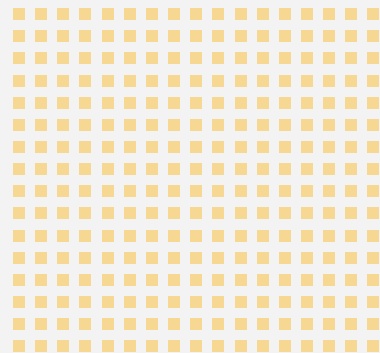




Manage Time Off the easy
way with Zoho People





Strategic planning, policy compliance, data gathering, and requesting approvals are all crucial elements of a leave management system. Without the proper tools, every HR department would drown in a sea of data. Zoho People's Leave Management module automates your leave process with an intuitive interface.

Create customized leave types

Customize the leave module with any number of leave types, depending on your company's policies. Decide if leave will be paid or unpaid, decide what the period of the policy's validity is, and provide a clear description of it.

Edit Leave Type



* Name 




Image 

Code

* Type **Paid**

* Unit **Day**

Description

Validity  To  

Calculate time off the way you want to

Leave can be broadly broken down by multiple criteria, including time and type. Further levels of customization let you decide details such as how leave time is accrued, if it's carried over, encashed, or reset at certain points in the leave period. You can choose to apply these settings for all employees, or just for selected roles and designations, bringing clarity to your records.



Set restrictions on how each leave policy should be used. Do you want to include holidays and weekends, can employees combine two leave types? Configure the system to suit your requirements.

Edit Leave Type

Entitlement

Applicable

Restrictions

Effective After

0

Day(s)

from

Date of Joining

☒ Accrual

Monthly

on

1st

No. of Days

2

in

Current accrual

☒ Reset

Yearly

on

Last Day

Dec

Carry Forward

5

Percentage

Max Limit

5

Encashment

0.5

Percentage

Max Limit

5

☐ Opening Balance

10

☐ Prorate Accrual

Start of Policy

Advanced

More Options

+

+ Add new policy

Submit

Cancel

Entitlement

Applicable

Restrictions

Weekends Between Leave Period :

☐ Count as leave: Count after

days

☒ Don't count as leave

Holidays Between Leave Period :

☐ Count as leave: Count after

days

☒ Don't count as leave

While Applying Leave, Exceed Leave Balance :

☒ Allow

☐ Don't Allow

☒ Without limit

☐ Until year end limit

☐ Without limit and mark as LOP

Duration(s) Allowed :

☒ Full Day

☐ Half Day

☐ Quarter Day

☐ Hourly



Take control with multi-policy leave types

Zoho People's leave policy lets you chain together multiple policies under a single leave type for greater flexibility in how leave days are applicable to employees. For example, you can have 2 days of Casual Leave per month for the first six months and then automatically increase it to three days after that.

The screenshot displays the Zoho People leave policy configuration interface, showing two stacked policy rules for a single leave type. Each rule is configured with the following settings:

- Effective After:** 0 Day(s) from Date of Joining (for the first rule) and 6 Month(s) from Date of Joining (for the second rule).
- Accrual:** Monthly on 1st, No. of Days: 2 (for the first rule) and No. of Days: 3 (for the second rule).
- Reset:** Yearly on Last Day, Dec.
- Carry Forward:** 5 Percentage, Max Limit: 5.
- Encashment:** 0.5 Percentage, Max Limit: 5.
- Opening Balance:** 10.
- Prorate Accrual:** Start of Policy.

At the bottom of the first rule, there is a "More Options +" link. At the bottom of the second rule, there are "Submit" and "Cancel" buttons.

Handle compensatory time off and regularization with no hassles

Employees who work on weekends or holidays can be automatically credited with extra days off as compensatory offs. You can also set expiration dates for compensated leave to allow employees to use their earned time at their convenience.

The leave and attendance integration automatically notifies employees about their leave. This way, employees can convert their absences to leave or regularize their missed check-ins.



* Employee Name

ZY195 Kavin Edwards

* Worked Date

10-May-2020

* Unit

☒ Days ☐ Hours

* Duration

Half Day

Worked Time

9:00 AM

-

3:30 PM

Credited

0.5

* Expiry Date

20-May-2020

Description

Worked on Bank Holiday

Attendance Details

First In

09:00 AM

Last Out

03:30 PM

Overtime

07:30 Hour(s)

Total Hours

07:30 Hour(s)

Submit

Cancel

Sync up holidays with Google Calendar

Organizations that function across different locations, time-zones, and shifts can still stay in tune with Zoho People. The Leave module lets you add location or shift-based holidays and push them to Google calendar, making information easily available to all employees.

