
WHITE PAPER USER MANUAL FOR – LEAVE MANAGEMENT

Module – Human Resource

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This user guide will be considered for the following process:

1. Apply Leave
2. Leave Approval

Overview:

Leave management refers to the processes and systems that organizations use to manage employee leave requests, approvals, and records. This includes various types of leave, such as vacation, sick leave, parental leave, and personal days. Effective leave management ensures that employees can take time off while maintaining business operations smoothly.

Key components of leave management include:

1. **Policy Development:** Establishing clear policies regarding leave entitlements, procedures for requesting leave, and the approval process.
2. **Tracking and Recording:** Maintaining accurate records of leave balances, types of leave taken, and any relevant documentation.
3. **Request and Approval Processes:** Implementing systems for employees to request leave and for managers to approve or deny those requests.
4. **Compliance:** Ensuring adherence to legal requirements and regulations regarding employee leave, such as the Family and Medical Leave Act (FMLA) in the U.S.
5. **Communication:** Keeping open lines of communication between employees and management regarding leave status and any potential impacts on workload or scheduling.

Why it is used?

Leave management is important for several reasons:

1. **Employee Well-being:** It allows employees to take necessary time off for health, family, or personal reasons, contributing to overall well-being.
2. **Productivity:** Proper management ensures that workloads are balanced and that teams can maintain productivity even when some members are away.
3. **Compliance:** Helps organizations adhere to legal requirements regarding employee leave, reducing the risk of fines or legal issues.
4. **Transparency:** Clear processes and policies foster trust and transparency between employees and management.

5. **Planning:** Enables better workforce planning and resource allocation, minimizing disruptions.
6. **Retention:** Supporting employees in taking leave can lead to higher job satisfaction and lower turnover rates.

Overall, effective leave management creates a healthier work environment and supports organizational efficiency.

Where it used?

Leave management typically occurs within organizations across various departments, including:

1. **Human Resources (HR):** HR departments are primarily responsible for developing leave policies, tracking leave balances, and ensuring compliance with legal requirements.
2. **Payroll:** Integration with payroll systems is essential for accurately calculating leave-related pay and managing benefits.
3. **Management and Team Leads:** Managers play a key role in approving leave requests and ensuring team workloads are managed during absences.
4. **Employee Self-Service Portals:** Many organizations use software that allows employees to request leave, check balances, and view policies.

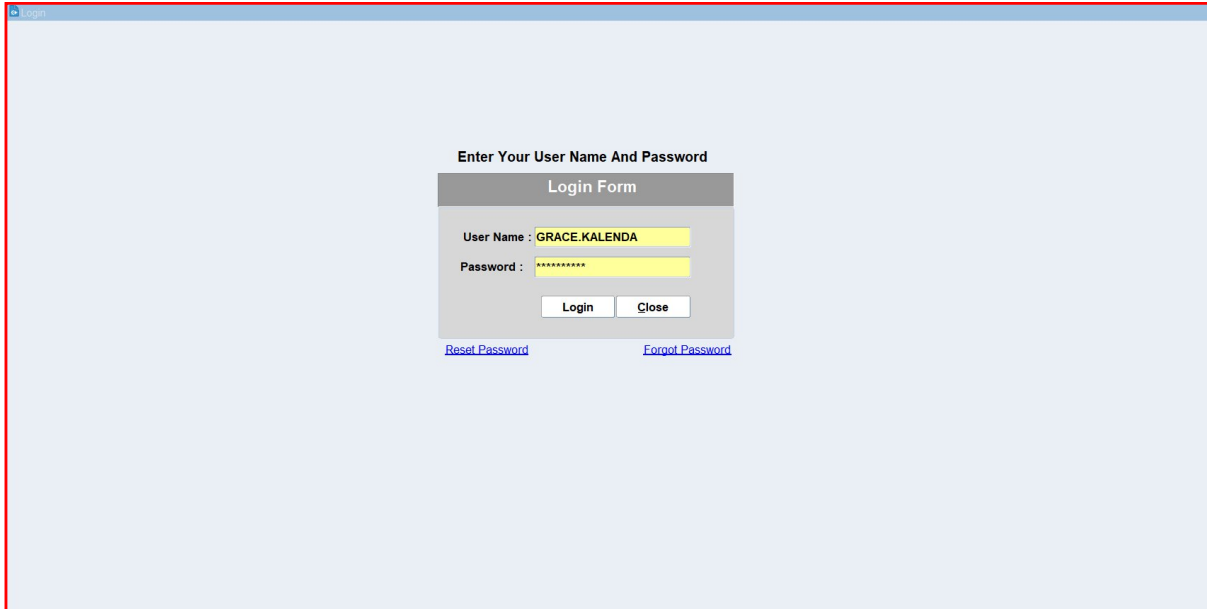
Overall, leave management is a collaborative effort involving HR, management, and employees, facilitated by technology.

