**Leave management:**

The leave management consists of the following

* Leave application
* Leave balances
* Calender
* Extra work-day application

**Leave application**

The leave application is used to apply leaves and for the approval purpose.

The leave application consists of the following fields

* Application date
* Leave type
* Start date
* End date
* Days
* Approval by team lead/ reporting manager
* Approval by HR
* Status

|  |  |
| --- | --- |
| **FIELDS** | **DESCRIPTION** |
| Application date | The date on which the leave applied |
| Leave type | The type of leave |
| Start date | The date on which the leave starts |
| End date | The date on which the leave ends |
| Days | The number of days of leave |
| Approval by team lead/ reporting manager | The check box for team lead approval/ reporting manager |
| Approval by HR | The check box for HR approval |
| Status | The status of the leave whether pending or completed |

**Application for new leave**

The new application for the new leave is presented in the leave application menu.

The following are the fields in the application for new leave menu

* Application date
* Select day : Half day or full day
* Leave type
* Date from
* Date to
* Resume on
* Leave days
* Leave balance
* Reason

|  |  |  |  |
| --- | --- | --- | --- |
| **FIELDS** | **INPUT TYPE** | **MANDATORY/ OPTIONAL** | **DESCRIPTION** |
| Application date | Auto-generated | - | The date on which the application is applied. The date is auto-generated. |
| Select day | Radio button | Mandatory | Selection of application of half day or full day |
| Leave type | Drop-down | Mandatory | The type of leave is selected from the drop down menu.  The drop down consists of options such as   * Paid leave * Unpaid leave * Compensatory off |
| Date from | Calender | Mandatory | The date on which the leave starts |
| Date to | Calender | Mandatory | The date on which the leave ends |
| Resume on | Auto-generated | - | The resume date is automatically generated when the end date of the leave is selected |
| Leave days | Auto-generated | - | The number of days of leaves is automatically generated |
| Leave balance | Auto-generated | - | The leave balance is automatically calculated. The leave balance is fetched from the leave balance menu |
| Reason | Text | Mandatory | The reason for applying the leave is entered |
| Submit | Button | Optional | To apply for the leave |
| Cancel | Button | Optional | To cancel the application |

**Leave balances**

The leave balances menu consists of the leaves left in the particular period.

The leave balances consists of the following fields

* Backlog
* Opening
* Availed
* Pending
* Balance

|  |  |
| --- | --- |
| **FIELDS** | **DESCRIPTION** |
| Backlog | The opening balance which carried from the previous year |
| Opening | The leaves accrued in the current period |
| Availed | The total number of leaves used in the current year |
| Pending | The total number of leaves applied and not yet taken in the current year |
| Balance | The total balance (opening+accrued-availed-pending) |

**Calender**

The calender can be viewed in color format where it can different sessions such as

* Presented days
* Accrued leave days
* Pending leave days
* Week-offs
* Extra days worked for encashment

The HR, IT head and the admin should view the calender format in such a way, the employees on leave on that particular date in a format so that it can be useful to plan the leaves and work accordingly.

The team leads can view the leaves of the employees in their particular team.

**Extra work-day application**

The extra work day application is used to apply for working extra day.

The following are the fields in the extra work-day application.

* Application date
* To be worked on
* Approval from team lead/ reporting manager
* Approval from HR
* Status

|  |  |
| --- | --- |
| **FIELDS** | **DESCRIPTION** |
| Application date | The date on which the compensatory off is applied |
| To be worked on | The date on which extra worked |
| Approval from team lead/ reporting manager | The check box for team lead approval/ reporting manager |
| Approval from HR | The check box for HR approval |
| Status | The status of the extra working day whether approved or pending |

**Application for extra work-day**

The application for applying the extra work day.

The following are the fields in the application for extra work-day.

* Application date
* To be worked on
* Full day or half day
* Reason
* Submit
* Cancel

|  |  |  |  |
| --- | --- | --- | --- |
| **FIELDS** | **INPUT TYPE** | **MANDATORY/ OPTIONAL** | **DESCRIPTION** |
| Application date | Auto-generated | - | The date on which the compensatory off is applied and it is auto-generated |
| Worked on | Calender | Mandatory | The date on which extra worked have to be selected |
| Full day | Check box | Mandatory | Whether the worked for the full day or half day.  If it is full day, the check box has to be selected. |
| Reason | Text | Mandatory | Reason for applying extra work day |
| Submit | Button | Optional | To apply for the compensatory off |
| Cancel | Button | Optional | To cancel the application |

**Note:**

* After 2 working days from the application date, it is considered as auto rejection if not approved.
* Compensatory leave (when worked extra) can be used in the following month. It cannot be carried forward.
* Back dated authority to HR
* For set of people, template where no one can apply for the leave on some important days.
* Extra pay for some auspicious days such as rang panchami, 2nd oct, 15th aug etc.