OrangeHRM PTO
Leave Management System

The **OrangeHRM PTO** is a sophisticated system designed to handle all complex leave accruals, rules, policies and standard leave management.

The system is highly user friendly and customizable. With the **OrangeHRM PTO** you can make sure the software is shaped to suit your organization instead of you adjusting to the system. Below are some examples of a few complex leave accruals and rules that can be handled by the system.

Example 1

Jack is an employee who has completed 2 years of service with the company

Jack wants to apply for Annual Leave.

Applicable Rules

- Employees will accrue 2 days of annual leave per month after the first year of service, up to a maximum of 14 days

- Only a maximum of 10 consecutive days can be applied.

- You cannot apply for more than the leave that will be accrued at the end of the year.

- All existing lieu leaves should be utilized prior to applying for annual leave.

- A maximum of 7 days can be carried forward to the following year.

Jack should have a leave balance of 14 days at the end of 2 years.

Jack has used 6 days earlier this year
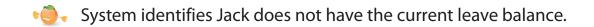
Jack applies for 9 days of annual leave.

System identifies Jack has a lieu leave balance.

- Please utilize your Time Off In Lieu (TOIL) balance prior to applying for Annual Leave

Apply Leave

Leave Type*	UK - Annual Leave
From Date*	4-Jan-2010
To Date*	28-Jan-2010
Total Duration (days)	
Comment	

Apply

Fields marked with an asterisk * are required.

System identifies Jack does not have the current leave balance.

- You are not allowed to apply for more than your current leave balance

Jack applies for 5 days of annual leave.

- Leave request successfully submitted.

One of the four days Jack applied was already a national holiday, so the system did not deduct this from Jack's leave entitlement.

Jack's leave summary on the last day of the current year.

Leave Entitlement	Leave Bought Forward	Leave Taken	Leave Scheduled	Leave Balance
14	0	10	0	4

Jack's leave summary on the 1st day of the following year.

Leave Entitlement	Leave Bought Forward	Leave Taken	Leave Scheduled	Leave Balance
2	4	0	0	6

Example 2

Jack is an employee who has completed 8 months of service with the company.

Jane is an employee who has completed 2 years of service with the company.

Applicable Rules

- Only a maximum of 7 consecutive days can be utilized.

- Permanent employees are eligible for 14 days of leave sick leave per year.

- Cannot apply for more than the current leave balance.

- A medical certificate has to be produced for sick leave taken for more than 7 working days.

- Non-permanent employees will accrue ½ days sick leave per month.

- Sick leave cannot be carried forward.

Jack should have a leave balance of 4 and Jane should have 14 days.

Jack applies for 2 days of sick leave, while Jane applies for 7.

Jack's Application

Jane's Application

Leave accruals occur based on Employment Status, Job Titles & Pay Grades.

- Employment Status – Check box available to indicate eligibility for vacation leave – 10 Days

- Job Titles - Check box available to indicate eligibility for vacation leave – 40 days

- Pay Grades - Check box available to indicate eligibility for vacation leave – No of days configurable for each pay grade

Example ③

Leave Type

Vacation Leave

System checks employment status for eligibility

> If yes, system will accrue a particular no. of days
> If no, system will check the job title

System checks job title

> If yes, system will accrue a particular no. of days
> If no, system will check the pay grade

System checks pay grade

> If yes, system will accrue a particular no. of days
> If no, system will not accrue leave for this employee

If an employee is hired within the first 15 days of the month, they will receive the full entitlement. If an employee is hired after the first 15 of a month leave accrual starts on the following month.

A defined no. of vacation leave days will be deducted if employees go on leave as listed below;

- 16 days of consecutive sick leave including holidays and excluding weekends
- 30 days of consecutive vacation leave excluding holidays and weekends
- 30 days of consecutive study leave excluding holidays and weekends
- 30 days of consecutive leave without pay excluding holidays and weekends
- 98 days of consecutive maternity leave excluding holidays and weekends

Leave will be deducted using the following formula;

$$Deduction = \frac{(Leave\ entitlement\ for\ one\ month * amount\ of\ days\ taken)}{30\ days}$$

The above scenarios are only a few of the complex leave accruals and rules that can be handled by OrangeHRM.

Customers using the OrangeHRM PTO

"OrangeHRM has helped the University of Belize drastically in facilitating work for us. Thanks to OrangeHRM there is quick access to information both by employees and administrators. It facilitates the process of calculating leave for employees. It has helped also in the coherent and accurate process of vacancies and recruiting employees. The generation of reports is a wonderful job being done as there is no need for manual generation of reports. In general OrangeHRM has helped the University amazingly
and is continuing to help us."

Hertha Gentle
HR Director
University of Belize, Belize