

Smart Scheduling

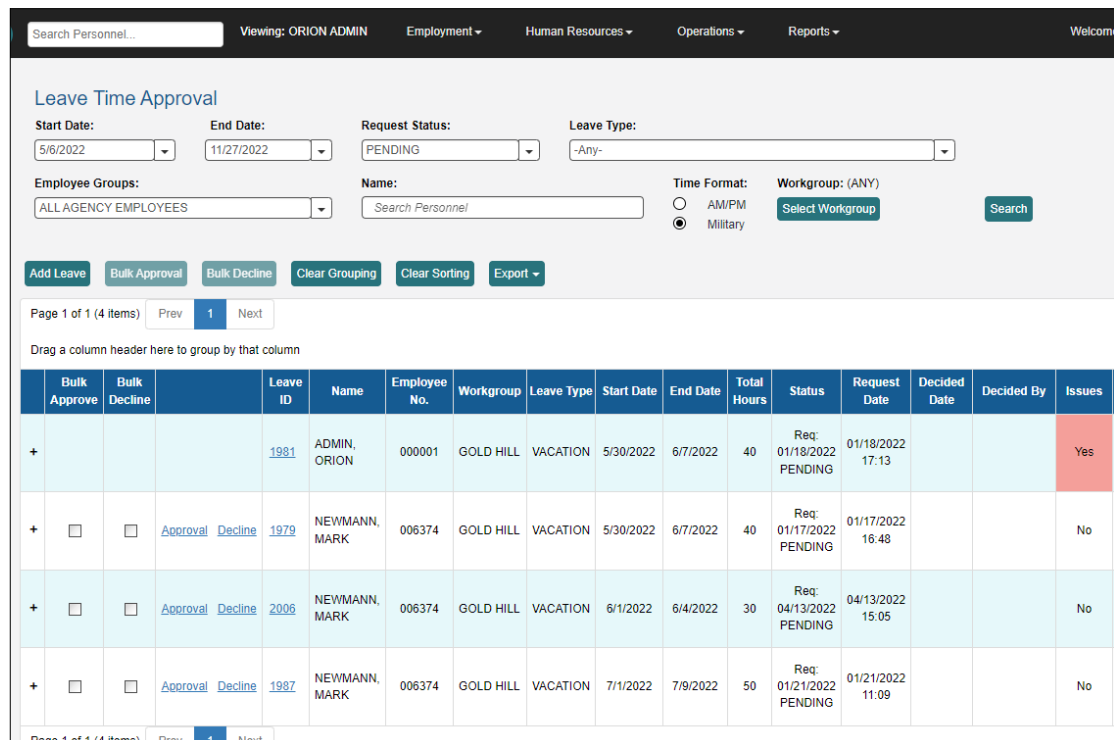
Leave Management

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

Save Time Automating Complex Leave Policies

With its highly configurable rules engine, *Workforce Management PLUS* 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. Some 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 |
|--------------|--------------------------|--|--------------|---------------|-----------|------------|------------|-----------|-------------|-------------------------|-------------------------|------------------|------------|--------|
| + | | 1981 | 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"/> | Approval Decline | 1979 | 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"/> | Approval Decline | 2006 | 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"/> | Approval Decline | 1987 | 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 PLUS or the Orion 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 PLUS account or the Orion 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 Workforce Management PLUS account or the Orion 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

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

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 | |

Today

Leave Type:
LEAVE OTHER \ MILITARY - MILITARY

Include Break Save as Draft

Note:
Army Reserves

Save Cancel

Contact us today at 866-779-1689.

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