

LEAVE MANAGEMENT MODULE

➤ EMPLOYEE INFO (From onboarding module)

1. **Name:** This will hold the name of employee including their first, middle and last name.
2. **Employee ID:** It holds a unique id given to an employee by the company.
3. **Job Designation:** This field holds the job post on which an employee is working in the company.
4. **Job Level:** This field holds the level of the job on which an employee is working.
5. **Job Location:** This field stores the location at which an employee is working.
6. **Department:** This field holds the department under which an employee is working.
7. **Email**
8. **Contact No**
9. **Emergency Contact No**

➤ LEAVE MANAGEMENT

1. **Total no of leaves available**
 - Casual Leaves = 30 days
 - Medical Leaves = 15 days
 - Maternity Leaves = According to labor law of the country
 - Emergency Leave
 - Leave credits:
 - Leave balances will be credited to an employee account at the start of calendar year (January – December).
 - A new employee will be subjected to a cool off period. During cool off period, the leaves will be credited to an employee's account on a prorated basis (Leaves per month calculated, rounded off to lower side).

- The cool off period will be 9 months/1 year and can be modified to 2 years as well as per designations.
- The cool off period can be modified by system admin.
- Leave expiry:
 - Previous calendar year leaves in an employees account will be expired after 3 months in the current calendar year. The employee can avail those leaves within first 3 months of starting of the year.
 - Eg: An employee gets 30 leaves for 2023. If he avails 20 leaves in 2023, he will have 10 leaves in balance. The employee will get 30 new leaves credited for 2024, and will have 10 leaves from 2023 carryforward to current year. The employee can avail the carryforward leaves up till March 2024. Post March 2024, the carryforward leave will be expired.
- On call leaves: Upon an employee working on off days/mandatory holiday, a compensation leave will be granted to the employee, and added to leave balance. (can also be allowance)

2. Total no of leaves availed:

- It will be linked to attendance module.
- It will be displayed in a table format where the columns of the table will be:
 - **Date of leave:** This field will hold the dates on which an employee took leave.
 - **Reason of leave:** This will provide a detailed description for reason of the leave.
 - **Approving Manager Name:** This field will hold the name of the manager who has approved the leave request of an employee.

Both medical and casual leaves should be incorporated in this.

- 3. Leave balance available** = Total no of leaves available - Total no of leaves availed(It will be visible to employee)

➤ LEAVE REQUESTS

- 1. Date of the leave request:** This will hold the date on which an employee is requesting for the leave.
- 2. Time period for the leave:** This will hold the time period during which an employee is asking for the leave. It should contain the **Start Date & End Date**.
- 3. Type of leave:** This field will hold the details of the type of the leave an employee has asked for. It can be casual, medical, maternity or any other special leave.
- 4. Reason of the leave:** This will provide a detailed description for reason of the leave.

➤ LEAVE APPLYING PARAMETERS

- A single leave form should be there for both casual and medical leaves.
- But if a person chooses the type of leave as medical leave then upload medical document field should be available as a mandatory field.
- And for casual leaves there is no field as upload medical document.
- **For Casual Leaves:**
 - 1. If an employee is applying for casual leaves for less than 2 days:** Request should be applied at least a day before by employee. The approval can be granted by concerned manager.
 - 2. If an employee is applying for casual leaves for 2-10 days:** Request should be applied at least a month before by employee. The approval can be granted by concerned manager.

3. **If an employee is applying for casual leaves for more than 10 days:** Request should be applied at least 6 months before by employee. After review, the concerned manager can forward the leave request to the HR. The approval should be granted by both concerned manager and the HR.
4. **If an employee is applying for casual leaves for Special/Emergency Occasions/ Maternity Leave:** Request should be made by employee to the concerned manager. After review, the concerned manager can forward the leave request to the HR as a special case.

