

Minutes of the 'Employee Leave Management Application Development System' meeting held on 03 Rd December 2024 at 15.30 Hrs. at the Human Resource Function

Present:

01	E A R D Bandara	Actg. DGM (HR & A)
02	N M Munas	HRM
03	Sakunthala Ekanayake	SDM (IS)
04	Gayani Jayasinghe	Dy Manager Solution
05	Pavithra Jayasundara	Software Engineer
06	I.A. Sadhal	Senior HR executive Discipline

Senior Deputy Manager IS (SDM IS) outlined the expectations for the meeting to the attendees. She explained that the purpose of the meeting was to discuss the leave process. After this discussion, a document will be prepared outlining the key decision points. If the HR department approves it, the IT team will proceed with the development.

Following matters were discussed at the meeting

	Description / Decision taken	Responsibility
01	Deputy Manager IS(DM IS) has requested all circulars related to different types of leave. She specifically mentioned the circulars regarding sports leave, union leave, and special leave. Additionally, she noted that while some departments provide both meal and transportation allowances when applying for sports leave, others only offer a transportation allowance.	Manager HR
02	DM IS mentioned that the leave policy for shift employees is not clearly defined. In response, Manager HR stated that there is a circular regarding shift employee leaves. SDM IS requested the circular, and Manager HR agreed to provide it.	Manager HR
03	Deputy General manager HR (DGM HR) suggests that employees involved in sports should apply for special leave. IS team need to consider in development the application.	IS Team
04	Manager HR explains the medical leave procedure as follows: If an employee applies for medical leave of less than two days, they do not need to submit a medical report. An MBBS doctor can provide a medical certificate for up to 14 days of leave. However, if the leave exceeds 14 days, the employee must provide a medical	Manager HR IS Team

	<p>certificate from a specialist doctor or a District Medical Officer (DMO).</p> <p>However, team agreed to pass the leave quota mentioned in SAP to appear in the developing web application.</p>	
05	<p>DGM HR suggests that the proposed system should facilitate only the major leave types. SDM IS suggests that employees should have the option to at least apply for other leave types.</p> <p>Agreed to show the leaves appear in SAP. Any special leave requested by employees needed to be updated by HR division.</p>	<p>Manager HR IS Team</p>
06	<p>DM IS stated that the leave quota applies only to the main leave types. For other leave types, the leave clerk or section head will add the quota upon request.</p>	<p>Manager HR IS Team</p>
07	<p>DGM HR inquired about different scenarios regarding employee leave, including new recruits' leave balances, as well as leave balance for employees retiring or resigning. DM IS stated that these scenarios have already been documented and developed in SAP.</p>	<p>Manager HR IS Team</p>
08	<p>SDM IS inquired about the grade of the acting delegate when applying for leave. Both the DGM HR and Manager HR stated that the acting delegate should be of the same grade or a lower-grade employee. Mr. Sadal requested to review this condition again, as it could create problems during busy periods, such as around the New Year, when no one may be eligible to serve as an acting delegate. However, Manager HR confirmed that this is the approved policy.</p>	<p>Manager HR</p>
09	<p>DM IS confirmed the above point by stating that employees with an A grade can nominate either an A grade or a B grade employee as an acting delegate in the system. Employees with a B grade can nominate either a B grade or a C grade employee for the acting delegate role. However, for C-grade employees, only other C-grade employees can be nominated as acting delegates. HR Team confirmed the scenario.</p> <p>IS team has to accommodate this in their development.</p>	<p>IS Team</p>
10	<p>Software Engineer explained the approval flow designed for the proposed system. According to him, each employee will be assigned supervisors based on the section's requests. For instance, every employee in the IT department should have at least two levels of approval when applying for leave. Everyone agreed to</p>	<p>IS Team</p>

	the proposed flow. Manager HR mentioned that the approval flow has to come from each department.	
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Meeting was adjourned at 16:45 Hrs.



Sakunthala Ekanayake