

Leave Management

Objective: Ensures smooth, transparent, and accurate handling of employee leave requests and policies.

The Leave Management sub-module handles all leave-related policies and employee leave configurations.

Key Functions

- Define leave types (e.g., Casual Leave, Sick Leave, Earned Leave)
- Set leave rules, entitlements, and carry-forward limits
- Configure approval processes
- Track leave balances


Components:


- **Search Bar:** Filter by Employee Name, Date, Duration or Leave Type (e.g., "Sick Leave").
- **'Create' Button (Request Leave):** Opens a standardized form for staff or managers to log a new absence.
- **Created List (The Dashboard):** A high-visibility view showing all historical leave entries.
- **Functionality:** Enables the creation and management of employee leave records, ensuring that leave requests comply with available entitlements and receive proper manager approval.


SPENDWELL TECH SYSTEM | Spendwell / Godown | 03-03-2026, 03:35:28 PM | Search | Alt S | [User Profile] | [Power]


Apply Leave

Search here | Select Duration | + Create | Filter

 Employee Group -

 Paid Leave Balance 0

 Sick Leave Balance 0

 Unpaid Leave Balance 0

	Person	Leave Type 1:	Branch	Apply Date 1:	Status 1:	Reason 1:
⋮	Sunny Suthar	Sick Leave	Godown	09-13-2025	Approved	Test
by Spendwell Admin at 09-11-2025, 07:25 PM						

Showing 01 of 01 entries Showing 20 entries

v1.0.21

Figure: Leave Management

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Apply Leave

Search here | Select Duration | **+ Create**

Employee Group: -

Paid Leave Balance: 0

Sick Leave Balance: 0

Unpaid Leave Balance: 0

Person	Leave Type	Branch	Apply Date	Status	Reason
Sunny Suthar	Sick Leave	Godown	09-13-2025	Approved <small>by Spendwell Admin at 09-11-2025, 07:25 PM</small>	Test

To apply leave from 'Create' button

Showing 01 of 01 entries | Showing 20 entries

v1.0.21

Figure: Leave Management [Create Leave]

Users can apply leave(s) along with different parameters:

- Leave Date(s)
- Leave Type
- Reason

The user can check past leaves sorted by duration

Figure: Leave Management [Past Leave Duration]

-Users are able to review past leaves categorized by duration.

Apply Leave

Search here

Select Duration

+ Create

Filter

Employee Group: -

Paid Leave Balance: 0

Sick Leave Balance: 0

Unpaid Leave Balance: 0

Person	Leave Type 1:	Branch	Apply Date 1:	Status 1:	Reason 1:
Sunny Suthar	Sick Leave	Godown	09-13-2025	Approved	Test

by Spendwell Admin at 09-11-2025, 07:25 PM

Past leave history is displayed with filters for branch, person, and status.

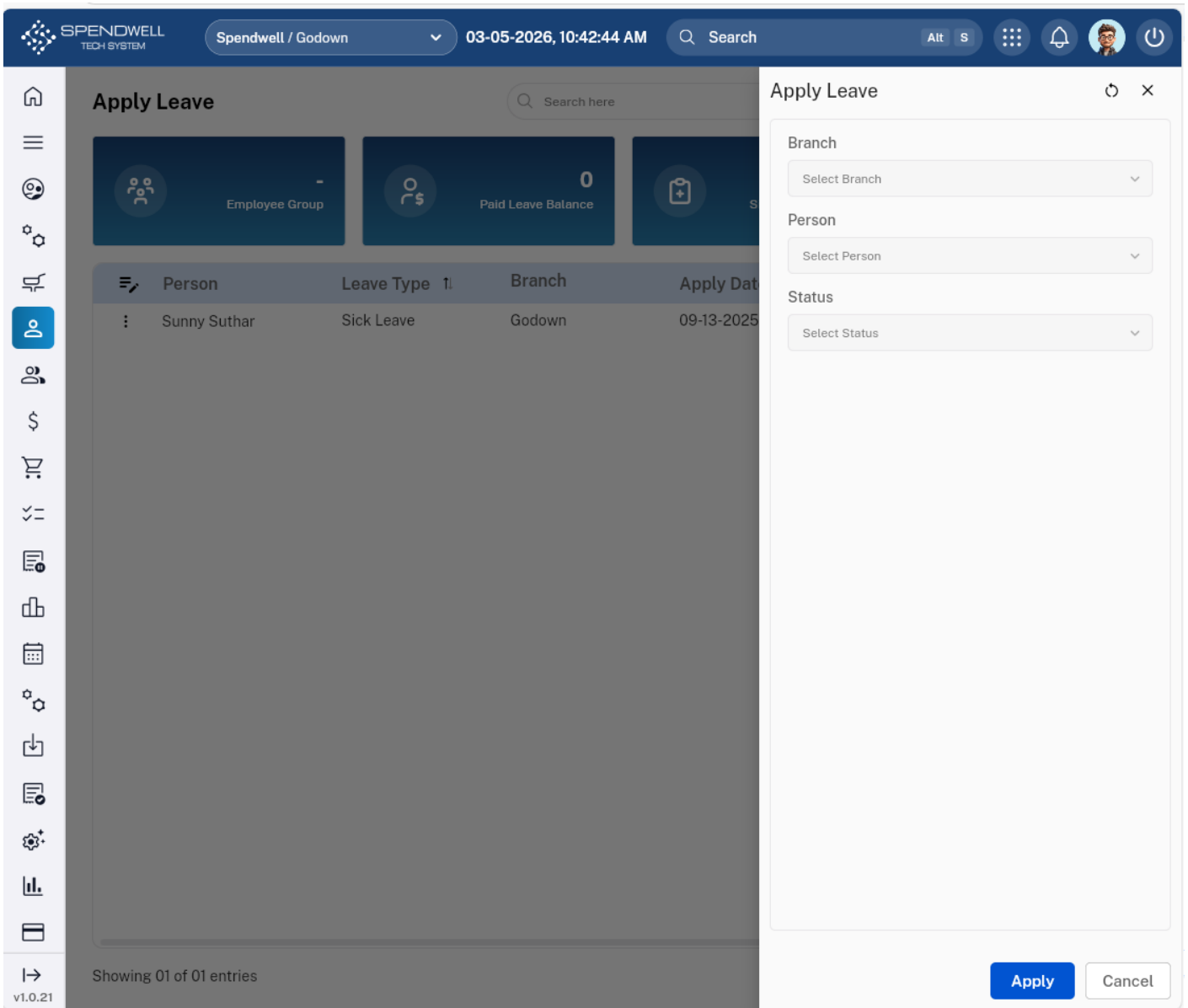


Figure: Leave Management [Filter leave history by branch, employee, or status]

-Users are able to filter past leaves based on branch, person, and status.

Revision #5

Created 3 March 2026 09:41:48 by Shrikant Patel

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