When it used?

Leave management is an ongoing process that occurs throughout the employment lifecycle. Key moments include:

1. **When Employees Join:** Onboarding often includes informing new hires about leave policies and entitlements.
2. **During Employment:** Employees can request leave as needed for vacations, illness, family matters, or other personal reasons.
3. **At Periodic Reviews:** Organizations may review leave balances and policies regularly, often during performance evaluations or annual audits.
4. **During Legal Changes:** Updates to labour laws may necessitate adjustments to leave policies and procedures.
5. **During Busy Seasons:** Companies may focus on leave management during peak times, ensuring adequate coverage and planning for absences.

Effective leave management is proactive and responsive, adapting to the needs of the workforce and the organization.



Enter Your User Name And Password

Login Form

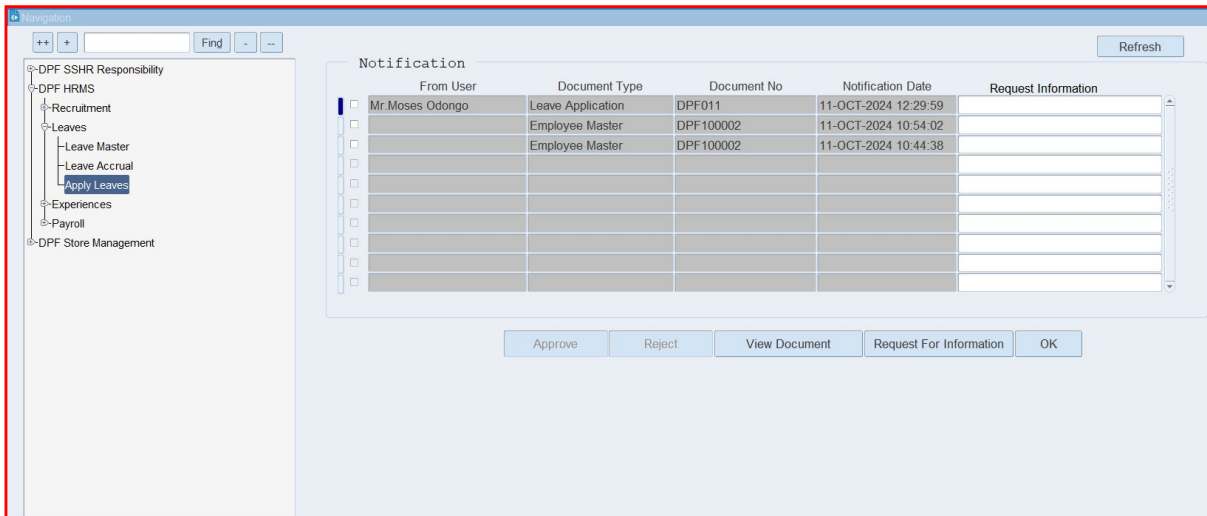
User Name : GRACE.KALENDA

Password : *****

Login Close

[Reset Password](#) [Forgot Password](#)

Put the Login details & click on login



Notification

	From User	Document Type	Document No	Notification Date	Request Information
<input type="checkbox"/>	Mr. Moses Odongo	Leave Application	DPF011	11-OCT-2024 12:29:59	
<input type="checkbox"/>		Employee Master	DPF100002	11-OCT-2024 10:54:02	
<input type="checkbox"/>		Employee Master	DPF100002	11-OCT-2024 10:44:38	
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Approve Reject View Document Request For Information OK

Click on Apply leaves.

Leave Application

Employee Name Mrs. Grace Kalenda Employee Number DPF011
Email Address grace.kalenda@dpf.or

Leave Type Available Leaves
Start Date End Date
Days Half Status Half
Comments

Replaced By Save

Put the Leave details like Leave type, Start and End date of the leave.

