

Every employee will be segmented/grouped according to the following list

- Designation
- Department
- Employee Group
- Employee Grade
- Employee Class
- Functional Group
- Permit (Local/Foreigner)

Admin will be able to create and manage Leave Types.

For Every Leave Type, following basic info and additional settings will be available

#### **Basic Info**

- Name
- Type (Paid/Unpaid)
- Description
- Validity

#### **Additional Settings**

**Effective :** 'n' days/months/years from JoiningDate/ConfirmationDate

#### **Accrual :**

Following Parameters will be used

- Accrual Period : Monthly / One Time / Yearly / Half Yearly / Triannually / Quarterly / Bi Monthly / Semi Monthly / Weekly
- Accrual Date / Day
- Entitlement Days
- Increment Scheme

Accrual Settings (for every Employee Grade) will be like :

'Accrual Period' on 'Accrual Day', 'Entitlement Days'

Eg.,

- Monthly on 5th, 2 Days
- Yearly on 1st, January , 18 Days
- Half Yearly on 7th Jan & Jul, 10 Days

For 'Yearly' Accrual Period, Increment Scheme can be linked.

#### **Reset :**

'Period' on 'Day'

Eg.,

- Yearly on 31st, Dec
- Monthly on Last Day

#### **Carry Forward :**

'Mode' : No. of Units/Percentage : Max Limit

'Expiry' : No. of Days/Months

Eg.,

- Carry Forward : 5 units : 4
- Carry Forward : 50 % : 3
- Expires in 3 Months

**Encashment :**

'N' units/percentage : Max Limit

**Applicable :**

- Gender
- Marital Status
- Department
- Designation
- Permit

**Configuration :**

- Weekends between Leave Period : Count as leave after 'n' days
- Holidays between Leave Period : Count as leave after 'n' days
- Minimum leave that can be availed per application
- Maximum leave that can be availed per application
- Maximum number of consecutive days of Leave allowed
- Minimum gap (in days) between two applications
- Document Mandatory if leave period exceeds 'n' days
- Maximum no. of applications in a period
- Leave Application : Exceed Leave balance (Allow/Don't Allow)
  - If 'Allow', Limit : Without Limit, Until year end Limit, Without Limit - LOP