

Manager Perspective

The manager has the ability to request leave from the Leave Portal. The leave history, summary, calendar and leave balance are available for the manager to view.

See Leave: Employee Perspective as reference

Leave Portal

The Leave Portal for the Employee and Manager has only 3 differences.

1. A manager can apply on behalf of an employee for leave.
2. The manager actions the employee requests.
3. The manager can see his employee's leave calendar.

The screenshot displays the Manager Perspective of the Leave Portal. It is divided into several sections:

- MY LEAVE BALANCES:** A grid of cards showing various leave types and their balances. Cards include: Adoption Leave (0.00 days), Annual Leave (2.50 days), Commissioning Par... (0.00 days), Family Responsibili... (0.00 days), Maternity Leave (0.00 days), Paternity Leave (0.00 days), Sick Leave (30.00 days), Study Leave (2.98 days), and Unpaid Leave (0.00 days).
- MY LEAVE ACTIONS:** Buttons for '+ BOOK LEAVE', 'MY HISTORY', and 'WHAT WILL MY BALANCE BE ON...'
- OTHER ACTIONS:** Buttons for 'EMPLOYEE CALENDAR', 'WHO'S ON LEAVE', and 'BOOK LEAVE ON BEHALF OF...'
- MY LEAVE CALENDAR:** Two calendar views showing leave status. The first calendar highlights the 9th as a public holiday. The second calendar highlights days 23, 24, 25, 26, and 27 as 'Approval Pending'.
- LEAVE AWAITING YOUR APPROVAL:** A table listing requests for approval.

PERSON	LEAVE TYPE	LEAVE DATE	DURATION	REQUESTED DATE	ACTION
Etienne du Toit (etienne.dutoit@signify.co.za)	Sick Leave	26 September 2024 - 27 September 2024	2 Days	06 August 2024	✓ ✗ ?
Etienne du Toit (etienne.dutoit@signify.co.za)	Annual Leave	23 September 2024 - 23 September 2024	0.5 Day	06 August 2024	✓ ✗ ?
Etienne du Toit (etienne.dutoit@signify.co.za)	Sick Leave	28 August 2024 - 28 August 2024	1 Day	26 August 2024	✓ ✗ ?

1. Book leave on behalf of...

Enables the manager to apply / request leave on behalf of an employee.

Should an employee not be able to apply leave themselves, the manager has the capability to do this on the employee's behalf.

On the Leave Portal, select Book Leave on Behalf Of...

The manager needs to select the employee he wants to apply leave on behalf of.