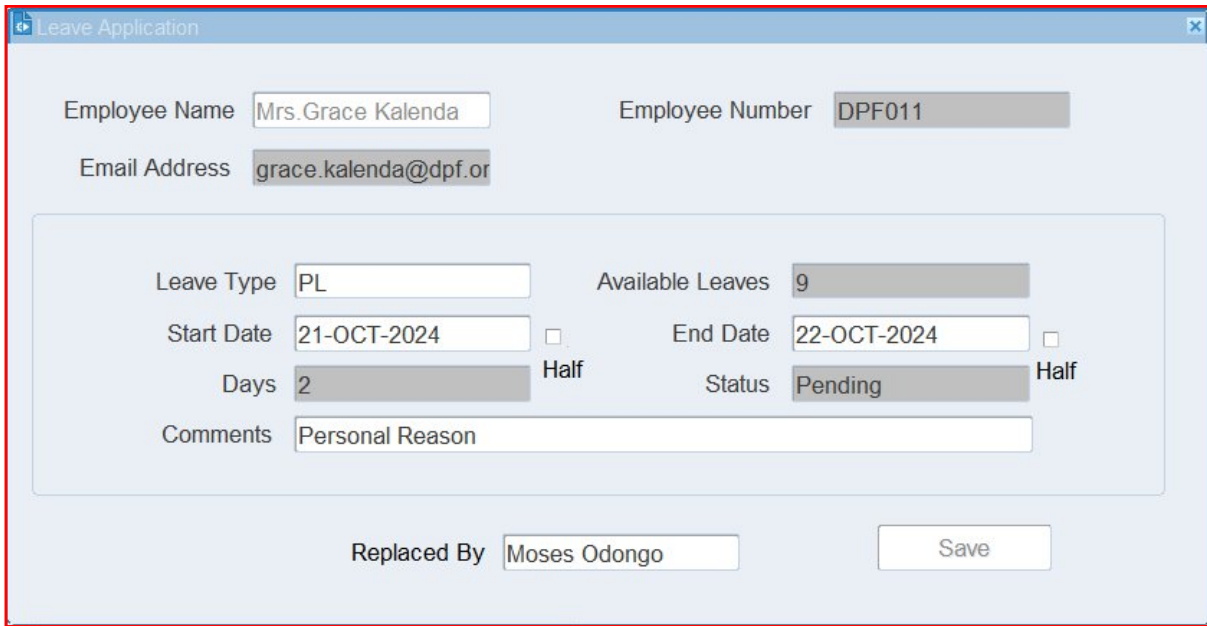
Leave Application

Employee Name Mrs. Grace Kalenda Employee Number DPF011
Email Address grace.kalenda@dpf.or

Leave Type PL Available Leaves 9
Start Date 21-OCT-2024 End Date 22-OCT-2024
Days 2 Half Status Half
Comments Personal Reason

Replaced By Moses Odongo Save

Put the reason for leave & The person who replaced by.

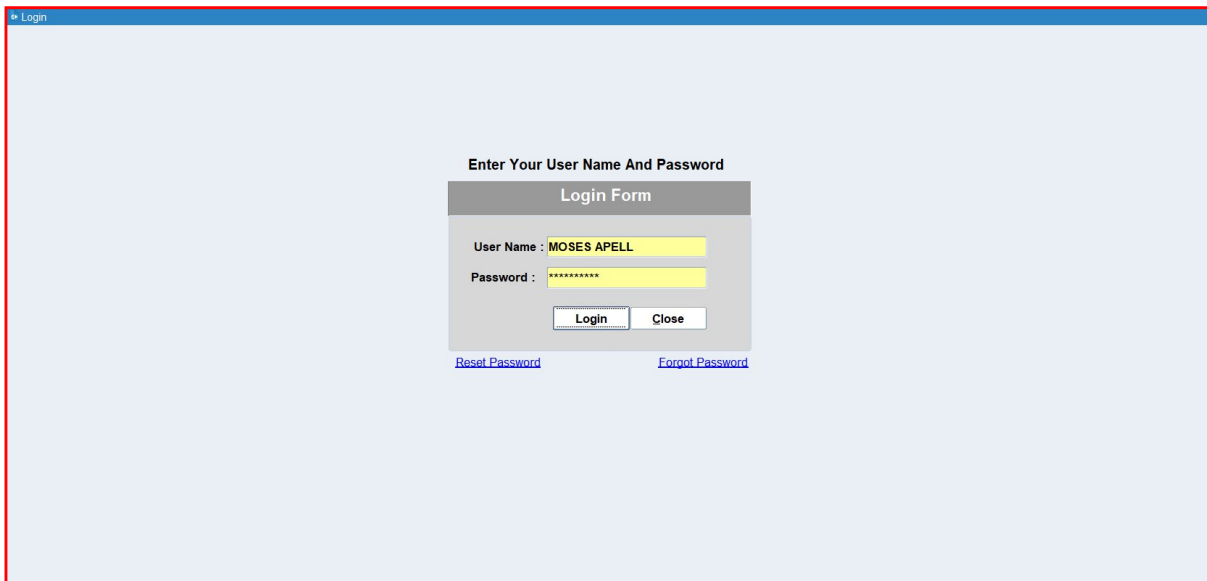


The screenshot shows a web browser window titled "Leave Application". The form contains the following fields and values:

