

# ORANGEHRM THE WORLD'S FIRST HR App Store





## rofessional Leave management

The Professional Leave Management module of OrangeHRM enables setting up leave rules for eligibility, leave accrual rules and carry forward rules. The module also features a leave calendar which can be used by supervisors, HR administrators and employees to plan leave.

#### Features of Professional Leave Management Add-on

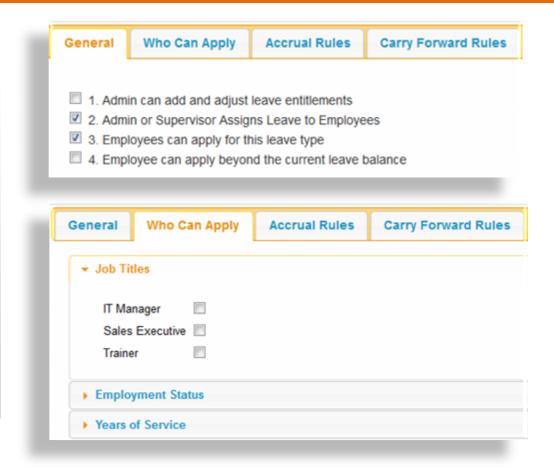
- Set up leave types with apply rules based on job title, employment status and Years of Service.
- Set up annual, monthly and quarterly accrual rules based on Job Title, Employment status and Years of Service.
- Set up leave carry forward rules with expiration dates for leave carried forward.
- Detailed view of the "Leave Summary and Leave List" of all employees.
- Leave calendar with detailed view of leave statuses.

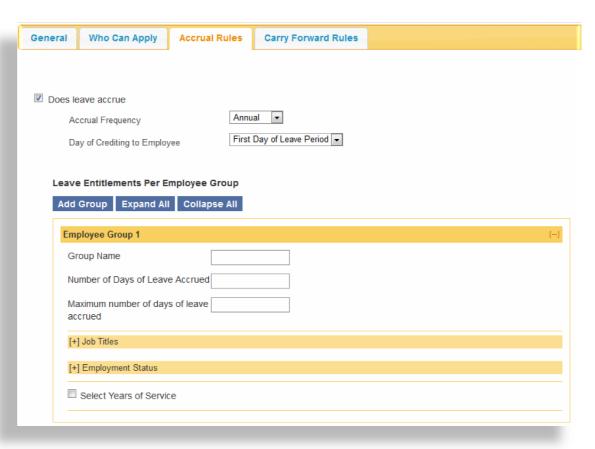
#### **Professional Leave Management**

Create "Leave Types" by configuring eligibility criteria and advanced leave rules specific to your company.

Configure leave entitlements based on different employee's job details.

Set up Leave Accrual rules.

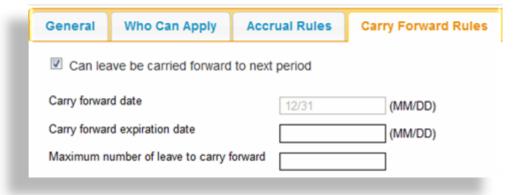


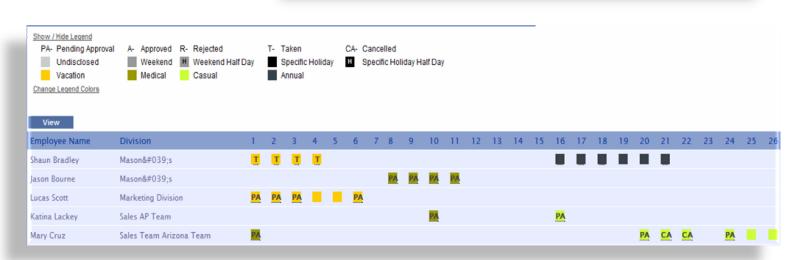


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Set up automatic leave carry forwards. View all the leave in a

calendar view.





#### **CONTACT US**

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