▪ **For Medical Leaves:**

1. **If an employee is applying for medical leaves for up to two days:** Request can be made anytime to the concerned manager. Medical docs need to be submitted within 2 days. For departments other than production and logistics, Manager approval is not necessary.
2. **If an employee is applying for medical leaves for more than two days:** Request can be made a day prior. The manager would approve the request after reviewing the medical docs.

HR can approve or deny the leave for anyone even if the leave has been granted by the manger

LEAVE BALANCE SHOULD BE AUTOMATICALLY UPDATED

➤ **MANAGER APPROVALS**

1. **Status:** This shows whether the leave request has been approved or Denied by the manager.
2. **No of days approved:** This shows the duration for which the leave is granted. It should have a start date and end date. These days should be marked on calendar.
3. **Name of the approving manager:** This field will hold the name of the manager who is approving the leave request of an employee.
4. **Remarks for approval or denial:** This field will hold any remarks given by the manager while approving and denying the leave request.

After manager approval the form should be redirected back to the employee page stating the leave approved status.

Mail should also be provided to both employee and manager regarding the leave communication status (Request and approved mail both)

On this manager approval page a calendar should be present that indicates the marked dates for which the leaves have been already granted along with the number of employees. If he clicks on the number of employees for a particular date then a pop up list should appear giving names of the employees on leave.

If there are more than 20% employees are on leave on a particular day then the date should be marked red on calendar. This notification should be given to both the concerned manager and the HR. The information should be fetched from both onboarding and attendance module.

Leave Process:

Leave applications of employees will be redirected to their respective department managers for approval, and in case the leave request is of more than 3 days, the leave will be sent to the HR manager for further approval.

Conditions:

- When Employees apply for leave less than 3 days:
 - When lower level employees (eg- L1 to L4) submit their leaves they will be routed to the concerned department managers through their respective assistant managers for approval. The assistant managers will be able to review and forward the leave request to the department managers, they will not have the authority to approve the leave request of employees.
 - Later on, department managers can designate leave review and approval ownership as well to the assistant managers.
 - **Managers can recommend modification of leave approval limit by assistant managers to 1 day instead of 3 days.**
 - Eg of the setup
 - In production:

- leave request of Helper/Cleaner/Asst Machine operator/Packer/Machine operator/Grinder/Production Trainee/Asst supervisor/Team leader production will be reviewed by Assistant manager or Department Supervisor. Post review the assistant manager will forward the leave request to Production manager for approval.
- Leave request of Assistant manager/supervisor will be directly submitted to production manager for approval.
- In HR department:
 - Leave request for recruiters, HR Trainees, Assistant HR (example of Designations added later) will be approved by HR Manager.
- In Sales:
 - Leave request for Merchandiser/Junior Sales person/Sales and Management trainees/ will be reviewed by their supervisor/Assistant manager and sent to sales manager for approval.
 - Leave request of sales person will be directly submitted to sales manager for approval
- In Logistics:
 - Leave request of Helper/Cleaner/Driver will be submitted to Assistant manager/supervisor for review, and will be sent forward to Logistics Manager for approval
- In Finance department:
 - Leave request of Junior accountant/ accountant will be submitted to Accountant for review. Post review the leave request will be sent to Senior Accountant for approval.
- Delivery:
 - Leave request of Helper/cleaner will be submitted to supervisor/account manager for review, and will be sent to Delivery manager for approval.
- Warehouse department:

