**LEAVE MANAGEMENT**

**APPLY LEAVE**

* From
* To
* Number of days
* Type of leave
* Reason
* Send copy to
* Attachments

**APPROVE LEAVE**

Should be able to view leave request. There should be buttons to accept/reject request. There should be a field to provide the leave rejection reason

**ADD COMPANY LEAVE & UPDATE COMPANY LEAVE**

Calendar view should be available

Select date

Provide reason

Type of leave: company holiday

**NOTE:** Added company holidays should able to be edited.

**ALLOCATE LEAVE**

EMPLOYEE NAME :

EMPLOYEE ID :

POSITION :

APPOINTMENT TYPE :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | PROBATION 6 M | PROBATION 9 M | 1 YR CONTRACT | PERMANENT |
| ANNUAL LEAVE | 0 | 0 | 0 |  |
| MEDICAL LEAVE |  |  |  |  |
| CASUAL LEAVE | 0 |  |  | 7 |
| MATERNITY LEAVE |  |  |  |  |
| COMPANY LEAVE |  |  |  |  |
| LIEU LEAVE |  |  |  |  |

***NOTE:***

After year completed the leaves should automatically get allocated based on the annual leave note given bellow the chart

Maximum lieu leave number should be configured and that should not allow to exceed when the employees apply above that.

**Annual leave**

The employee is permitted to 14 days of annual leave complete with the full salary for each concluded year of service. Hence, employees are not entitled to annual leave on the first year of employment. Annual leave for the second year of employment is accrued based on the date the employee joined service. The annual leave accrual is set out below.

• Between January 1 and March 31 of the previous year – 14 days

• Between April 1 and June 30 of the previous year – 10 days

• Between July 1 and September 30 of the previous year – 7 days

• Between October 1 and December 31 of the previous year – 4 days

**Casual leave/ sick leave**

The second year onwards the employee will be eligible for 7 days of casual leave. On the first year of employment, the employee is entitled to one casual leave for every two complete months of service.

**Maternity leave**

For the birth of the first and second child, a female employee is entitled to 84 days of paid leave, which includes 14 days of pre-confinement leave and 70 days after confinement. For the birth of the third child and any subsequent child, the leave entitlement is 42 days (including 14 days of pre-confinement leave and 28 days after confinement). Maternity leave is considered without considering the weekly holidays, public holidays and full moon poya holidays.

**VIEW LEAVE BALANCE**

Should able to view the leave balances separately with the leave type

**CARRY FORWARD LEAVE REQUEST**

* Number of balance annual leave
* Number of leaves to be carry forwarded (Maximum number can be 8 – this should be configured)

**CARRY FORWARD LEAVE**

* Number of leaves to be carry forwarded
* Employee Name
* Employee ID
* Department

Carry forward button

**ADD USERS TO USER GROUP**

* User group
* Employee id
* Employee Name

Update/Save Button

**ADD NEW USER GROUP**

* User group
* User group description

Update/Save Button

**REMOVE USER GROUP**

User groups should able to be removed

**UPDATE USER GROUP OF USERS**

Assigned user group of an employee should be update in case of job role change

**VIEW NUMBER OF PERSONS ON LEAVE IN A CALENDER VIEW**

Should able to view the number of employees who are on leave by selecting the specific day from the calendar

The details should include the below details as the table view

* Total number of employees on leave
* Name of employee
* Department
* Type of leave

**VIEW LEAVE REQUEST**

* Employee ID
* Employee Name
* Department
* Number of days
* Type of leave
* Reason

Should have the option to accept or reject the request. There should be field to enter rejection reason

**VIEW SPECIFIC EMPLOYEE’S LEAVE DETAILS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| EMPLOYEE NAME: <<Filterable>> EMPLOYEE ID: <<Filterable>> | | | | | | | |
| **Type of Leave** | **Applied on** | **Accepted or Rejected** | **Taken on** | **Reason** | **No of days** | **Allocated** | **Balance** |
| Annual leave |  |  |  |  |  |  |  |
| Medical |  |  |  |  |  |  |  |
| Casual |  |  |  |  |  |  |  |
| Maternity |  |  |  |  |  |  |  |
| Company leave |  |  |  |  |  |  |  |
| Lieu leave |  |  |  |  |  |  |  |

**LEAVE HISTORY**

Below details should be a table view for an employee

* From date
* To date
* Number of days
* Type of leave
* Leave status

**ADD NEW LEAVE TYPE**

New leave type should able to be added

**CALENDAR VIEW WITH HOLIDAYS**

There should be a calendar view with the company holiday & other applicable holiday details