



Orange AM 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 Orange AM you can make sure the software is shaped to suit your organization instead of you adjusting to the system.

Many companies tend to take leave management lightly, but research has shown surprising results on how leave management impacts directly on business performance. Some classic examples would be;

A loss to the company – Many companies reimburse certain leave, if employees did not use them up this might prove to be costly for the company.

Abiding Legal Policies – If you are a multinational company, you probably will have to comply with many rules put in by governments of these countries; if you don't comply with them you risk being sued by your employees or the relevant authorities.

Performance, Emotions and Leave – Too much leave will result in careless work, whereas less leave will increase stress and mess performance and emotions of an employee.

So how do you overcome these problems?

Orange AM is an accurate, quick, configurable, and user-friendly way of managing your organization's leave.

Key Features:

Important and accurate information – It's not only about managing leave, monitoring trends and patterns are critical metrics that allow accurate forecasting.

Multi-location management – A centralized system, localized to be used in all your subsidiaries across the globe with rules specific to each country or region. You can have global and regional administrators with any combination of access rights.

Policy awareness and compliance – Leave policies will be conveyed to the employees in the form of in-built help, messages and warnings, reducing lack of knowledge on leave policies and ensures proper flows are followed.

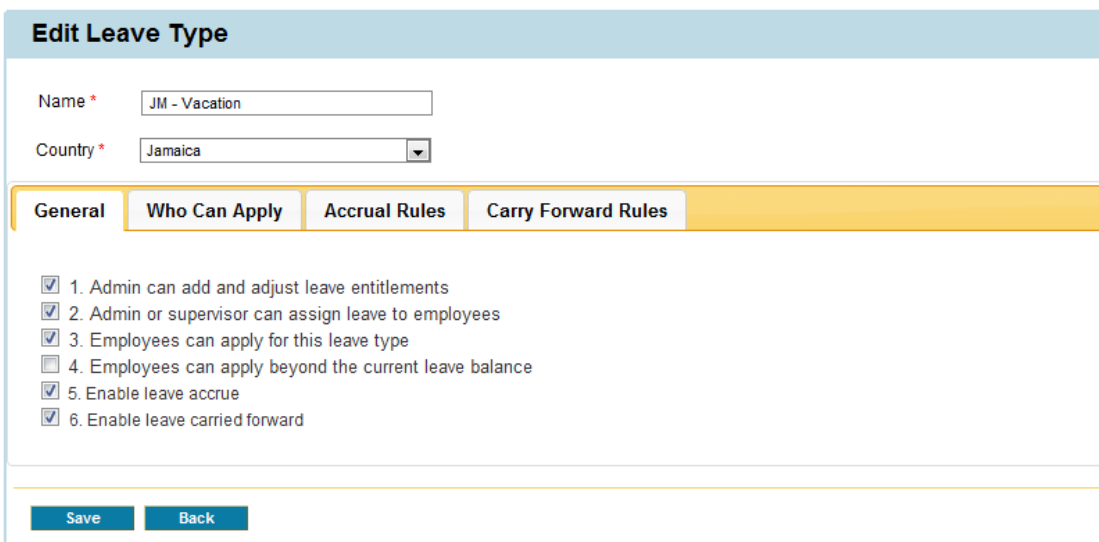
Employee self service – Saves HR's time in handling employees leave queries, they can login to the system to find out all they want about their leave.

Leave accrual / carry forwards and expiries – Automatic leave accrual based on your company's leave policies and timely carry forwards of leave with configurable expiration dates for the carry forwards.

Leave eligibility criteria – Different combinations of leave eligibility criteria can be set up based-on job titles, employment statuses & years if service of employees.

Bradford Factor - Measuring absenteeism is a key factor for organizations. But calculating these manually can be tedious and inaccurate; with the Bradford Factor calculation plug-in on OrangeHRM, you can calculate the attendance score of your employees which is a key piece of information to increase productivity.

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



Edit Leave Type

Name *

Country *

General | Who Can Apply | Accrual Rules | Carry Forward Rules

- ☒ 1. Admin can add and adjust leave entitlements
- ☒ 2. Admin or supervisor can assign leave to employees
- ☒ 3. Employees can apply for this leave type
- ☐ 4. Employees can apply beyond the current leave balance
- ☒ 5. Enable leave accrue
- ☒ 6. Enable leave carried forward

Create country-based “Leave Types” and configure leave entitlements based on employee’s job details.

Edit Leave Type

Name *

Country *

General | Who Can Apply | Accrual Rules | Carry Forward Rules

Employees with:

▶ Job Titles

▼ And Employment Status

Full Time Contract	<input checked="" type="checkbox"/>	Full Time Internship	<input checked="" type="checkbox"/>
Full Time Permanent 5	<input type="checkbox"/>	Full Time Permanent 6	<input checked="" type="checkbox"/>
Part Time 5	<input checked="" type="checkbox"/>	Part Time 6	<input checked="" type="checkbox"/>
Part Time Permanent	<input checked="" type="checkbox"/>	Probation 5	<input type="checkbox"/>
Probation 6	<input type="checkbox"/>	Terminated	<input type="checkbox"/>

▶ And Years of Service

Set up “Leave Accrual Rules” by grouping employees by their job details.

