



Leave Management Module

Managing leave balances, accruals, entitlement and more.

Simple and Easy Leave Management

- Leave can be set as fixed or accrued over time
- Accumulate leave flexibly – customizable rules for different leave types
- Unlimited leave types
- Easy booking options, able to book leave individually or for groups
- Full control over which users can apply which types of leave
- Prevent leave from being applied retrospectively if needed
- Book in days or hours
- Able to import opening balances
- Adjust balances manually if needed
- Full reporting on leave balances, cycles, and transactions
- Document upload requirement possible for specified leave types
- All leave data can be exported in common formats if needed
- Can link with existing adjustment history

