



ORANGEHRM

## THE WORLD'S FIRST

HR App Store



<div><div>Leave Calendar</div><div></div><div>January</div></div> <div><p><i>The most crucial task of your HR Department is tracking leave. OrangeHRM brings you tools which lets you monitor your employees' leave closely. OrangeHRM Leave Calendar lets you plan &amp; manage your employee's leave efficiently.</i></p></div>			
<div>21</div> <div>View employee leave monthly.</div>	<div>22</div>	<div>23</div> <div>View employees leave requests with corresponding leave statuses in a calendar view.</div>	<div>24</div> <div>Highlights dates which have been pre-defined as specific holidays or important dates in the system.</div>
<div>25</div>	<div>26</div> <div>Supervisors can view leave requests of their subordinates &amp; leave requests of employees in their department.</div>	<div>27</div>	<div>28</div>

# Leave Calendar for OrangeHRM



View a leave calendar based on search criteria such as employee name, sub-unit, employment status, & year/month.

**Leave Calendar**

**Show / Hide Criteria**  
Employee Name  Sub Unit  Year / Month    
Employment Status

**Show / Hide Legend**  
PA- Pending Approval   A- Approved   R- Rejected   T- Taken   CA- Cancelled  
☐ Undisclosed   ☐ Weekend   ☐ Weekend Half Day   ☐ Specific Holiday   ☐ Specific Holiday Half Day  
☐ Vacation   ☐ Sick  
[Change Legend Colors](#)

**View**

Employee Name	Sub Unit	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Kayla Abbey	Customizaion Department Department																															
Ashley Abel	Customizaion Department Department																															
Tyler Abraham	Customizaion Department Department																															



Administrators can create legends for each leave type.

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☐ Vacation   ☐ Sick  
[Change Legend Colors](#)

**Change Legend Colors**  
\*Click on textbox, then click color picker.  
☐ Vacation   
☐ Sick

**View**

Employee Name	Sub Unit	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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