



Leave Management

Is your business managing employee time off requests fairly, accurately, and efficiently?

The Attendance on Demand Leave Management module automates employee time off requests, eliminating paperwork while improving communication of essential information to both the manager and the employee. Enhanced communication means improved employee relations.

Essential for Managers

Leave Management helps to maintain coverage and ensure productivity while honoring employee leave requests. Supervisors can easily compare same-day requests, analyze departmental schedules and coverage, and assess pending and scheduled leave for the employee. The leave approval view makes it easy.

Easy for Employees

Employee Self Service makes it easy for employees to check their balances and see if co-workers are already taking time off.

To make a leave request:

- Employees simply press a function key and make a few quick selections. They can even include a note to their supervisor.
- Employees see the status of their leave requests in Employee Self Service.
- Employees receive an email when a request is approved, changed, or denied.

Employees used to fill out a form and my HR department had to manually go through records to figure out how much vacation or sick time employees had. Now, my HR staff is out of the picture. Employees and managers know PTO balances and changes are handled automatically and accurately.

| Category | Count |
|-----------------|-------|
| Schedules | 1 |
| Shifts | 1 |
| Leave Requests | 2 |
| Working Time | 1 |
| Other | 1 |
| Absences | 1 |
| Today's Absence | 1 |

Supervisors see the number of leave requests to be reviewed in their calendar dashboard.

Employees request leave online using Employee Self Service (ESS).

Communication is Key

The Leave Management module provides dashboard and email communication throughout the leave request and approval process.



**Demand
More**

Eliminate paperwork

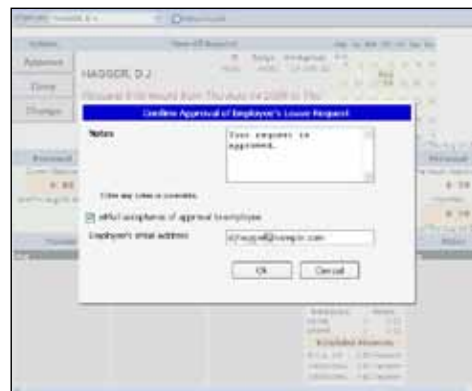
Improve communication

Enhance employee-
management relations

- Employees can check whether co-workers are scheduled off before they request leave in Employee Self Service.
- Employees click a button to make a leave request and can include a note to the supervisor.
- Supervisors get dashboard and email notification of leave requests.
- Supervisors see leave balances and department coverage information when evaluating leave requests.
- Supervisors click a button to approve, deny, or change the leave request and can include a note to the employee.
- Employees get notification of request approval, denial, or changes through email and Employee Self Service.
- Approved leave is added to the employee's schedule.



Supervisors review leave requests and handle them efficiently with the click of a mouse button.



Employees are sent an email confirmation when the leave request is granted or denied.