ORANGEHRM
THE WORLD'S FIRST
HR App Store

OrangeHRM

Advanced Leave management

The advanced 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 admins and employees to plan leave.
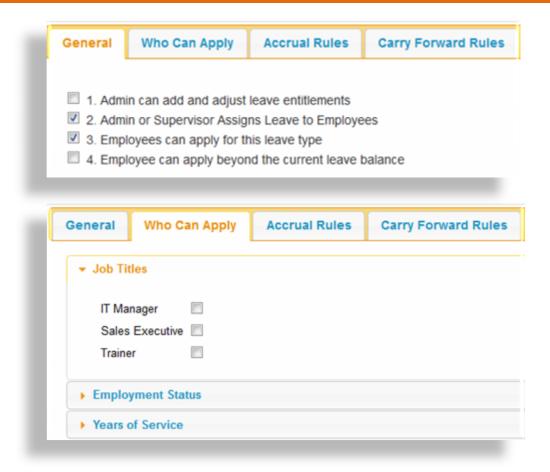
Features of Leave Accrual add-on

- *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.*
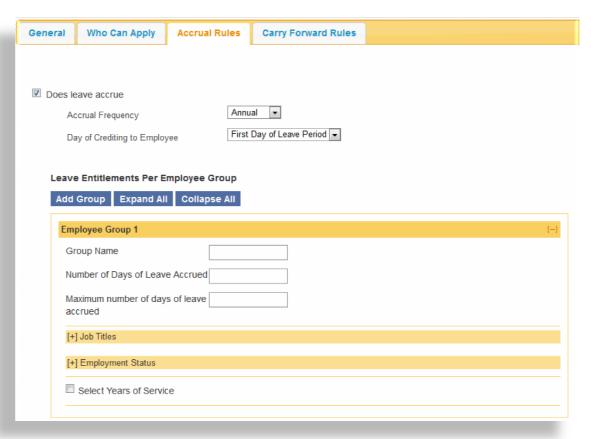- *Leave calendar with detailed view of leave statuses.*

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

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   `12/31`   (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	☐	☐	PA																					
Katina Lackey	Sales AP Team								PA								PA											
Mary Cruz	Sales Team Arizona Team	PA															PA	CA	CA			PA		☐	☐		