

Leave Policy setup for Bereavement Leave

Bereavement Leave

Grant Settings

Leave Granting Frequency :	Monthly
Grant Mode :	Fixed, at begining of the period
Maximum Leave For The Period :	5.0
Granted Leave Expires After :	0 Days
Allow employees to apply for additional leave grant (for compensatory off) :	Yes
Check Grant Rules While Applying :	Yes
Restrict employees to apply for leave grant only on a non working day (As per leave policy) :	No
Back-dated grant application to be submitted not later than: :	0
Allow employees to apply for grant if their attendance status is :	
Attendance excess hours required for half day grant:	00:00
Attendance excess hours required for full day grant:	00:00
Do not allow employees to apply for grant, if already :	0 day(s) of leave balance is available.
Allow me to define grants individually for each month/quarter/year :	No
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 based on previous month work day(s) No

Grant Prorating Settings

Prorate leave while granting, on the basis of : No

Prorate Mode

Prorate based on days worked : Yes

Prorate based on months worked : No

From Range	To Range	Days
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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

Limits For Availing Leaves

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

Eligibility Criteria

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

Wait period before employees can

Avail this leave is 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?

No

Is back-dated application allowed after availing leave?

No

Back-dated application to be submitted not later than:

Back-dated application to be considered from the:	from date of leave application
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Allow leave application for next year's leave before:

Can immediate manager / supervisor approve this leave?	No
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Is leave attachment mandatory for this leave type?	No
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Send a carbon copy (cc) of all leave workflow mails:	No
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Deduct Availed	___ after ___ day(s) from ___
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Leave Encashment

Can this leave type be encashed?	No
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To allow encashment, require a minimum balance of:	day(s).
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Minimum number of days that can be encashed at a time:	day(s).
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Maximum number of days that can be encashed at a time:	day(s).
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Maximum number of times encashment is allowed per year:	day(s).
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Allow encashment when applying for leave:	No
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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:	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	Default Leave Granter
Leave Prorater Class	Day Prorater(1/3 of Month)
Leave Balance Provider Class	Default Balance Provider

Year End Processor Class

Default Year End Processor