OrangeHRM

Add Leave Entitlement

Admin

PIM

▼ Leave

▼ Entitlements

Add Entitlements

Employee Entitlements

▼ Reports

Leave Entitlements and Usa

▼ Configure

Leave Period

Leave Types

Work Week

Holidays

Leave List

Assign Leave

Time

Recruitment

Performance

Dashboard

☑ Add to Multiple Employees

Employees 🔍

Leave Type FMLA US ▾

Leave Period 2015-01-01 - 2015-12-31 ▾

Entitlement

Save   **Cancel**

- o x

OrangeHRM

Leave Entitlements

- Admin
- PIM
- ▼ Leave
  - ▼ Entitlements
    - Add Entitlements
    - **Employee Entitlements**
  - ▼ Reports
    - Leave Entitlements and Usa
  - ▼ Configure
    - Leave Period
    - Leave Types
    - Work Week
    - Holidays
  - Leave List
  - Assign Leave
- Time
- Recruitment
- Performance
- Dashboard

Employee

Leave Type | All | ▾

Leave Period | 2015-01-01 - 2015-12-31 | ▾

[Search]

- o x

OrangeHRM

Leave Entitlements and Usage Report

- − o x

Admin

PIM

▼ Leave

  ▼ Entitlements

    Add Entitlements

    Employee Entitlements

  ▼ Reports

    Leave Entitlements and Usa

  ▼ Configure

    Leave Period

    Leave Types

    Work Week

    Holidays

    Leave List

    Assign Leave

Time

Recruitment

Performance

Dashboard

Generate For	Leave Type ▼
Leave Type	FMLA US ▼
Period	2016-01-01 ▼
Job Title	All ▼
Location	All ▼
Sub Unit	All ▼

☑ Include Past Employees

View

OrangeHRM

Leave Entitlements and Usage Report

Admin
PIM
▼ Leave
  ▼ Entitlements
    Add Entitlements
    Employee Entitlements
  ▼ Reports
    Leave Entitlements and Usa
  ▼ Configure
    Leave Period
    Leave Types
    Work Week
    Holidays
    Leave List
    Assign Leave
Time
Recruitment
Performance
Dashboard

Generate For

Employee | Employee | ▾ |

Period | 2016-01-01 - 2016-12-31 | ▾ |

| View |

— o x

⊠ **OrangeHRM** | - | o | x |

Leave Entitlements and Usage Report

Employee	Leave Entitlements (Days)	Leave Pending Approval (Days)	Leave Scheduled (Days)	Leave Taken (Days)	Leave Balance (Days)
Pahlwan	12	34	12	34	45
Dipta	18	39	34	12	34
Fahim	65	83	39	34	12
Shubho	83	39	34	34	45
Srijon	83	39	34	34	45

Back

OrangeHRM

Leave Types

Admin
PIM
▼ Leave
  ▼ Entitlements
    Add Entitlements
    Employee Entitlements
  ▼ Reports
    Leave Entitlements and Usa
  ▼ Configure
    Leave Period
    Leave Types
    Work Week
    Holidays
  Leave List
  Assign Leave
Time
Recruitment
Performance
Dashboard

Add   Delete

- [x] **Leave Type**
- [x] FMLA US
- [x] Maternity US
- [x] Paternity US
- [x] Vacation US

OrangeHRM

Leave Period

| Admin |
| PIM |
| ▼ Leave |
| ▼ Entitlements |
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| ▼ Reports |
| Leave Entitlements and Usa |
| ▼ Configure |
| Leave Period |
| Leave Types |
| Work Week |
| Holidays |
| Leave List |
| Assign Leave |
| Time |
| Recruitment |
| Performance |
| Dashboard |

Start Month   January   ▼

Start Date   1   ▼

End Date   December 31

Current Leave Period   2016-01-01 to 2016-12-31

Edit

- o x

OrangeHRM

Work Week

Admin
PIM
▾ Leave
  ▾ Entitlements
    Add Entitlements
    Employee Entitlements
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    Leave Entitlements and Usa
  ▾ Configure
    Leave Period
    Leave Types
    Work Week
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Day	Setting
Sunday	Full Day ▾
Monday	Full Day ▾
Tuesday	Full Day ▾
Wednesday	Full Day ▾
Thursday	Full Day ▾
Friday	Non-working Day ▾
Saturday	Non-working Day ▾

Edit

- □ x

OrangeHRM

Holidays

[ ] [ ]

Admin
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From

To

[Search]

[Add]   [Delete]

Name	Date	Full Day Half Day	Repeats Annually
New Year	01-01-2016	Full Day	Yes
Eid-Ul-Fitr	01-06-2016	Full Day	Yes
Independence Day	26-03-2016	Full Day	Yes

- o x

OrangeHRM

Leave List

Admin
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▼ Leave
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    Add Entitlements
    Employee Entitlements
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    Leave Entitlements and Usa
  ▼ Configure
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    Holidays
  Leave List
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Dashboard

From
To

Show Leave with Status   ☑ All   ☑ Rejected   ☑ Cancelled   ☑ Pending Approval   ☑ Scheduled   ☑ Taken

Employee
Employee   All   ▼

☑ Include Past Employees

[Search]   [Reset]

Date	Employee Name	Leave Type	Leave Balance (Days)	Number of Days	Status	Comments	Actions
2016-08-01	Abir	Vacation	20	2	Taken	N/A	N/A

[Save]

OrangeHRM

Assign Leave

Admin

PIM

▼ Leave

▼ Entitlements

    Add Entitlements

    Employee Entitlements

▼ Reports

    Leave Entitlements and Usa

▼ Configure

    Leave Period

    Leave Types

    Work Week

    Holidays

    Leave List

    Assign Leave

Time

Recruitment

Performance

Dashboard

Employee Name

Leave Type   Bereavment ▼

Leave Balance   –

From

To

Comment

Assign