




## Leave /Absence Calendar

CEM leave calendar is a planning tool for managing your work during employees' planned leave. The software helps you to overcome the real resource challenge. The system maintains many types of leaves, periods and substitute staff. The system has a graphical user interface which makes the user interactions easy and efficient. The managers can use this calendar and accordingly decide the approvals of the absence requests.

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## Challenges

- Loss of productivity
- Loss of efficiency
- Unplanned absences approach 20% of payroll expense
- Impacts profitability and morale
- Increased payroll errors due to undocumented leaves
- Impacts customer satisfaction



## Solutions

- Ability to view detailed reports for effective shifts scheduling
- Appropriate planning
- Improved communication






## Features

- Approval of the leave requests right from the calendar
- Configure the leave types with custom colors from a color palette
- Graphical user interface with Month, Week and Daily views
- Filter by Department
- Filter by the person
- Filter by leave
- Workflows to manage the approvals which are configurable by leave type
- Configure the security using role-based security of D365



## Benefits

- Fully integrated to the D365 Finance and Operations HR and D365 Talent
- Add any number of leave types with different configurations for Sick, PTO, Vacation and many other
- Attach documents for Sick and FMLA leave
- Paid and Unpaid leaves
- Calendar view of the direct and indirect reports based on the position hierarchy.

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