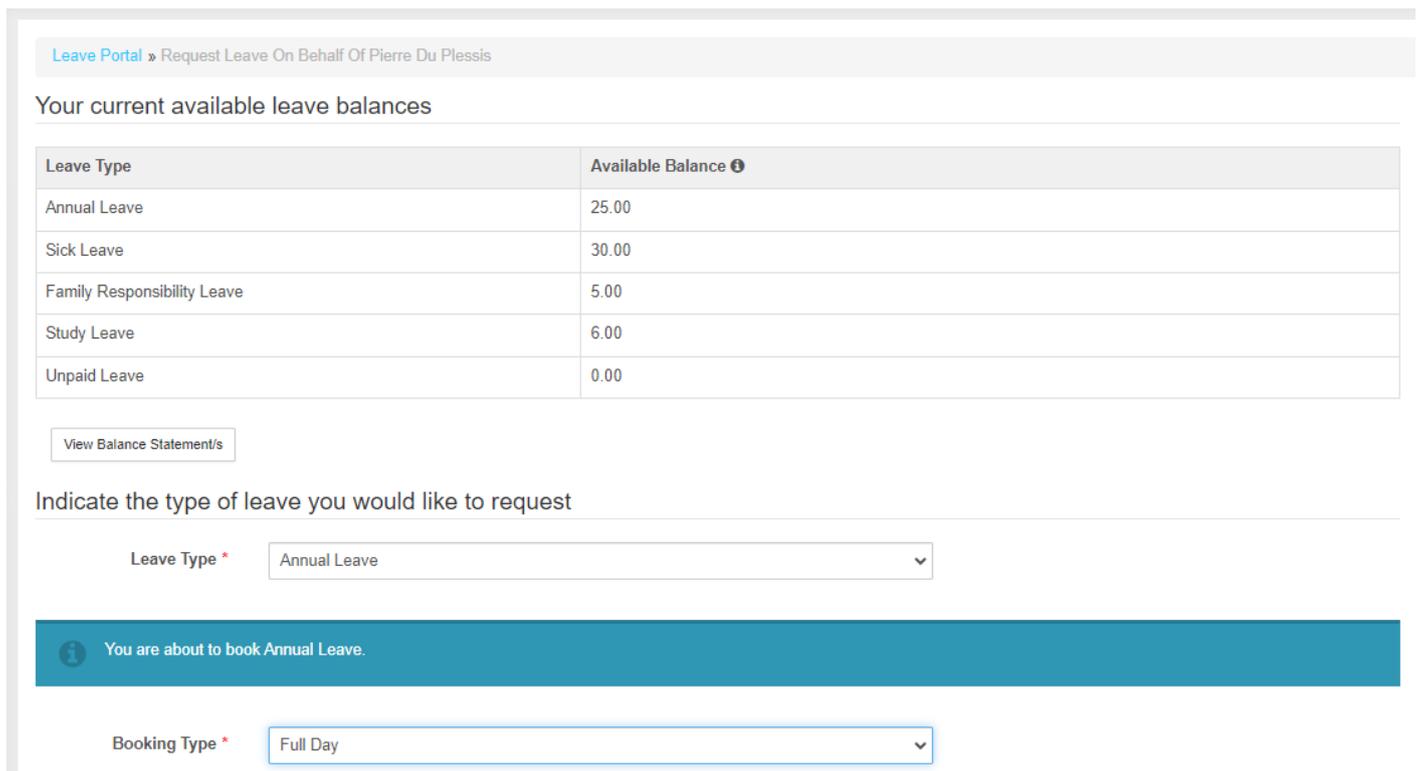
Leave Portal > Request Leave On Behalf Of...

I want to request leave on behalf of

Employee Name * [Required]

Back To Portal

Once the employee has been selected in the list, the manager can complete the sections. These sections are the same as if you apply leave for yourself as an employee.



Leave Portal > Request Leave On Behalf Of Pierre Du Plessis

Your current available leave balances

Leave Type	Available Balance ⓘ
Annual Leave	25.00
Sick Leave	30.00
Family Responsibility Leave	5.00
Study Leave	6.00
Unpaid Leave	0.00

View Balance Statement/s

Indicate the type of leave you would like to request

Leave Type * Annual Leave

You are about to book Annual Leave.

Booking Type * Full Day

The employee's leave will automatically be approved if the leave type configuration allows the automatic approval of a leave record if loaded by the manager. The leave record status will show as HR Approved.

LEAVE AWAITING YOUR APPROVAL

PERSON	LEAVE TYPE	LEAVE DATE	DURATION	REQUESTED DATE	ACTION
 Pierre Du Plessis (pduplessis)	Annual Leave	30 October 2024 - 30 October 2024	1 Day	26 August 2024	  

2. Employee Requests

The manager has the ability to action his employees' leave request.

All employees reporting to the Manager and applied for leave will be displayed in the list.

Go to Inbox | Leave Requests:

PERSON	LEAVE TYPE	LEAVE DATE	DURATION	REQUESTED DATE	ACTION
 Pierre Du Plessis (pduplessis)	Annual Leave	30 October 2024 - 30 October 2024	1 Day	26 August 2024	  
 Etienne du Toit (etienne.dutoit@signify.co.za)	Sick Leave	26 September 2024 - 27 September 2024	2 Days	06 August 2024	  
 Etienne du Toit (etienne.dutoit@signify.co.za)	Annual Leave	23 September 2024 - 23 September 2024	0.5 Day	06 August 2024	  
 Etienne du Toit (etienne.dutoit@signify.co.za)	Sick Leave	28 August 2024 - 28 August 2024	1 Day	26 August 2024	  

From here the manager can approve, decline or request more information. The manager can leave a comment as well.

