Business Value

Unexpected or unaccounted absences create disruptions to the workflow of an organisation, causing sudden interruptions in achieving the expected productivity. This module helps you track multiple leave types, manage how each should be allocated, applied and even used. Providing a quick, error free and effortless way to organise, apply and approve leave throughout the organisation. One single platform that helps employee as well as management of the organisation to track and manage the absences with higher efficiency and reliability.

Avoids misconduct or violations of organisational attendance policies.

Reduce unnecessary time and costs associated with unplanned leave.

Holds each employee accountable for lost time.

Avoid errors and delays while obtaining more control over scheduling capabilities.

Identify, forecast and plan the required time-off period, ahead of time.

Monitor employee absence trends and anomalies to identify areas that require attention or improvement.

Key Features

Leave planning.

Multi-level leave approval.

Rapid leave application option.

Manage multi-country calendars.

View team leave plan prior to approval.

Calendar view of leave requests and history.

Automatic **e-mail notifications** regarding leave requests, approvals, and rejections.

Ability to **manage geographically deployed employees'** leaves compliances in real time basis.

Customise attendance policies according to the organisational requirements.

Improved request visualization provides a **complete overview of an employee's leave balance** to the reporting manager.

Generate reports by day, month or year, filtered by users, departments and leave types.

Track unplanned leave and lost time details with the ability to benchmark them against peers.

Absence heat maps that offer detailed insight into the organisations absenteeism patterns indicating fluctuations that require attention.

Supervisory dashboards that provide an infographic view of the employee absence related information.

Integrated with Attendance and Leave modules, indicating gaps that may require immediate attention.

Display of leave clashes among peers, prompting changes to be made on planned leave dates.

An authorised user or supervisor is able to perform leave related activities such as **applying leave/short leave,cancelling applied leave, viewing leave details and viewing leave statistics on behalf of his / her subordinates.**