

## Leave Management

Is your business managing employee time off requests fairly, accurately, and efficiently?

The Attendance Enterprise Leave Management module automates employee time off requests, eliminating paperwork while improving the communication of essential information to both the manager and the employee. Enhanced communication means improved employee relations.

From 02/13/11 to 02/19/11	
Tuesday	Wednesday
<b>Feb 15</b>	<b>Feb 16</b>
Schedules 7	Schedules 15
Shifts Worked 4	Birthdays 1
Birthdays 1	
Anniversaries 1	
Leave Requests 1	
Working Now 1	
Critical Exceptions 1	
Today's Absences 2	
New Messages 2	

Supervisors see the number of leave requests to be reviewed in their calendar dashboard.

* Vacation				* Personal	
Date		Credit	Debit	Balance	
01/01/10	Balance In			0:00	
02/13/11	Adjust benefit balance by 80:00	80:00			
02/21/11	Planned Absence		8:00	72:00	
01/01/12	Balance Out			72:00	

Employees request leave online using Employee Self Service (ESS). They can check benefit balances and add a note about the leave request.

### Essential for Managers

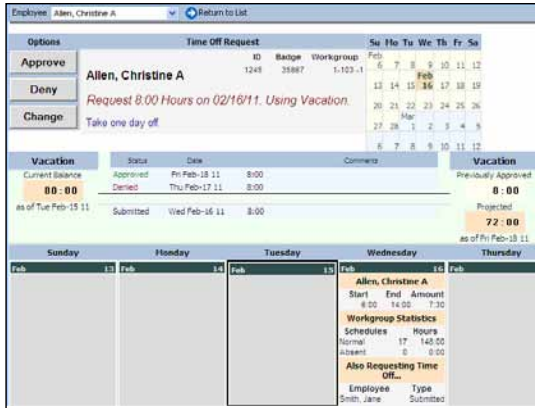
Leave Management helps to maintain coverage and ensure productivity while honoring employee leave requests. Supervisors can easily compare same day requests, analyze departmental schedules and coverage, and assess pending and scheduled leave for the employee. The leave approval view makes it easy.

### Easy for Employees

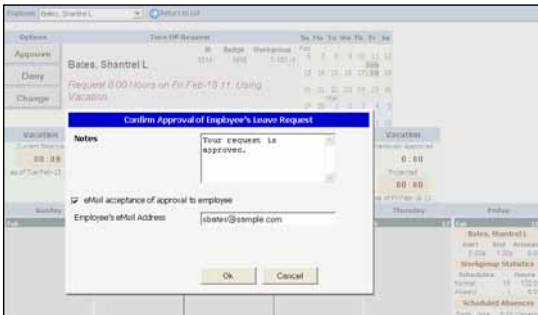
Employee Self Service lets employees check their balances and see if co-workers are already taking time off.

To make a leave request:

- Employees simply press a function key and make a few quick selections. They can even include a note to their supervisor.
- Employees see the status of their leave requests in Employee Self Service.
- Employees receive an email when a request is approved, changed, or denied.



Supervisors review leave requests and handle them efficiently with the click of a mouse button.



Employees are sent an email confirmation when the leave request is granted or denied.

## Communication is Key

The Leave Management module provides dashboard and email communication throughout the leave request and approval process.

- Employees can check whether co-workers are scheduled off before they request leave in Employee Self Service.
- Employees click a button to make a leave request and can include a note to the supervisor.
- Supervisors get dashboard and email notification of leave requests.
- Supervisors see leave balances and department coverage information when evaluating leave requests.
- Supervisors click a button to approve, deny, or change the leave request and can include a note to the employee.
- Employees get notification of request approval, denial, or changes through email and Employee Self Service.
- Approved leave is added to the employee's schedule.

Eliminate paperwork

Improve communication

Enhance employee-management relations