity, Sick, Research, Sabbatical, Half Pay, etc.,
- Automatically handles **earmarking** of Leave upon application to effect accuracy in the transactions
- Employee entitlement based on assignment of **Leave Grouping** for easier administration.
- Tracking of **Leave Balances** (for various type of Leave) for each Employee
- **Scriptable Leave Entitlement** Computation – user defined criteria to be used for calculation of the entitlement
- Ability to **Carry Forward** any Leave Balance at the End of Year, subject to the organisations policy and procedures. Leave to be Carried Forward can also be capped to a maximum number of days.
- Automatic **Brought Forward Balance forfeiture** or expiry.
- Ability to **Accumulate** Leave Balance for a specified number of years for the purpose of Pilgrimage / Overseas trip. Accumulation of leave can be tracked up to 6 years.
- Ability to **Cancel / Revert** any Pending Leave Application
- **Mass Leave Transaction** Generation & Approval – minimize data entry and/or maintenance of leave transactions.
- Ability to do manual **Leave Balance Adjustment** at any point of time eg. Additional crediting of Replacement Leave
- Allow **Entitlement Adjustment due to regrading** (promotion, transfer) during leave period
- Provides linkage to **Time Management System** for identifying employees on Leave
- Provides linkage to **Payroll System** for the deduction of Unpaid Leave and Pay In Lieu
- Generation of Leave Balance Report for **encashment** at Retirement
- Online leave application, leave balance and transactions viewing.
- Leave approval online with ability to view employees activity map for employee present headcount / percentage.