



ORANGEHRM

THE WORLD'S FIRST

HR App Store



Professional 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.*

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.

General Who Can Apply Accrual Rules Carry Forward Rules

☐ 1. Admin can add and adjust leave entitlements

☒ 2. Admin or Supervisor Assigns Leave to Employees

☒ 3. Employees can apply for this leave type

☐ 4. Employee can apply beyond the current leave balance

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

▼ Job Titles

IT Manager ☐

Sales Executive ☐

Trainer ☐

► Employment Status

► Years of Service

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

☒ Does leave accrue

Accrual Frequency Annual ▼

Day of Crediting to Employee First Day of Leave Period ▼

Leave Entitlements Per Employee Group

Add Group Expand All Collapse All

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

Professional Leave Management

Set up automatic leave carry forwards.

View all the leave in a calendar view.

General Who Can Apply Accrual Rules Carry Forward Rules

☒ Can leave be carried forward to next period

Carry forward date (MM/DD)

Carry forward expiration date (MM/DD)

Maximum number of leave to carry forward

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						PA										
Mary Cruz	Sales Team Arizona Team	PA																			PA	CA	CA		PA		

CONTACT US

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