

Leave Management

The Leave Management section provides comprehensive tools to efficiently manage employee leaves across the organization. Here, you can assign existing leave templates, create new ones, configure general leave and holiday settings, and define various leave types (paid or unpaid). This ensures a structured and consistent leave policy tailored to your organisational needs.

- [Leave Template](#)
- [General Settings](#)
- [Holiday Settings](#)
- [Leave Type](#)

Leave Template

Leave Settings

[Home](#) > [Leave Settings](#)

Set Leave Template

[Leave Template Bulk Assign](#)

1. Use the standard leave template or create a custom template.
2. Click on set as default to use the template for all your employees.
3. Alternatively, you can use the "Leave Template Bulk Assign" option to select multiple employees and assign a specific template to them.

Standard

Default



CL **6** ML **6**
Weekly off **Sunday (All)**

Leave Calendar **Financial Year**
Attendance Approval **Required**

My Current

Set As Default



PL **2**
Weekly off **Sunday (All), Saturday (2,4)**

Leave Calendar **Calendar Year**
Attendance Approval **Not Required**

[VIEW](#)

Add New Template

[Leave Templates](#) > [Add New Template](#)

[← Back](#)

Template Name*

Enter Template name

Weekend*

	Week 1	Week 2	Week 3	Week 4	Week 5
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In this section, you get access to a standard leave template along with the option to create a new one. When you choose to create a new template, you'll first enter the template name, followed by a table displaying weekdays and the number of weeks in a month, where you can checkbox the applicable weekly offs for employees.

Under the Types of Leave section, select leave codes (PL, CL, SL, etc.), number of days, and whether the leave should be carried forward. You can also choose how it should accumulate (monthly, yearly, one-time), after how many minimum paid days it will be effective, after which maximum limit will be calculated accordingly. There's a delete icon under the Action column, and an Add button below it to include more leave types.

You can choose whether the leave calendar should follow the calendar year or financial year.

In the Restrictions section, set rules like:

- Whether employees can exceed leave balance.
- Duration allowed (full/half day), number of past/future dates for which leave can be applied.
- Min/max leaves per application, minimum gap between applications.
- Enable file upload if leave exceeds a certain duration.
- Limit the number of leave applications within a period.
- Activate probation period where you can define its length, and assign a post-probation template Under the Week Off Absent Policy, choose to either:
 - Consider weekends between two absent days as absent.
 - Or, mark weekends as absent if more than a specified number of days are missed. Once done, click *Add New Template*. You can also set the template as default. Once a template is assigned to employees, it cannot be edited. There is also a button in the right upper corner *Leave Template Bulk Assign*. This section allows you to assign leave templates and upload leave balances for employees. A search filter lets you find employees by name and status (Assigned or Not Assigned). Below the filter, a table displays employee details such as name, mobile number, date of joining, date of leaving (if applicable), assigned leave templates, effective from date, and template details (number of leaves).

There are two main options available:

1. **Bulk Assign Template** - After selecting individual or multiple employees, you can assign a leave template with an effective date and click on Update to apply.
2. **Bulk Opening Balance** - After selecting employees, click Bulk Opening Leave Balance, then choose filters for month, year, status, and template. In the Action dropdown, select either Bulk Upload or Manual.

In Bulk Upload, download the template to view existing templates and leave counts for selected employees. Modify as needed and upload it back. If no errors are found, a *Confirm Open Balance* button will appear - click to finalise.

In Manual, a table appears showing the employee name, joining/leaving dates, and leave

balances for the current financial year. You can update the leave count directly and click on *Update Leave Balance* to update.

General Settings

General Settings

[Home](#) > [General Settings](#)

General Settings

Compensatory Request

Is Comp Off Setting Applicable? Enable Disable

Mode compensatory off

Comp Off can be applicable when worked on a weekly off day 1 X (i.e) 1 day(s) x 1 = 1 day(s)

Comp Off can be applicable when worked on a holiday 1 X (i.e) 1 day(s) x 1 = 1 day(s)

Maximum Leaves allowed per Comp-Off

Comp Off expires after

Make reason mandatory

In this section, you can configure important organization-wide settings related to leave and attendance management. The available options include:

● Compensatory Off Request Settings:

- Enable or disable compensatory off request functionality.
- Choose the mode of compensatory off (e.g., Monthly).
- If the monthly mode is selected, you can specify the maximum number of comp- offs allowed per month. Define whether comp-offs can be applied for all holidays or specific days only. You also have the option to make the reason field mandatory for comp-off requests.
- When you select the Application Mode, you can define the following settings for Comp Off: You need to specify the number of Comp Offs that can be applied when an employee works on a weekly off day and when an employee works on a holiday. Then you need to set the maximum number of leaves allowed per Comp Off. You can define the expiry period for a Comp Off after it is credited. You can make it mandatory for employees to provide a reason while applying for a Comp Off.