Leave Balance

Actual Balance 16.67
Available Balance 24.00 ⓘ

Leave Details

Leave Type Annual Leave
Leave Type Reason
Status Awaiting Manager Approval
Main Manager: Erika Fourie (erika.fourie@signify.co.za)
From Wednesday, 10/30/2024
To Wednesday, 10/30/2024
Returning on 10/31/2024
Days 1.00

Action

I want to:

- Approve this request
- Decline this request
- Request more information

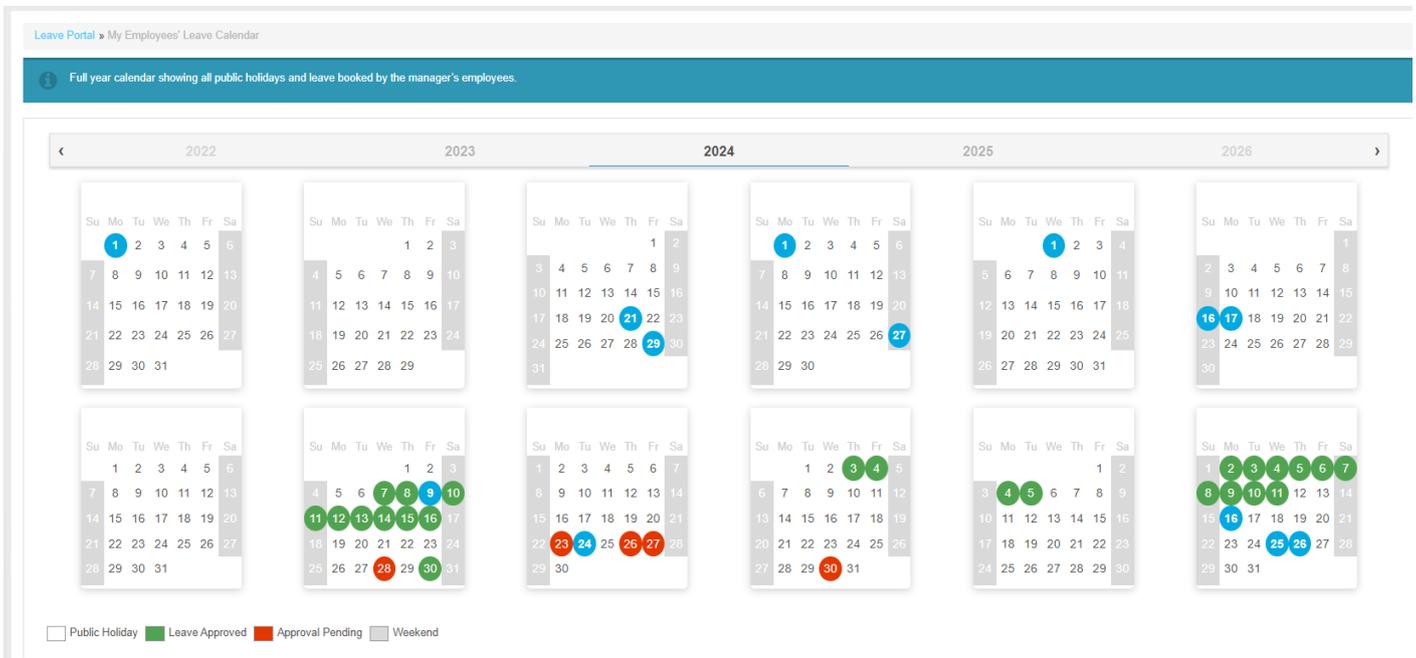
Comments

This is a request for more information.

Save

3. Employee Calendar

Full year calendar showing all public holidays and leave booked by the manager's employees.



Enables the manager to have a view of his employees' leave taken days.

Revision #3

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