Edit Leave Type

Name *

Country *

General | Who Can Apply | **Accrual Rules** | Carry Forward Rules

Accrual Frequency

Day of Crediting to Employee

Leave Entitlements Per Employee Group

Employee Group 1 [-]

Group Name

Number of Days of Leave Accrued

Maximum Number of Days of Leave Accrued

▶ Job Titles

▶ Employment Status

☐ Select Years of Service

[Help][+]

Set up automatic "Leave Carry Forwards" for each country-based leave type.

Edit Leave Type

Name *

Country *

General | Who Can Apply | Accrual Rules | **Carry Forward Rules**

Carry forward date (MM/DD)

Carry forward expiration date (MM/DD)

Maximum number of leave to carry forward 5

View the leave summary of employees based on different search criteria. You can also view the leave summary of employees within a particular location.

Leave Summary

Leave Period Leave Type

Employee Job Title

Location Sub Unit

Records Per Page Include Past Employees ☒

Employee Name	Leave Type	Leave Entitled (Days)	Leave Brought Forward (From Last Leave Period)	Leave Scheduled (Days)	Leave Taken (Days)	Leave Carry Forward (To Next Leave Period)	Leave Balance (Days)
Errol Allen	JM - Vacation	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	0.00
Ilene Anderson	JM - Vacation	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	0.00
Nickeisha Stacy-Ann Anderson	JM - Vacation	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	0.00

View Leave details of employees in a Calendar View.

Show / Hide Legend

PA- Pending Approval A- Approved R- Rejected T- Taken CA- Cancelled
 Undisclosed Weekend H Weekend Half Day Specific Holiday H Specific Holiday Half Day
 Vacation Medical Casual Annual

[Change Legend Colors](#)

View

Employee Name	Division	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
Shaun Bradley	Mason's	T	T	T	T																						
Jason Bourne	Mason's									PA	PA	PA	PA														
Lucas Scott	Marketing Division	PA	PA	PA																							
Katina Lackey	Sales AP Team																	PA									
Mary Cruz	Sales Team Arizona Team	PA																									

Customizations . . .

Unlike many other leave management systems which require you to adapt to those features available on it, Orange AM can be configured exactly the way you want it to work.

Specific features that cater to your organization's requirements can be built over the Orange AM base product.

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 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

Apply Leave

Leave Type*

SG - Sick Leave - Non Hospitalized

From Date*

1-Dec-2010

To Date*

2-Dec-2010

Total Duration (days)

2.00

Comment

Apply

Fields marked with an asterisk * are required.

Jane's Application

Apply Leave

Leave Type*

SG - Sick Leave - Non Hospitalized

From Date*

1-Dec-2010

To Date*

9-Dec-2010

Total Duration (days)

7.00

Attach Medical Certificate

Browse

Comments

Apply

Fields marked with an asterisk * are required.

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

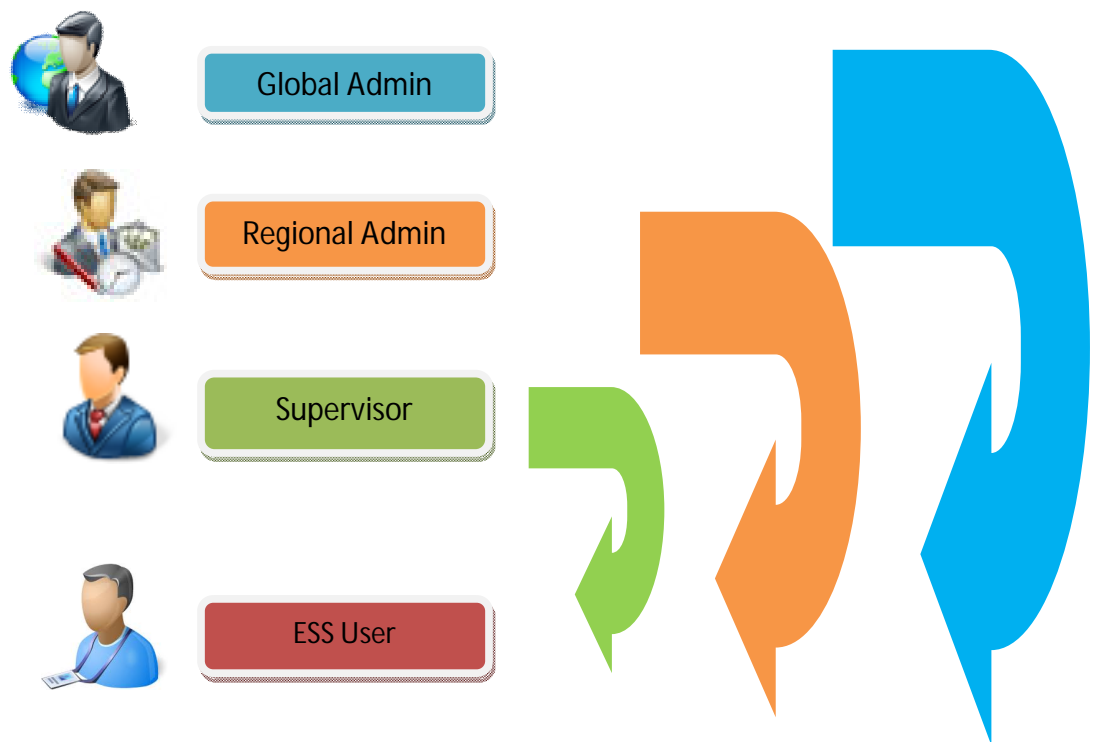
Leave will be deducted using the following formula;

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

30 days

Multi-level Approval

Users with different levels of authority can assign/approve/reject or cancel employee leave.



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

"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



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