



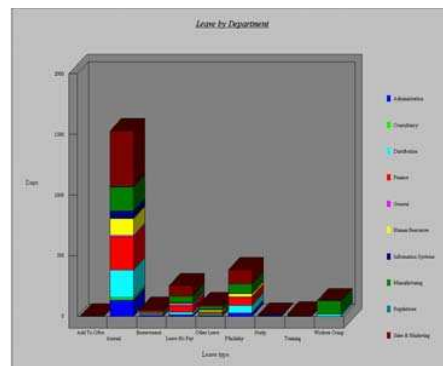
# Leave Management

Varying leave rules, regulations and methods means that the management of leave requests, allocations and accruals can be a significant administration burden.

Due to the host of multi-national companies that have used the ABSALOM Smart HR solution for Leave Management, the module has evolved to become an extremely effective system. Virtually every leave regulation variant required across multiple countries and regions is addressed.

These include:

- Organisational entitlements
- Leave conditions
- Legislated awards
- Leave accruals



Clerical leave maintenance is dramatically reduced by enabling employees to use "self-service" facilities on a 24/7 basis. To ensure security and to comply with a company's work rules, the implementation of this service can be structured to use a simple user-defined automated workflow design.

By necessity, ABSALOM Smart HR also provides:

- Detailed employee entitlements by hours, days, weeks or months
- Analysis of leave liability and calculation of values
- Unlimited history of leave by type
- Undertake user defined criteria for "what if" analysis of past and future leave balances
- Comprehensive management reports that may be categorised in hierarchical order by:

- Company
- Division
- Department
- Cost Centre
- Etc.

Leave Type	Date From	Date To	Duration	Status	Remarks
Sick Leave	11/11/2012	17/11/2012	3.75 days	✓	
Annual	11/11/2012	22/11/2012	1.25 hrs	✓	
Annual	14/12/2012	11/11/2012	3 hours	✓	
Leave To Pay	15/11/2012	18/11/2012	1.87 hours	✓	
Provide	11/11/2012	11/11/2012	1.63 hours	✓	Queens B...
Sick Leave	14/12/2012	15/11/2012	1.25 days	✓	
Provide	15/11/2012	22/11/2012	2 hours	✓	Area 2, 1...



Outstanding leave is a contingent liability. ABSALOM Smart HR solution is designed to prevent debilitating and costly leave peaks and troughs.