WorkForce Absence and Leave

Ensure compliance and deliver on a commitment to meet employee time-off needs.

Providing employees with time away from work to manage life events, recover from illness, pursue personal enrichment, or rest and recharge is not just a benefit but often required by law or binding agreements. As the workplace continues to evolve—socially, politically, and economically—absence and leave policies must keep pace with changes. These continual changes can widen the margin for error and increase risk of noncompliance, leading to heavy fines, back pay of lost wages, and damage to an organization's brand.

The WorkForce Suite brings a modern approach to managing absence and leave policies, simplifying compliance, reducing overhead, and providing a positive workplace environment for your employees.

Account for Compliance, Efficiency, and Your Workforce's Well-being

Simplify and Prove Compliance

- Streamline setup of laws and common policies with pre-built best practices and templates
- Adapt easily to meet changing requirements, unique policies, or more generous benefits
- Demonstrate compliance with complete audit trail—from initial request to the employee's return

Improve Efficiencies and Reduce Costs

- Upon approval, immediately post requests to timesheets with real-time gross pay calculations
- Enable auto-approval of time-off requests that meet policy standards
- Minimize unearned time off by validating entries against balances and future time off

Help Employees Manage Time-off Requests and Well-Being

- Help employees plan time off effectively with visibility into balances, workflows, and criteria
- Expedite approval with automated validation and approval workflows
- Reduce burnout risk with proactive alerts when employees have not taken enough time off

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Giving employees time to recharge makes them more productive and engaged, but it also supports their health and well-being:

Taking more vacations lowers risk factors associated with cardiovascular disease (Syracuse University)

Taking more than 10 vacation days increases the likelihood an employee will receive a raise from 34.6% to 65.4% (HBR)

"With Workforce Software, we have better visibility over our large vacation banks, HR and payroll teams spend less time on admin, and employees have quicker turnaround and higher satisfaction with mobile time entry."

— Ed Pypker, HR Director, ATS Automation

Complete Coverage for Your Organization's Absence and Leave Requirements
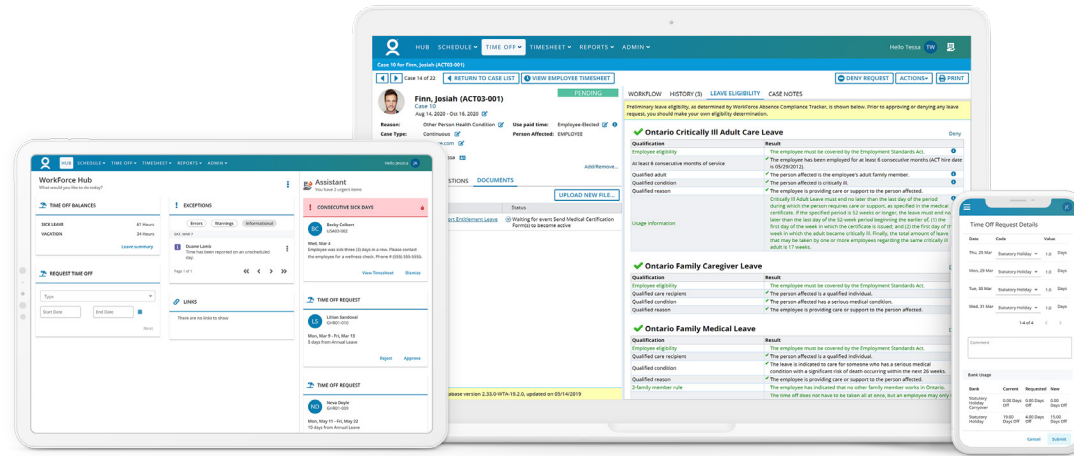
Intuitive and easy time-off request workflows

With a modern and responsive user experience, manage time-off requests and approvals from anywhere on any device. Employees simply enter the request, and the WorkForce Suite validates the request and routes it to the right approver.

- Automatically populate requests based on the rules that apply to the employee
- Validate requests against available balances and applicable rules
- Route approvals based on time-off type and length of requests

Effective employee time-off planning with accurate time-off balance

Accurately project how much time off an employee will have available at the time they will be away from work to enable employees and approvers to make smart decisions throughout the entire process—from request to return to work.

- Consider prorations, carryovers, transfers, grandfather rules, and more while accounting for planned usage
- Track balances against hours, days, weeks, and currency
- Calculations account for frequency, formulas, lengths of service, and other unique inputs

Single source of truth for leaves of absence

When employees need leave to manage a personal or loved one's health condition, serve in the military, or navigate a major life event, handle the entire process easily and comply confidently—whether the leave is required by law, contract, or policy

- Determine eligibility using HR data and employee responses to a questionnaire
- Guide employees and administrators through each step of the process, keeping them on track to hit deadlines
- Generate and populate required documents, storing final versions and related communications

Visit us at workforcesoftware.com/workforce-suite/absence-management to discover how we can help your organization efficiently manage employee time off when they need it while meeting compliance requirements.

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