

## *Leave Management*



- Unlimited type of Leave eg. Annual, Maternity, Paternity, Medical, Hospital, Compassionate, Marriage, etc.
- Holiday calendar by work group with the common holidays and regional / special holidays assigned for each work group without having to assign to individual employees.
- Company panel clinics for the purpose of managing Medical Leave.
- Analysis report of leave taken on Panel and Non-Panel clinics.
- Automatic generation of Off days for work group.
- Earn basis entitlement calculation for Annual Leave.
- Parent and detail entitlement control like Hospitalization and Sick leave, where balance of Hospitalization leave will take into consideration of utilization of Sick leave.
- Carry forward rules as to allowed or not, max. days or % of balance allowed and allowed cumulative balance carry forward.
- Full history of leave transactions
- User configurable entitlement rules based on group, employment type and years of service of employee.
- Automatic computation of the yearly entitlement of a staff based on entitlement rules setup for both earn basis and non-earn basis leave.
- Separate accumulation of leave besides normal carry forward practise ie. For Haj purpose.
- Carry forward expiry date and instructions.
- User definable leave accumulated balance forfeiture instructions.
- Employee can submit their Leave Application online over the Intranet / Internet on Employee Self Service model
- Employee can check their Leave Balances and Transactions online on Employee Self Service Model
- Managers can do online Leave Approval using Manager Self Service Model
- Flexible Workflow Engine that is able to configure the routing processes.
- Workflow Engine provides capability of defining Automated Processes (e.g. Query and Update to database), Manual Processes (e.g. Leave Approval by Supervisor or Manager) and Time Based Processes (e.g. If no action within x hours, it can be define to route to take the next action).
- Role Based Leave Approver Function where an Employee's Leave can be approved by multiple managers / supervisors.
- Sick leave with information pertaining to Clinic visited, Panel or Non-Panel clinic.
- Mass leave entries or leave approval / rejection for a group of employees, in event of compulsory Leave
- Advance leave entries via the specification of value date.
- Notification of leave approver for staff upon online leave application via email.
- Notification to respective staff via email upon leave approval or rejection.
- Leave forfeiture due to carry forward expiry date.

- Compute accurate leave balance taking into consideration of leave applied that has not being approved or rejected yet – leave earmarked.
- Leave sweeping of balance on a specific formula eg. Forfeit any balance that is over 1.25 of yearly entitlement, at any given date.
- Support quarter day leave.
- Replacement leave generation.
- Undo the year end closing process when error encounter.
- Annual leave planning and submission via Employee Self Service

