XYZ Company Bangladesh Ltd.

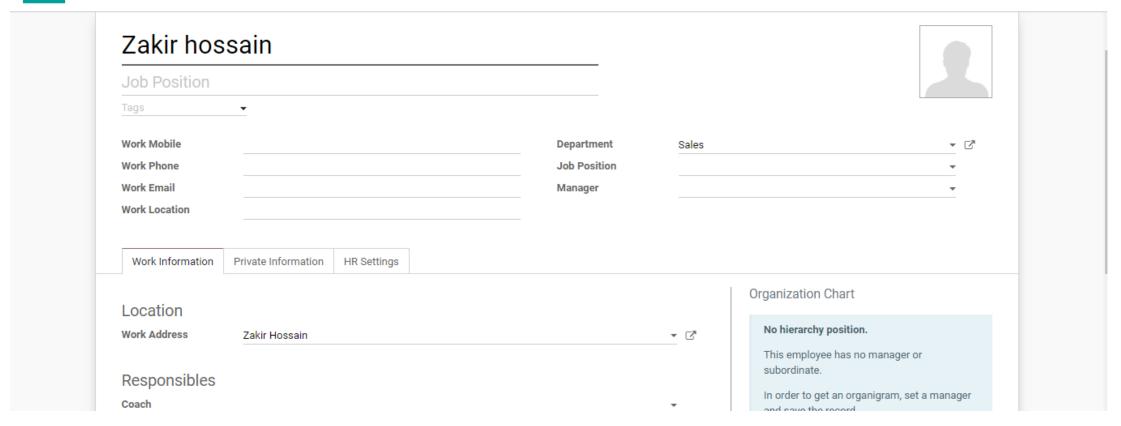






Leave Management





- Employee Create by the system or system will pull the data from oracle system with employee hierarchy.
- In a certain period oracle will handshake with Leave man system for data updating.

Time Off / Zakir Hossain on Paid Time Off: 1.00 days SAVE DISCARD **APPROVE** REFUSE RESET TO DRAFT TO APPROVE APPROVED Zakir Hossain ▼ 🕜 Paid Time Off From ▼ To 10/23/2019 10/23/2019 Zakir Hossain in 2019 Duration 1.00 Days None Description Manager's Comment e.g. Report to the next month... Schedule activity @ O

- User will apply for leave as per category, allocation wise.
- Some condition will apply during the process based on total leave, holiday consideration, eligibility.

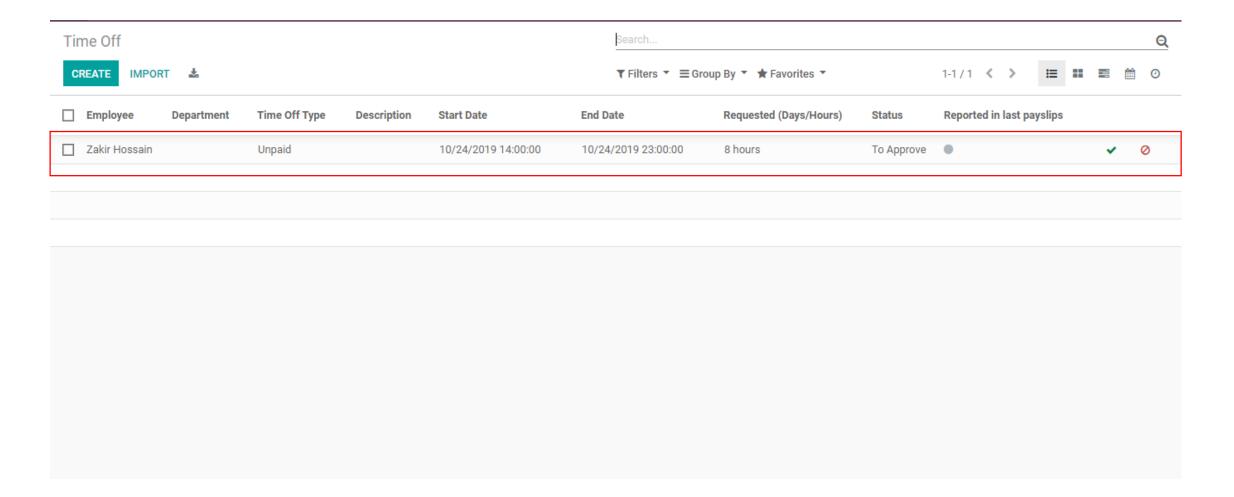
Log note

Send message

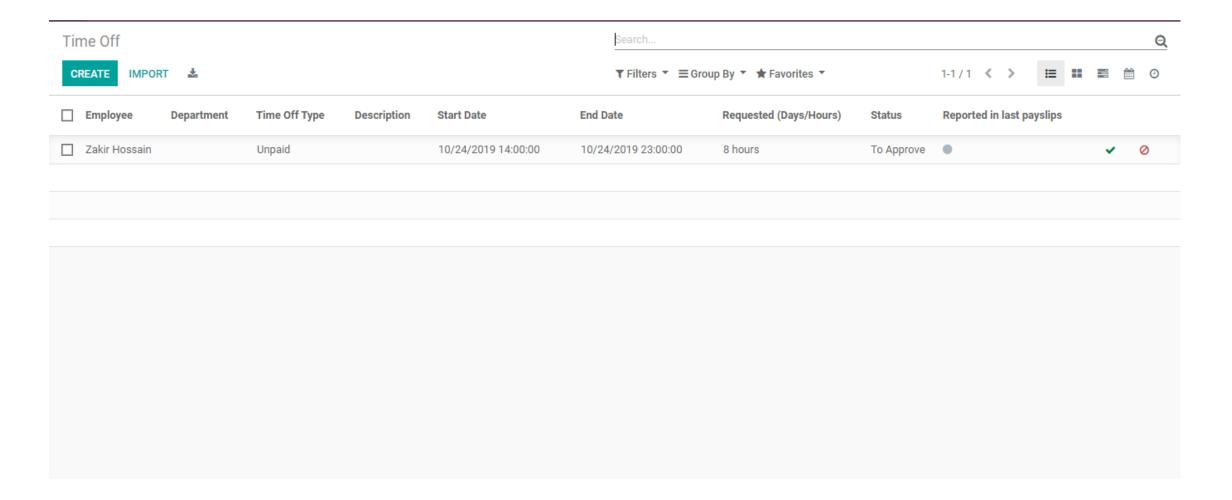
- All the condition will check by Oracle system.
- New category, Allocated leave master data will pull from oracle provided table.

Follow

& 0



- After creating a request, request will flow to Approval user.
- Approve users can accept or reject any request.
- If reject, requested user flow the process again.
- There will be multiple users approval flow.
- If any rejection data will be stored for Oracle system?



- Approved data will push to Oracle system from Leave management system. It will be real time update.
- Audit Log will be stored in Leave management system.
- There will be a super user access who can generate a request without processing any workflow.