

Leave Policy setup for All Purpose Leave

All Purpose Leave

Grant Settings

Leave Granting Frequency : Quarterly

Grant Mode : Fixed, at begining of the period

Maximum Leave For The Period : 24.0

Granted Leave Expires After : 0 Days

Allow employees to apply for additional leave grant (for compensatory off) : No

Allow me to define grants individually for each month/quarter/year : Yes

Month Name	Total Days	From Range	To Range	Days
January	2			
February	2			
March	2			
April	2			
May	2			
June	2			
July	2			
August	2			
September	2			
October	2			
November	2			
December	2			

Allow Manual leave grant for individual employees : No

Grant only if employee status is :

Grant only if not availed : No

Allow leave application to be granted in advance : No

Is One Time Grant : No

Grant Prorating Settings

Prorate leave while granting, on the basis of : Joining Date

Prorate Mode

Prorate based on days worked : Yes

Prorate based on months worked : No

From Range	To Range	Days
1	15	2
16	31	1

Round Off During Grant Prorating

Don't round off : Yes

Round off to nearest half day / full day : No

Round of to ceiling half day / full day : No

Custom Roundoff : No

Weekends, Holidays, Clubbing and Covering

Weekends between leave period: Do not consider as leave

Holidays between leave period: Do not consider as leave

Allow clubbing weekends with leave: No

Allow clubbing holidays with leave:	No
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Limits For Availing Leaves

Can this leave be taken in half day intervals:	Yes
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Minimum leave that can be availed per instance:	0.5
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Maximum leave that can be availed per	Instance 0.0
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Minimum gap (duration) between two instances:	0.0
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Maximum instances allowed per year:	0
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Maximum total days of leave that can be taken per year:	0.0
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Maximum total days of leave that can be taken per month:	0.0
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Consider as long leave, if the No. of:	0.0
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Keep track of balance for this leave type:	Yes
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Allow leave to be taken in excess of eligibility:	No
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Maximum days allowed in excess of eligibility:	0.0
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Restrict Employees from applying for leave during notice period:	Allow completely
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This leave can be availed for upto	0 children
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Eligibility Criteria

Leave can be taken only after a wait period starting from:

Wait period before employees can

Avail this leave is 0.0 day(s)

This leave cannot be taken together with the leave:

Applicable for the gender:

Anyone

Applicable for religion:

Applicable for employment status:

Applicable for marital status:

Allow to be claimed only on the date of the event:

Consider leave balance from the leave type:

leave.policy.eligibility.criteria.availed.balance.zero

Workflow Settings

Is approval required when employee applies for leave?

Yes

Can leave be applied for in advance?

Yes

Application to be submitted in advance at least before:

0

Application cannot be submitted earlier than:

0

Is back-dated application allowed after availing leave?

Yes

Back-dated application to be submitted not later than:

0

Back-dated application to be considered from the:	from date of leave application
Allow leave application for next year's leave before:	0
Can immediate manager / supervisor approve this leave?	Yes
No	Is leave attachment mandatory for this leave type?
No	Send a carbon copy (cc) of all leave workflow mails:
No	Deduct Availed

Leave Encashment

Can this leave type be encashed?	Yes
To allow encashment, require a minimum balance of:	0 day(s).
Minimum number of days that can be encashed at a time:	0 day(s).
Maximum number of days that can be encashed at a time:	10 day(s).
Maximum number of times encashment is allowed per year:	0 day(s).
Allow encashment when applying for leave:	No

Year End Processing

Is year end processing required for this leave type?	Yes
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Automate Period End Processing	No
Is carry forward of leave balance to next year allowed?	No
Calculate the leave as per:	Days
Maximum limit of leave(s) that can be carried forward:	0.0 day(s).
Maximum limit of leave(s) that can be encashed:	0.0 day(s).
Maximum limit of leave(s) that can be transferred to another leave type:	0.0 day(s).
Annual limit of balance allowed to be carried forward:	0.0 %
Maximum days that can be granted as carry forward:	0 day(s).
Intimate employee by mail when balance is high:	No

Round Off During Year End Processing

Don't round off	Yes
Round off to nearest half day / full day	No
Round of to ceiling half day / full day	No
Custom Roundoff	No

Leave Processors

Leave Granter Class	Annual/HalfYearly/Quarterly Leave Granter
Leave Prorater Class	Half-Yearly/ Quarterly Prorater
Leave Balance Provider Class	Default Balance Provider

Year End Processor Class

Default Year End Processor