

General Settings

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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.

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