* Name

New Year

* Date

01-Jan-2020

☐ Restricted

Wed 01-Jan-2020

Full Day

Applicable For

Description

New Year's Day

No of day(s) before which the reminder should be sent

2

☒ Notify Applicable Employees

☒ Reprocess leave applications based on this updated holiday
(Leaves that are already applied for this holiday will be reprocessed and the balance will be adjusted accordingly)

Note : Shift based Holidays will override the location based Holidays.

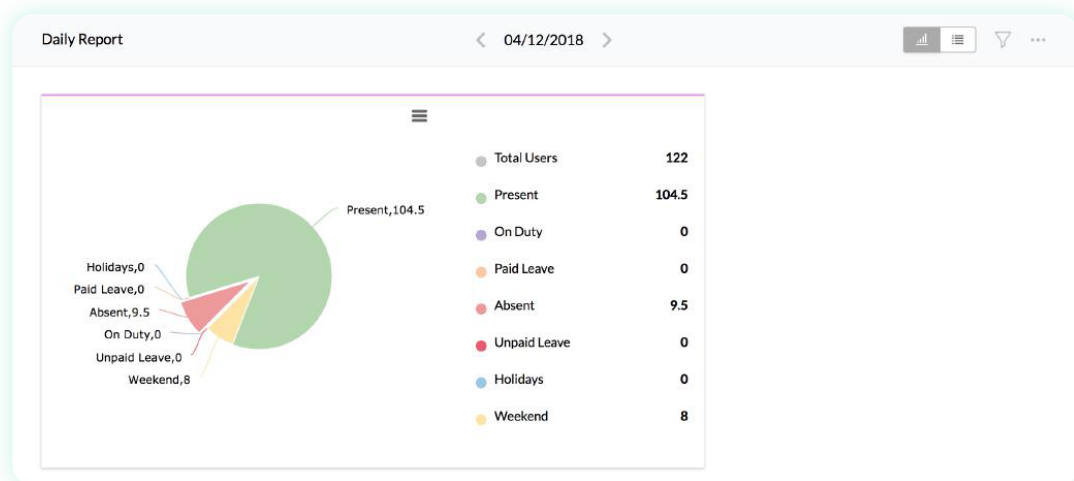
Submit

Cancel



Gain leave insights with reports

The Loss of Pay (LOP) and Payroll reports will process your payroll flawlessly. Managers can get a consolidated view of available members in their department with the User Availability report, and assign projects to the right person. They can also keep up with the ratio of employees on leave and rollover status. Employees get an easy, holistic view of their leave situation.



California Pay Period < 26/11/2018 - 25/12/2018 > Day Hour

Employee	Previous Pay Period Balance	Taken Absent + Unpaid	Total Previous + Taken	Adjustment	Loss of pay	Carry Over
4567 Olivia Palmer	32	7	39	0	0	39
4568 Ryan West	32	7	39	0	0	39
4569 Li Jung	27	7	34	0	0	34
4571 Tim Harrison	32	7	39	0	0	39
4572 Chloe M	31.5	7	38.5	0	0	38.5
4573 Martha Hills	32	7	39	0	0	39
4574 Jacob Walsh	31.5	7	38.5	0	0	38.5
4575 Mustafa Ozan	32	7	39	0	0	39



Track leave on the go

With Zoho People's mobile app for iOS and Android you can request leave and get approval notifications, even while you're out of the office

The image shows a smartphone screen with the 'Add Leave' form in the Zoho People mobile app. The form includes fields for Employee ID, Leave Type, dates (From/To), Team Email ID, and Reason for Leave. A link to the Leave Policy is also present. At the bottom, it shows the available leave balance.

← Add Leave ✓

EMPLOYEE ID
ZY198 Christine Spalding

LEAVE TYPE *
Casual Leave

FROM
11-MAY-2020

TO
11-MAY-2020

TEAM EMAIL ID
marketing@zylker.com

REASON FOR LEAVE
out of town

[Leave Policy](#)

Click here to view the leave policy.

AVAILABLE LEAVE - 11 DAYS



FAQs

1) What editions are the Leave module available for?

The leave module is available in all editions, including the free plan.

2) Can I roll over unused leave into the next year?

Yes, leave that has not been utilized can be carried forward into the following year.

3) How do I restrict employees from taking leave during their probation period?

You can set leave entitlements based on experience, where new hires can be set to have zero days of leave during the probation period.

4) Is it possible to add extra days of leave regardless of the leave policy?

Yes, you can add additional leave days to employees using 'initial balance', where you can manually add the number of extra days of leave the organization bestows to any employee and generate rollover as well.

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