



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 & 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 & 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. You can also include past employees' leave records in the leave calendar.

Monthly Leave Calendar

[Switch to Yearly View](#)

[Show / Hide Criteria](#)

Employee Name Sub Unit Year / Month

Employment Status Include Past Employees ☐

[Show / Hide Legend](#)

PA - Pending Approval A - Approved R - Rejected T - Taken CA - Canceled

☐ Weekend ☐ Weekend Half Day ☐ Specific Holiday ☐ Specific Holiday Half Day

☐ Annual Leave ☐ Casual Leave ☐ Lieu Leave ☐ Medical Leave

☐ On Leave (Undisclosed)

[Change Legend Colors](#)

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
Kate Eyer																																
Emmah Hanz																																
Jacob Harry																																
Felix Poter																																
Emily Smith																																
Molly Wealy																																
Andrew William																																



Administrators can create legends for each leave type.

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](#)

*Click on textbox, then click color picker.

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

Leave Calendar for OrangeHRM



View monthly leave calendar.

Monthly Leave Calendar

[Switch to Yearly View](#)

[Show / Hide Criteria](#)

Employee Name Sub Unit Year / Month
Employment Status Include Past Employees ☐

[Show / Hide Legend](#)

PA - Pending Approval A - Approved R - Rejected T - Taken CA - Canceled
■ Weekend ■ Weekend Half Day ■ Specific Holiday ■ Specific Holiday Half Day
■ Annual Leave ■ Casual Leave ■ Lieu Leave ■ Medical Leave
■ On Leave (Undisclosed)

[Change Legend Colors](#)

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
Kate Eyer		T														T	T	T	T													



View yearly leave calendar.

Yearly Leave Calendar

[Switch to Month View](#)

[Show / Hide Criteria](#)

Employee Name* Year

[Show / Hide Legend](#)

PA - Pending Approval A - Approved R - Rejected T - Taken CA - Canceled
■ Weekend ■ Weekend Half Day ■ Specific Holiday ■ Specific Holiday Half Day ■ Invalid Day
■ Annual Leave ■ Casual Leave ■ Lieu Leave ■ Medical Leave
■ On Leave (Undisclosed)

[Change Legend Colors](#)

Employee Name: Kate Eyer

Month	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
January																															
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December																															

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