



ORANGEHRM

THE WORLD'S FIRST

HR App Store



Premier Leave management

The following plug-ins are included in Premier Leave Management:

- Leave Calendar
- Multi-Country Leave
- Advanced Reports for Leave

The Premier Leave Management module of OrangeHRM enables setting up country-based leave rules for eligibility, apply restrictions, 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 Premier Leave Management Add-on:

- Set up leave rules specific to each country or region. You can have global and regional administrators with any combination of access rights.
- Configure apply-restriction criteria for each leave type.
- 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.
- Leave calendar with detailed view of leave statuses.
- Generate Employee Leave Reports to view the leave summary of an employee within any given leave period.

Create country-based “Leave Types” by configuring eligibility criteria and advanced leave rules specific to your company/region.

Configure leave entitlements based on different employee’s job details.

Configure apply restriction rules for each leave type. (Ex: To apply for child care leave you need to have a child below 7years or to apply for medical leave you have to answer the question, “Do you have a medical certificate?” If no, you can't apply.)

Set up Leave Accrual rules.

Name *

Country *

General Who Can Apply Apply Restrictions 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. Enable leave accrue
☐ 5. Enable leave carried forward

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

Employees with:

Job Titles

And Employment Status

Fulltime-Regular ☒ Fulltime-Temporary ☐
Parttime-Regular ☐ Parttime-Temporary ☐

And Years of Service

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

☒ Don't allow more than current leave net balance.
Net Balance = [Entitlement + BF] - [Taken + Scheduled + CF + PendingApproval]
☐ Don't allow partial day leave.
☐ Don't allow if employee answer NO to below question. Show the error message that comes afterwards.
Question :
Error Message :
☒ Don't allow if Service Period less than
3 months
☐ Don't allow if number of consecutive leave days exceed

☐ Don't allow if no child found aged less than
 months

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

Accrual Frequency

Day of Crediting to Employee

Leave Entitlements Per Employee Group

Employee Group 1 : FULL TIME REGULAR EMPLOYEES (2 Days)

[Help][+]

Premier Leave Management

General
Who Can Apply
Apply Restrictions
Accrual Rules
Carry Forward Rules

Carry forward date
12/31 (MM/DD)

Carry forward expiration date
(MM/DD)

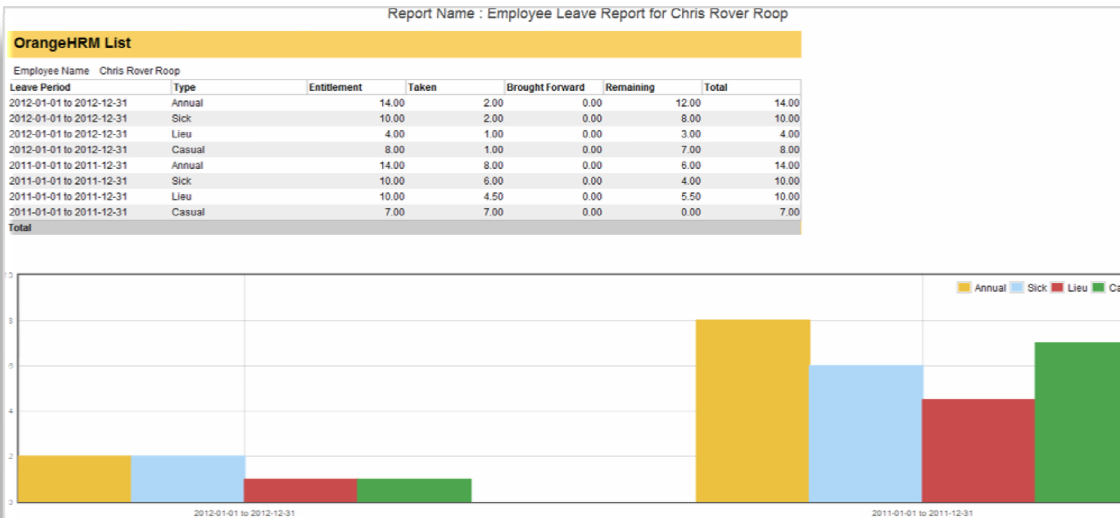
Maximum number of leave to carry forward
Specify the maximum number

Save
Back

Set up automatic leave carry forwards.

The Employee Leave Report gives an entire summary of the leave details of an employee within any given leave period.

View all the leave 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							PA									
Mary Cruz	Sales Team Arizona Team	PA																			PA	CA	CA		PA		

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