- Employee Name: Mrs. Grace Kalenda
- Employee Number: DPF011
- Email Address: grace.kalenda@dpf.or
- Leave Type: PL
- Available Leaves: 9
- Start Date: 21-OCT-2024
- End Date: 22-OCT-2024
- Days: 2
- Status: Pending
- Comments: Personal Reason
- Replaced By: Moses Odongo

At the bottom right of the form is a "Save" button.

Click on Save.

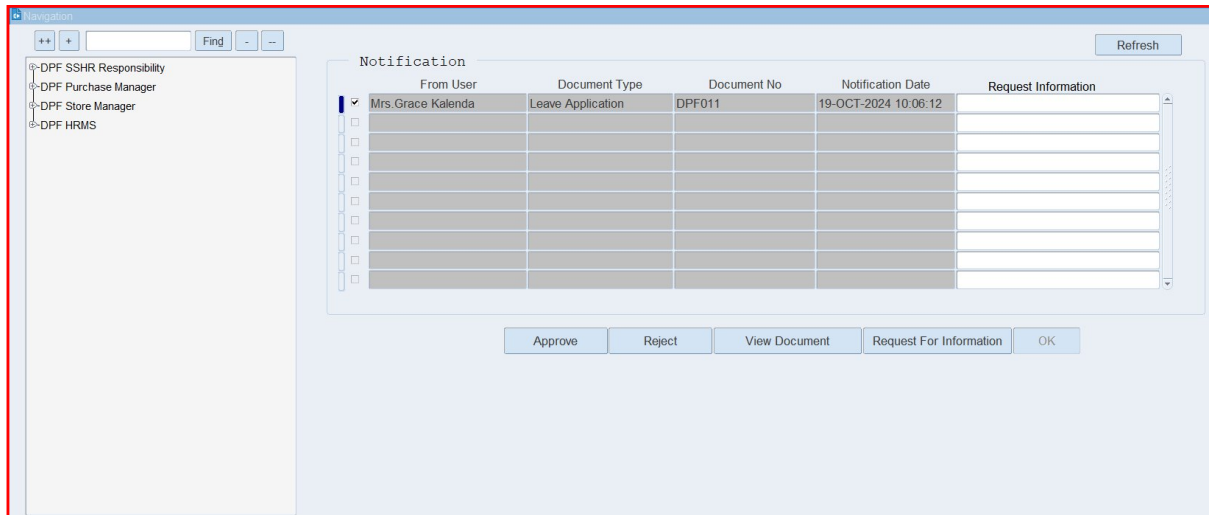


The screenshot shows a web browser window titled "Login". The form is titled "Enter Your User Name And Password" and "Login Form". It contains the following fields and values:

- User Name: MOSES APELL
- Password: *****

At the bottom of the form are "Login" and "Close" buttons. Below the form are two links: "Reset Password" and "Forgot Password".