● LOP (Loss of Pay) Report Settings:

- Choose whether unpaid leaves should be treated as Loss of Pay.
- Set the maximum LOP count allowed per year.

● Leave Request Settings:

○ Configure the look-back period for leave requests (e.g., allow requests for up to 1, 2, or 3 years in the past).

● Leave Cancellation Settings:

○ Decide whether providing a reason for leave cancellation should be mandatory. Once all preferences are configured, click Submit to save your settings.












Holiday Settings

Organization Holidays

Home > Organization Holidays

Year: 2025 | Search Holiday(s) | Status: All | State / Organization Unit: Select

[Add New Holiday](#) [Employee Holiday Mapping](#)

#	State	Holiday Date	Holiday Name	Holiday Type	Created Date	Remark	Status	Action
1	DELHI	01-01-2025 Wednesday	New leave update	Restricted	04-01-2025	new leave update	Verified	
2	ANDAMAN AND NICOBAR ISLANDS	01-01-2025 Wednesday	New Year	Restricted	21-04-2025	only valid for Christian staff	Yet to Verify	  
3	PUDUCHERRY	01-01-2025 Wednesday	Happy New Year	Public	22-12-2024	testing new	Verified	
4	UTTARAKHAND	12-01-2025 Sunday	qqqqq	Restricted	09-04-2025	ok	Yet to Verify	  
5	TRIPURA	12-01-2025 Sunday	qqqqq	Restricted	09-04-2025	ok	Yet to Verify	  
6	ANDAMAN AND NICOBAR	12-01-2025	qqqqq	Restricted	09-04-	ok	Yet to	 

In this section, you can manage your organization's holidays. Public holidays are highlighted in red, while restricted holidays (RH) are shown in green for easy identification. You can filter holidays by:

- Year
- Holiday name
- Status (Verified, Yet to verify)
- State/Organization Unit

The table below displays each holiday's details including state, date, name, type, creation date, any remarks, status, and an action column. If a holiday is not yet verified, you'll see three action icons: Blue icon - Edit, Green Tick - Verify and Red Dustbin - Delete For verified holidays, the action column remains blank.

There are two key buttons here:

1. **Add New Holiday** - Click this button to add a new holiday. Fill in the date, name, type (public or restricted), applicable state or organisation unit, and remarks if needed. Once submitted, the holiday will be listed and available for verification.
2. **Employee Holiday Mapping** - This allows you to assign holidays to employees. You'll be directed to a new page where you can filter employees by name and status (Pending or Mapped). You can select one or more employees, then click on *Bulk Assign Holiday*

State/OU. A pop-up will appear where you can choose the state or organisation unit and add remarks if required. Click *Update* to finalise the mapping.

Leave Type

Leave		+ADD		
Privileged Leave [PL]	Paid			
Medical Leave [ML]	Paid			
Earned Leave [EL]	Paid			
Sick Leave [SL]	Paid			
Casual Leave [CL]	Paid			
Compensatory Off [CO]	Paid			
Maternity Leave [MAT]	Paid	Female 180	<input checked="" type="checkbox"/>	✎
Paid Leave [TP]	Unpaid		<input type="checkbox"/>	
Study Leave [ASL]	Paid	Both 45	<input checked="" type="checkbox"/>	✎
Unpaidleave [restr]	Unpaid		<input type="checkbox"/>	
Paternity Leave [PTL]	Paid	Male 15	<input checked="" type="checkbox"/>	✎
Lwp [LWP]	Unpaid		<input checked="" type="checkbox"/>	

Add New

Leave Code*

Leave Type Name*

Leave Category*

Leave Days

This section allows you to view and manage the different types of leaves available in your organisation.

To add a new leave type, click on the *Add* button. A pop-up window will appear where you need to enter the following details:

- Leave Code

- Leave Type Name
- Leave Category (Paid or Unpaid)
- Number of Leave Days

Once the information is filled, click *Submit* to save the new leave type. You can also specify and edit the number of leaves for special types such as Maternity Leave, Paternity Leave, and Study Leave. Additionally, there is an option to enable or disable these leave types as per your organisation's policy.