

Purpose of Leave Management

The **Leave Management** module helps make leave administration simpler by managing the processes and guidelines that support employee time off.

The module enables organisations to:

- Define and manage leave types and entitlements.
- Calculate leave accruals according to configured rules and employee work schedules.
- Allow employees to submit leave requests and monitor their leave balances.
- Enable managers to review and action requests according to configured approval workflows.
- Apply rules for negative balances, carry-over, and leave forfeiture.
- Maintain leave records, adjustments, accruals and historical transactions.
- Manage public holiday calendars for different locations.
- Provide administrators with tools to manage individual employee leave configurations.



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