LMS MANAGEMENT SYSTEM

OVERVIEW

Leave Management module provides the organization the approval process of leave request.

Leave profile is maintained which is customizable as per the organization requirements which keeps the records of the entire leave policy of the organization.

The general process is that once the user fills the information and submits the application it is forwarded to the concerned person defined in the workflow hierarchy for approval. The approval authority will be able to either accept / cancel the leave and will detail the reason for the same. Once the approving authority processes the leave, it is forwarded to the HR department or HR Helpdesk for further processing. The HR helpdesk further processes the leaves and the leaves records are updated accordingly.

Similarly a user can also request for cancellation /extension / of a processed record. At each stage the user will be notified via email.

Leave Summary

Leave Period	2011-01-01 to 2011-12-31		Leave Type	All
Employee	All		Job Title	All
	Type for hints...			
Location	All		Sub Unit	All
Records Per Page	20			

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Employee Name	Leave Type	Leave Entitled (Days)	Leave Scheduled (Days)	Leave Taken (Days)	Leave Bal (Days)
Kevin Hudson	Vacation	14.00	2.00	1.00	11.0
Kevin Hudson	Medical	7.00	1.00	2.00	4.0
Mark Benson	Vacation	14.00	2.00	2.00	10.0
Mark Benson	Medical	7.00	0.00	0.00	7.0
Lisa Smith	Vacation	4.00	2.00	0.00	2.0
Lisa Smith	Medical	7.00	2.00	0.00	5.0
Nigel Long	Vacation	7.00	0.00	3.00	4.0
Nigel Long	Medical	6.00	0.00	0.00	6.0
Mary Milk	Vacation	7.00	0.00	0.00	7.0
Mary Milk	Medical	7.00	0.00	3.00	4.0