

THE WORLD'S FIRST

HR App Store



Leave Calendar	
4	
January	

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.

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View employee leave monthly.

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View employees leave requests with corresponding leave statuses in a calendar view. 24 Highlights

dates which have been pre-defined as specific holidays or important dates in the system.

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26

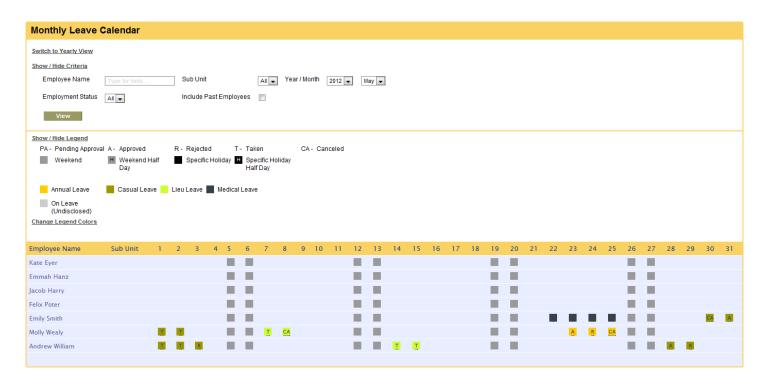
Supervisors can view leave requests of their subordinates & leave requests of employees in their department.

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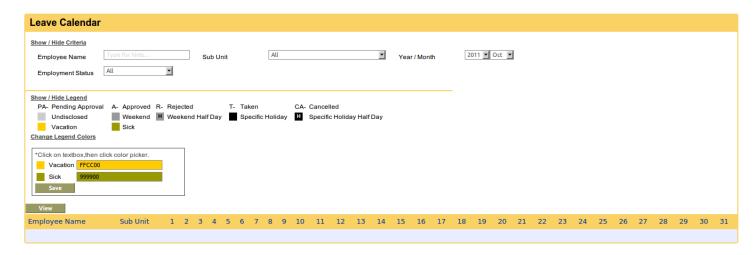
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Leave Calendar for OrangeHRM

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.



Administrators can create legends for each leave type.



Leave Calendar for OrangeHRM

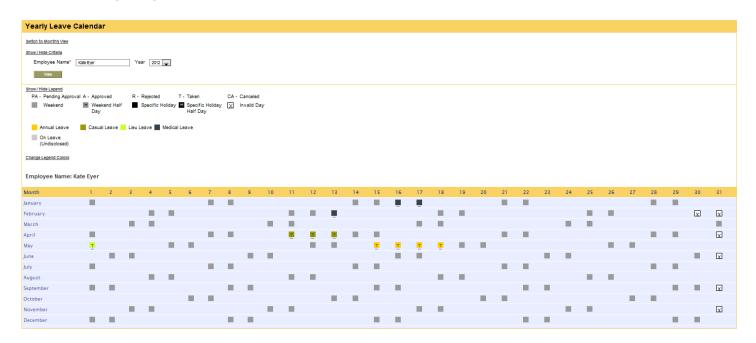


View monthly leave calendar.

Monthly Leave Calendar
Switch to Yearly View
Show / Hide Criteria
Employee Name Kate Eyer Sub Unit All Vear / Month 2012 W May V
Employment Status All Include Past Employees
View
Show / Hide Legend
PA- Pending Approval A- Approved R- Rejected T- Taken CA- Canceled
Weekend Half Specific Holiday Specific Holiday Day 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 I I I I I I I



View yearly leave calendar.



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