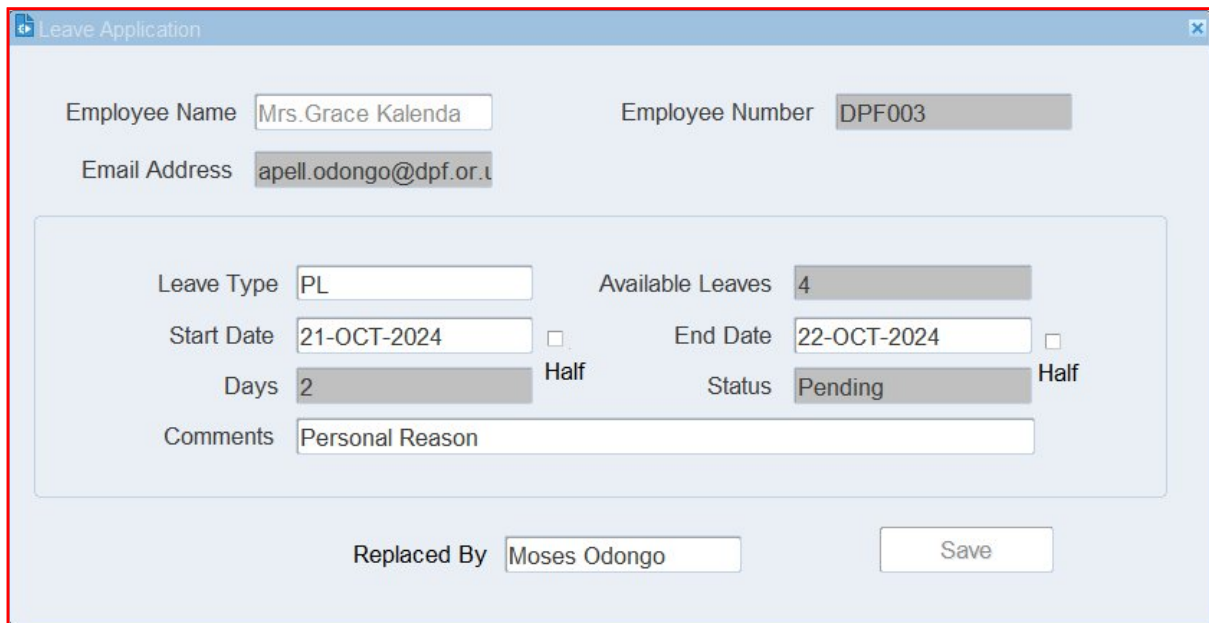
Put the login details of the approver.



From User	Document Type	Document No	Notification Date	Request Information
<input checked="" type="checkbox"/>	Mrs. Grace Kalenda	Leave Application	DPF011	19-OCT-2024 10:06:12
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

On the notification bar, we can see the leave notification.

Click on View Document for review purpose.

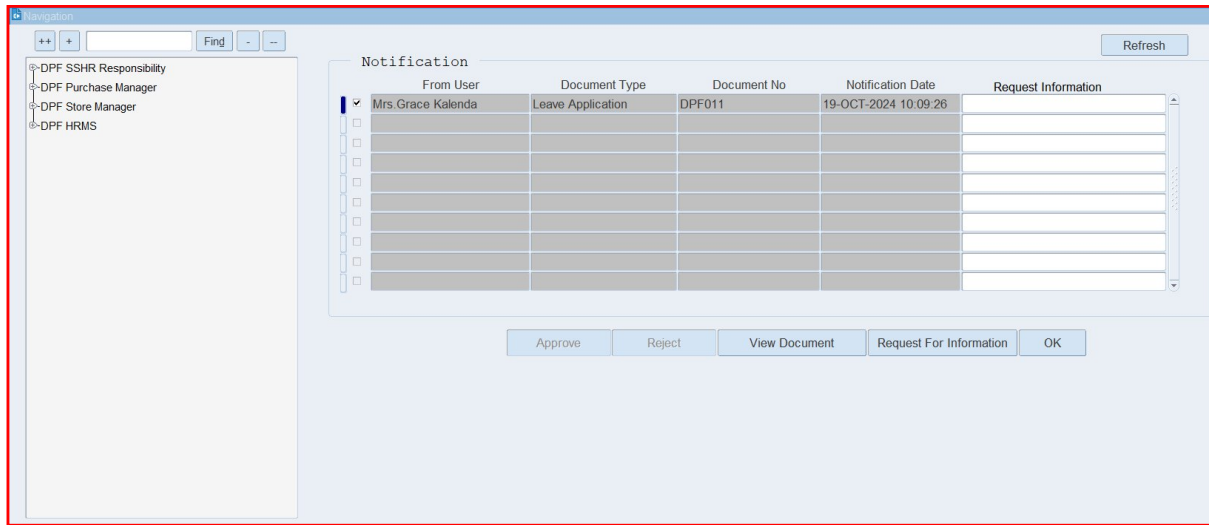


Employee Name: Mrs. Grace Kalenda Employee Number: DPF003
 Email Address: apell.odongo@dpf.or.ug

Leave Type: PL Available Leaves: 4
 Start Date: 21-OCT-2024 End Date: 22-OCT-2024
 Days: 2 Status: Pending
 Comments: Personal Reason

Replaced By: Moses Odongo Save

Here, we can see the leave details.



	From User	Document Type	Document No	Notification Date	Request Information
<input checked="" type="checkbox"/>	Mrs. Grace Kalenda	Leave Application	DPF011	19-OCT-2024 10:09:26	
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Click on the Approve button for leave approval.

XX END XX