

# Smart Scheduling

## Leave Management

Whether it's planned, unplanned, or partial leave time — employee absences present operational challenges along with the associated cost. Using a centralized solution like FW | Workforce to automate your leave policies increases efficiencies, reduces abuse, and ensures compliance.

### Save Time Automating Complex Leave Policies

With its highly configurable rules engine, FW | Workforce automates and applies time-off and leave accruals consistently — especially highly complex rules for different organizations, job classes, or union personnel.

Accrual can be set to accrue by pay periods, weeks, months, or annually. Accrual rates are typically based upon job classes that can include class, grades, and steps -- or time of employment, sworn, civilian, and/or union classifications. Employees view their accrual balances in real-time and reports can be generated based on entered search criteria.

An unlimited number of leave codes and settings can be configured. For example, leave codes can be associated with external payroll platforms. Some can be set to accrual or be applied as comp time. Others can be set for vacation bidding with a maximum number of bidding hours.

Codes can be set to flag conflicts for court notices or to allow for swaps. Others can be set to auto-approve if certain criteria are met — such as minimum staffing levels.

Bulk Approve	Bulk Decline		Leave ID	Name	Employee No.	Workgroup	Leave Type	Start Date	End Date	Total Hours	Status	Request Date	Decided Date	Decided By	Issues
+			<a href="#">1981</a>	ADMIN, ORION	000001	GOLD HILL	VACATION	5/30/2022	6/7/2022	40	Req: 01/18/2022 PENDING	01/18/2022 17:13			Yes
+	<input type="checkbox"/>	<a href="#">Approval</a> <a href="#">Decline</a>	<a href="#">1979</a>	NEWMANN, MARK	006374	GOLD HILL	VACATION	5/30/2022	6/7/2022	40	Req: 01/17/2022 PENDING	01/17/2022 16:48			No
+	<input type="checkbox"/>	<a href="#">Approval</a> <a href="#">Decline</a>	<a href="#">2006</a>	NEWMANN, MARK	006374	GOLD HILL	VACATION	6/1/2022	6/4/2022	30	Req: 04/13/2022 PENDING	04/13/2022 15:05			No
+	<input type="checkbox"/>	<a href="#">Approval</a> <a href="#">Decline</a>	<a href="#">1987</a>	NEWMANN, MARK	006374	GOLD HILL	VACATION	7/1/2022	7/9/2022	50	Req: 01/21/2022 PENDING	01/21/2022 11:09			No

### Streamline Leave Requests Workflows

Employees submit time-off requests using their FW | Workforce account or Workforce Mobile app. Absence checking flags conflicts and accrual balances to prevent unearned PTO. Approved leaves are displayed on shift rosters, calendars, and employee's My Leaves screen. Supervisors receive email notices or mobile alerts regarding requests and view summaries with drill-downs details. All requests are coordinated with planned schedules and conflicts flagged. Supervisors can respond individually or as a group using their FW | Workforce account or Workforce Mobile app.

## Benefits

- » Saves time with automation of complex leave policies and accrual rules
- » Reduces costly abuse of unqualified leave time
- » Provides audit trails for potential grievances or auditing purposes

Entered leave requests are checked for conflicts and automatically sent to supervisors who can respond using their FW | Workforce account or their Workforce Mobile app.

## For Employees

- » Self-service submission tools using multiple devices
- » Real-time accrual balances
- » Calendar viewing of pending/ approved events
- » Leave request logs with the responder name, date, and time stamps

## For Supervisors

- » Request conflict checking
- » Leave eligibility checking
- » Automatic request alerting
- » Organizational roster viewing of approved events

### Partial Leave

May 2022							June 2022				
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
1	2	3	4	5	6	7				1	2
8	9	10	11	12	13	14	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23
29	30	31					26	27	28	29	30
							3	4	5	6	7

#### Leave Type:

LEAVE OTHER \ MILITARY - MILITARY

Include Break

Save as Draft

#### Note:

Army Reserves

## For Administrators

- » Configurable leave categories and types
- » Auto-approval criteria
- » FMLA criteria
- » Vacation bidding max hrs.
- » Overtime comp
- » External system codes
- » Accrual code hierarchy
- » Blocks court events
- » Swap allowed
- » Apply to leave types to sworn, civilian or both
- » Accrual balance mgmt.
- » FMLA tracking/task mgmt.
- » Complete audit trails

Contact us today at 866-779-1689.

