

Leave Management

Overview

The **Leave Management** feature allows employees to request time off and helps managers track and approve leave across the property. Leave is managed on a **full-day basis only** — employees select the day(s) they need off and submit a request for manager review.

Leave requests are organized by **leave type**: Paid Leave, Sick Leave, and Unpaid Leave. Each employee's leave balance is tracked per **employee group**, with a defined monthly limit for each leave type, so requests that exceed the available balance cannot be submitted.

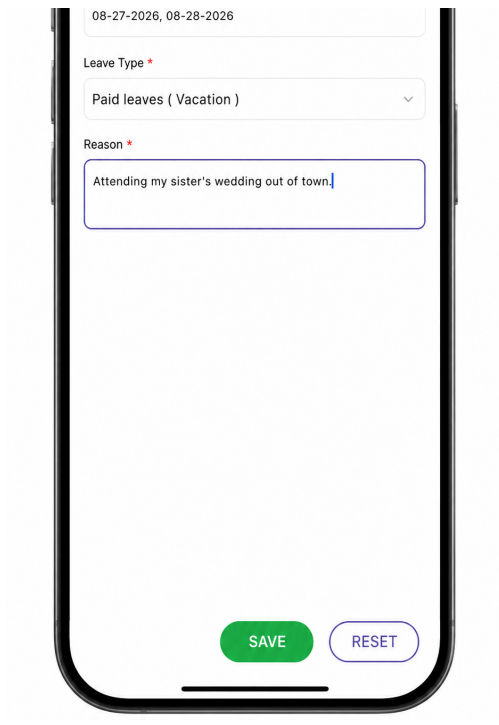
Leave Management provides visibility into leave dates, leave type, reason, balance, and approval status, helping managers plan schedules accurately and avoid understaffing.

Add Leave Screen

The **Add Leave** screen allows employees to submit a leave request for one or more full days.

Key Information

- **Leave Date** — Multi-select field. Employees can select one or more days for the leave request. Leave is applied for full days only; partial or half-day leave is not supported.
- **Leave Type** — Dropdown selection of Paid Leave, Sick Leave, or Unpaid Leave.
- **Reason** — Free text field where the employee enters the reason for the leave request.
- **Leave Balance** — Displays the employee's remaining balance for the selected leave type, based on their employee group's monthly limit.
- **Submit** — Submits the leave request for manager review. If the selected dates exceed the employee's remaining balance for that leave type, the system blocks submission and displays an error instead of allowing the request to go through.

A mobile application interface for submitting a leave request. At the top, a date range "08-27-2026, 08-28-2026" is displayed. Below this, the "Leave Type" is set to "Paid leaves (Vacation)" with a dropdown arrow. The "Reason" field contains the text "Attending my sister's wedding out of town." At the bottom of the form are two buttons: a green "SAVE" button and a white "RESET" button with a purple outline.

Leave Balance Management

Leave balances are configured **per employee group** when the group is created or edited, using two limits for each leave type — a **yearly count** and a **monthly count**. This ensures an employee's full yearly allowance can't be used up in a single month.

Employee Group — Leave Configuration Fields

Field	Description
Name	Name of the employee group.
Paid Leave Count	Total paid leave days allowed per year for this group.
Unpaid Leave Count	Total unpaid leave days allowed per year for this group.
Sick Leave Count	Total sick leave days allowed per year for this group.
Trade Shift Count	Total shift trades allowed per year for this group.
Paid Leave Count Per Month	Maximum paid leave days an employee in this group can take in a single month.
Unpaid Leave Count Per Month	Maximum unpaid leave days an employee in this group can take in a single month.

Field	Description
Sick Leave Count Per Month	Maximum sick leave days an employee in this group can take in a single month.

When an employee submits a leave request, the system checks the request against **both** limits:

- **Yearly balance** — the total leave remaining for that type this year.
- **Monthly limit** — the maximum allowed for that type in the selected month.

If the request would exceed either the yearly balance or the monthly limit, the request is not allowed and the employee must adjust the dates or leave type before submitting.

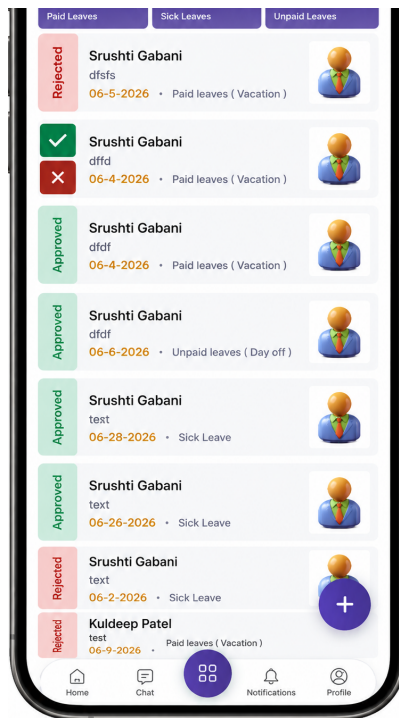
“ **Note:** Yearly balances reset annually and monthly limits reset each calendar month, both based on the configuration set at the employee group level.

Leave Status

Status	Meaning
Pending	Leave has been submitted and is waiting for manager action.
Approved	The leave request has been approved and the balance is deducted accordingly.
Rejected	The leave request has been rejected and does not affect the employee's leave balance.

My Leave List

The leave list allows employees to view all of their submitted leave requests along with the current status of each.