- Leave request of Helper/Cleaner/Picker/Forklift operator/Assistant storekeeper will be sent to assistant manager/supervisor for review. Upon review, the request will be sent to warehouse manager for approval.
 - Leave request of Storekeeper will be submitted to Warehouse manager for approval.
- QC department:
 - Leave request of QC Assistant will be submitted to assistant manager/Supervisor for review and shared to Quality Head for approval.
- General Admin:
 - Leave request of Office assistant will be submitted to Supervisor for review, and sent to Admin for approval.
 - Leave request of consultant will be directly Admin for approval.
- Purchase:
 - Leave request of Purchaser will be submitted to Purchase head for approval.
- Leave request senior level employees: Production manager, Sales manager, Logistics manager, Senior Accountant, Delivery manager, Warehouse manager, QC Head, Admin, Purchase head will be submitted to Senior Operations Manager for approval.
- When employees apply for leave of more than 3 days:
 - Leave request of more than 3 days for lower level employees will be submitted to Assistant manager for review, shared to their respective department managers for approval, and **further sent to HR Manager for review and approval.**
 - Later on, HR managers can designate leave review and approval ownership as well to the assistant HR managers.
 - Eg of the setup
 - In production:
 - leave request of Helper/Cleaner/Asst Machine operator/Packer/Machine operator/Grinder/Production Trainee/Asst supervisor/Team leader production will be reviewed

by Assistant manager or Department Supervisor. Post review the assistant manager will forward the leave request to Production manager for approval.

- **The leaver request will be further sent to HR Manager for review and approval.**
- Leave request of Assistant manager/supervisor will be directly submitted to production manager for approval. **The leaver request will be further sent to HR Manager for review and approval.**
- In HR department:
 - Leave request for recruiters, HR Trainees, Assistant HR (example of Designations added later) will be approved by HR Manager.
- In Sales:
 - Leave request for Merchandiser/Junior Sales person/Sales and Management trainees/ will be reviewed by their supervisor/Assistant manager and sent to sales manager for approval.
 - **The leaver request will be further sent to HR Manager for review and approval.**
 - Leave request of sales person will be directly submitted to sales manager for approval. **The leaver request will be further sent to HR Manager for review and approval.**
- In Logistics:
 - Leave request of Helper/Cleaner/Driver will be submitted to Assistant manager/supervisor for review, and will be sent forward to Logistics Manager for approval
 - **The leaver request will be further sent to HR Manager for review and approval.**
- In Finance department:
 - Leave request of Junior accountant/ accountant will be submitted to Accountant for review. Post review the leave request will be sent to Senior Accountant for approval.

- **The leaver request will be further sent to HR Manager for review and approval.**
- Delivery:
 - Leave request of Helper/cleaner will be submitted to supervisor/account manager for review, and will be sent to Delivery manager for approval.
 - **The leaver request will be further sent to HR Manager for review and approval.**
- Warehouse department:
 - Leave request of Helper/Cleaner/Picker/Forklift operator/Assistant storekeeper will be sent to assistant manager/supervisor for review. Upon review, the request will be sent to warehouse manager for approval. **The leaver request will be further sent to HR Manager for review and approval.**
 - Leave request of Storekeeper will be submitted to Warehouse manager for approval. **The leaver request will be further sent to HR Manager for review and approval.**
- QC department:
 - Leave request of QC Assistant will be submitted to assistant manager/Supervisor for review and shared to Quality Head for approval.
 - **The leaver request will be further sent to HR Manager for review and approval.**
- General Admin:
 - Leave request of Office assistant will be submitted to Supervisor for review, and sent to Admin for approval.
 - **The leaver request will be further sent to HR Manager for review and approval.**
 - Leave request of consultant will be directly Admin for approval. **The leaver request will be further sent to HR Manager for review and approval.**
- Purchase:
 - Leave request of Purchaser will be submitted to Purchase head for approval.

- **The leaver request will be further sent to HR Manager for review and approval.**
- Leave request senior level employees: Production manager, Sales manager, Logistics manager, Senior Accountant, Delivery manager, Warehouse manager, QC Head, Admin, Purchase head will be submitted to Senior Operations Manager for approval.
 - **The leaver request will be further sent to HR Manager for review and approval.**

➤ **HR PAGE**

- HR to be able to review all leave request submitted for review and approval, through a dashboard.
- The HR dashboard will showcase a department wise leave status for all employees for the HR to plan workforce efficiently. This will be useable in cases such as:
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➤ **LEAVE POLICIES**

- This page will give a detail description about various leave policies of the company.