

# Leave Manager

Support your people with accurate, accessible leave options while minimizing compliance risk.

With Leave Manager our HCM platform's Timekeeping Solution, your organization can automate the administration and tracking of paid and unpaid federal, state, and employer-specific leave policies. Because our leave solution works seamlessly with our HCM platform's Timekeeping Solution, it enables you to reduce the administrative burden, labor costs, and risk of noncompliance of managing leave-of-absence requests and eligibility.



## Automate processes

Automated leave administration and tracking is configurable to match the needs of your organization to maintain balances, reduce errors caused by manual processes, and control absence costs. Ensure accurate data and comprehensive visibility when tracking and managing employee leave.



## Increase consistency

Ensure equal, fast, and fair policy enforcement to reduce compliance risks. Leverage flexible, powerful tools that adapt to your unique rules and workflows so you can be confident that policies are enforced consistently and accurately across the entire organization.



## Create engaging experiences

Reduce paperwork and error-prone manual processes through seamless integration with timesheets, schedules, and government forms and provide employees with modern self-service tools to request leave, check eligibility, and track their balances — available anytime, anywhere on our mobile app.



# Key benefits

## For HR professionals

Improve efficiency by eliminating manual tasks and streamlining leave requests and approvals

Ensure fairness by accurately calculating and tracking leave eligibility, type, and duration

Increase transparency with instant visibility into each employee's current leave status, eligibility, and balances

Reduce the cost of unauthorized absences through flexible rules and automated notifications

Improve compliance by ensuring that leave policies are enforced consistently

## Key features of Leave Manager

- Leave qualifier questionnaires
- Seamless integration with timesheets and schedules
- Continuous and intermittent leave tracking
- Flexible leave rules, types, duration, and eligibility criteria
- Drag-and-drop custom workflows
- Auto-populated Department of Labor forms
- Appending documents to leave case records
- Real-time, global leave reporting and analytics
- Mobile-friendly employee and manager self-service