Submit a Leave Request

Steps

1. Select **Add Leave**.
2. Select one or more leave **dates**.
3. Select the **Leave Type** — Paid Leave, Sick Leave, or Unpaid Leave.
4. Enter the **Reason** for the leave request.
5. Review the displayed **leave balance** for the selected type.
6. Select **Submit**.

“ **Note:** If the selected dates exceed the available balance for the chosen leave type, the system displays an error and does not allow the request to be submitted.

Approve and Reject Leave

Once a leave request is submitted, it appears on the manager's leave approval screen for review.

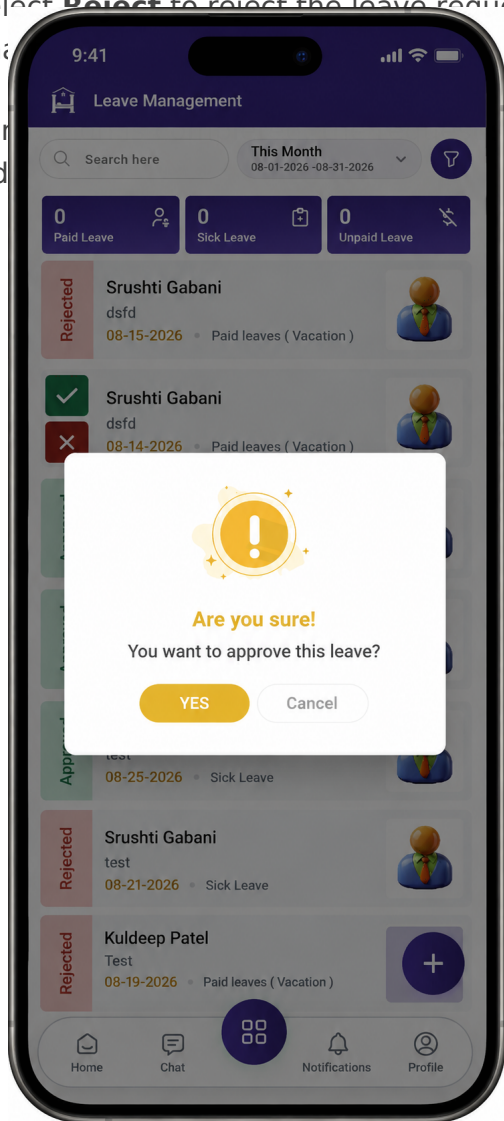
Individual Approval or Rejection

Each leave request is reviewed independently.

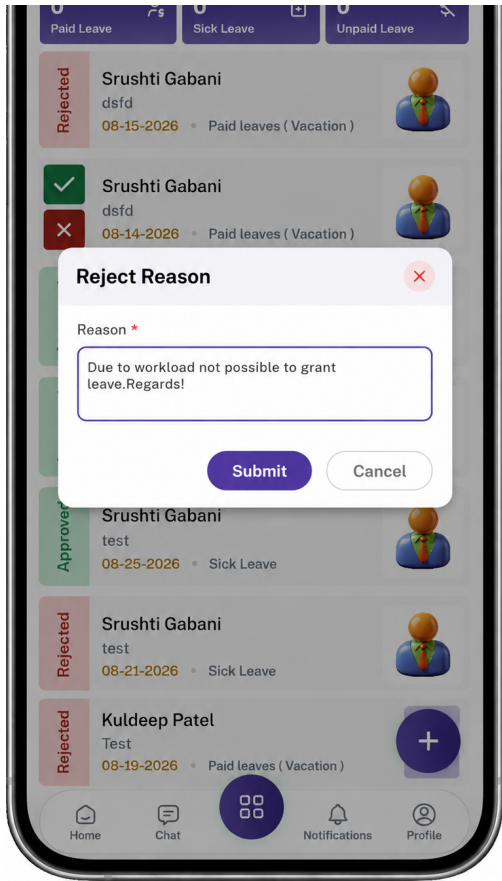
Managers can:

- Select **Approve** to approve the leave request. The employee's leave balance is updated accordingly.
- Select **Reject** to reject the leave request. The employee's leave balance remains unchanged.

Once a manager approves or rejects a leave request, the request status is updated accordingly and the employee is notified.



Approve Leave



Reject Leave

Leave Management Workflow

The employee and manager workflow is:

Add Leave → Check Balance → Submit → Manager Reviews → Approve / Reject → Leave Updated

Approval

Pending → Manager Reviews → Approve → Approved → Balance Deducted

Rejection

Using Leave Management for Scheduling

Leave Management is used as a reference when creating employee schedules.

Managers can use approved leave to:

- Avoid assigning shifts to employees on approved leave.
- Identify staffing gaps caused by approved leave.
- Plan coverage in advance based on pending and approved leave requests.
- Ensure leave balances are accurately reflected before publishing schedules.

“ **Note:** Leave Management does not automatically remove an employee from an already published schedule. Managers should review approved leave before finalizing schedules.

Important Notes

- Leave is applied for **full days only** — partial or half-day leave is not supported.
- Leave requests are categorized into **Paid Leave**, **Sick Leave**, and **Unpaid Leave**.
- Leave balances are configured **per employee group**, with both a **yearly count** and a **monthly count** set for each leave type (Paid, Unpaid, Sick).
- If a requested leave exceeds either the yearly balance or the monthly limit for the selected type, the system blocks submission.
- Managers can **Approve** or **Reject** leave requests individually.
- Approved leave should be used as a reference when building and publishing schedules.
- Leave balances update automatically based on approval status.

Revision #1

Created 14 September 2026 05:10:44 by Kuldeep Patel

Updated 14 September 2026 05:11:11 by Kuldeep Patel