

Leave Management



Leaves form an important aspect in any organization as each government has strict labor code rules on leave and companies normally incorporate the option of providing favorable leave entitlement to employees as added incentive for their years of service.

As an organization grows, one of the most challenging endeavors is keeping track of employee leaves and getting an accurate account of employee's leave balances.

Without a leave system in place, leaves are prone to mismanagement where employees can circumvent existing policies and get inaccurate leave balances.

With iSuweldo leave management, you have the tools you need to accurately account your employees' leave balances and enforce the leave policies and rules within your organization.

Managing your employee's leave accruals and leave usages becomes a quick and easy task with evident savings on the reduced turnaround time in processing your employees' leave application in each period.

iSuweldo Leave Management Features include:

Multiple Leave Types

You can define all the leave types used by your organization and define their corresponding rules that include the minimum days before submitting your leave application, maximum number of days per

leave application, attached documents needed for leave, what happens to leave at end of the year or upon end of employee service etc.

Flexible Leave Recognition

Leave is recognized differently in each organization, with iSuweldo, you can select default leave recognition types such as by actual hours worked, by days employed regardless of actual hours, recognition upon approved leave application, or your own customized type of leave recognition.

Configurable Leave Entitlement

Leave entitlement can be determined by employee rank, years of service and other factors enabling employees to automatically accrue and earn leaves on specified periods such as earning leaves by month, by year, etc.

Employee Self-Service

Your employees have the ability to access and view their own leave usage, accruals, and leave balance eliminating the need to contact HR thereby reducing administrative overhead.

Approval Groups and Approval Delegation

With iSuweldo, you have the ability to define customized approval hierarchies for each employee and approvers can delegate colleagues to approve for them when they are unavailable.

Leave Approval

iSuweldo features an intuitive leave approval screen where approvers can make sound approval decisions based on employee's leave balances, history, required leave documents and other factors.

Email Notification

Emails are sent to corresponding approvers to inform them of pending leave application for approval. Employees are also notified when their leave get approved or rejected.

Leave Ledger Inquiry

Provides the employees with ability to keep track of their accrued and used leave for each period.

Painless Leave Processing

With the leave wizard, the payroll admin can quickly and easily review the summary of employee leave usages and accruals for each period and make any adjustments needed for correction.

iSuweldo Payroll Integration

iSuweldo leave management is fully integrated with iSuweldo payroll enabling you to account for the corresponding deductions from the leaves processed.