Gabriel Wersebe Use Case Elaboration

SWDV 630 Leave Management

1. Leave Policies:

Different companies have different policies surrounding the type of leave that employees can and sometimes must take. A leave management system like this can help ease the pressure on HR departments to ensure that all of these policies are being implemented and enforced fairly across the organization according to the employees.

1. Manage Time Off:

Different employees based on tenure and job status will be entitled to different leave benefits, tracking these is important to ensure that people are able to take the time they are entitled to as well as ensuring that unauthorized people are not taking more time than they are allocated.

1. Pay Employees:

Integration with a payroll provider is important to ensure that it is simple for the HR department to actually pay out employees for the time off that they take. This helps make sure that employees don’t miss any paychecks due to issues when converting time off into the regular payroll.

1. Manage Major Holidays:

Ensuring that all major federal holidays are taken care of as well as being able to manage more organization specific holidays, for example if you have a large demographic of people that celebrate one holiday, it may be a good idea and a nice benefit to your employees to provide that day as a paid day off.

1. Add time off for employees:

Some employees do exceptional work throughout the year and deserve a bit of extra PTO, ensure that there is an easy way to manage this and add to it wherever possible. This can help employee retention as well.

1. Easily View PTO:

A main issue amongst employers and employees currently is that people aren’t taking the PTO that they are given. This happens for a number of reasons, one reason I personally see is that employees don’t have an easy way to view it in the first place.

1. Request Specific Time Off:

It is very common now to have multiple different reasons for time off, managing these reasons is both a employee issue and HR issue because if they put down the wrong leave type the company itself could potentially get in trouble.

1. Make the process of conflicts easier:

Sometimes there are schedule conflicts between people that would like to take PTO at the same time. This can lead to resentment amongst employees and overall, a bad workplace environment. Ensure there is a fair way to handle these disputes.

1. Generate Reports:

With all this data it may be useful down the line to visualize who and what departments are using the most PTO, as mentioned before not taking PTO can lead to fatigue and overall turnover. Get ahead of this using reports.

1. Work from home:

With work from home common now, it is sometimes hard to tell where work starts and home begins, ensure that there are clear PTO policies and work from home policies built into this program so everyone is on the same page and there is no confusion.

1. Notifications:

Have a system that allows for notifications both for employees and employers when there is anything that happens in the leave management system that may need to be tended too.

1. Leave History:

Building off both the reporting and conflicts issue, have an easy way to view individual leave history to have a much more encompassing view of the employee in question to make the best HR decision possible.