Leave Management

Overview

Manage and track employee leaves with our leave management system. The simple and easy-to-use interface of leave module makes leave processing easy for both the employees and employers.

Get complete leave history of your employees with our leave management software. You can check employee's leave balance and other leave details such as eligible leaves, available paid leaves, leaves approved, rejected or pending etc.

Leave Type

Leave types are different types of Leaves, which can be taken for various reasons such as vacation, rest, illness, emergencies or any other personal reasons etc.

Leave Policy

Leave policy is establishing the policies for the leaves based on their organization rules like carry forward leaves, leaves applicable for, allow half day leaves etc.

Leave Request

Employees can apply for the leave request with the appropriate organization leaves based on specific reason. It is an opportunity and formal process within a workplace for an employee to apply leave request with a paid time off with management approval

Approve Leave Request

Mangers approve or disapprove the leave requests requested by Employees.

Leave Request Status

Employee can view their leave Request Status is in Approved or Disapproved status.

Leave Summary Report

Administrator has an option to see whole organization Employees leave requests status and manager can see his assigned employee's requests with in the selected dates.