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How to use Leave Management function

If you want to authorize Leave to an employee, you can utilize Leave Management tool.

A Leave can be a various types of absence such as personal leave (vacation or time-off), family incidents (death or accidents), maternity leave (fraternity leave), Work off-site or business trips. Some of these can be taken into account as a part of worktime(paid time-off), or not considered as part of worktime(non-paid time-off).

> The purpose of using Leave Management is to identify if an employee is entitled to have paid time-off or non-paid time-off.
> Worked: paid time-off(counted as a part of worktime)
> Non-worked: non-paid time-off(not considered as part of worktime)

This characteristics is also explained in two articles with examples below:
How to create T&A settings for organizations with fixed shift
How to create T&A settings for organizations with flexible shift

1)Connect to BioStar 2 Client and then go to Time Attendance tab, and click on "Add Time Code"
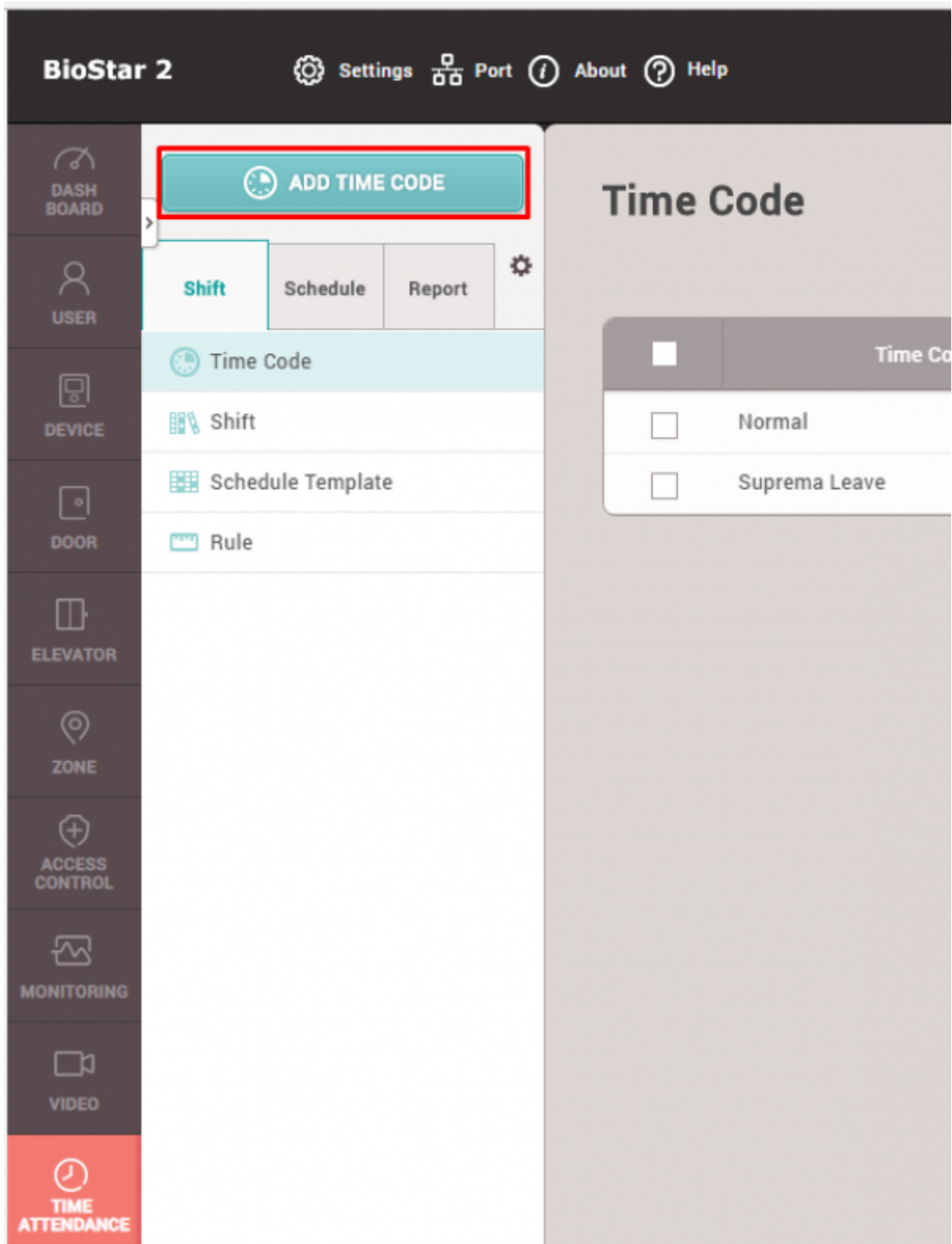
button

2)Check on "Leave Management" tab of Type, set the name and description, and then create it by clicking Apply

3)Create shift as you require, hit Apply & Next

4)Create schedule template as you require

5) Add schedule as you wish
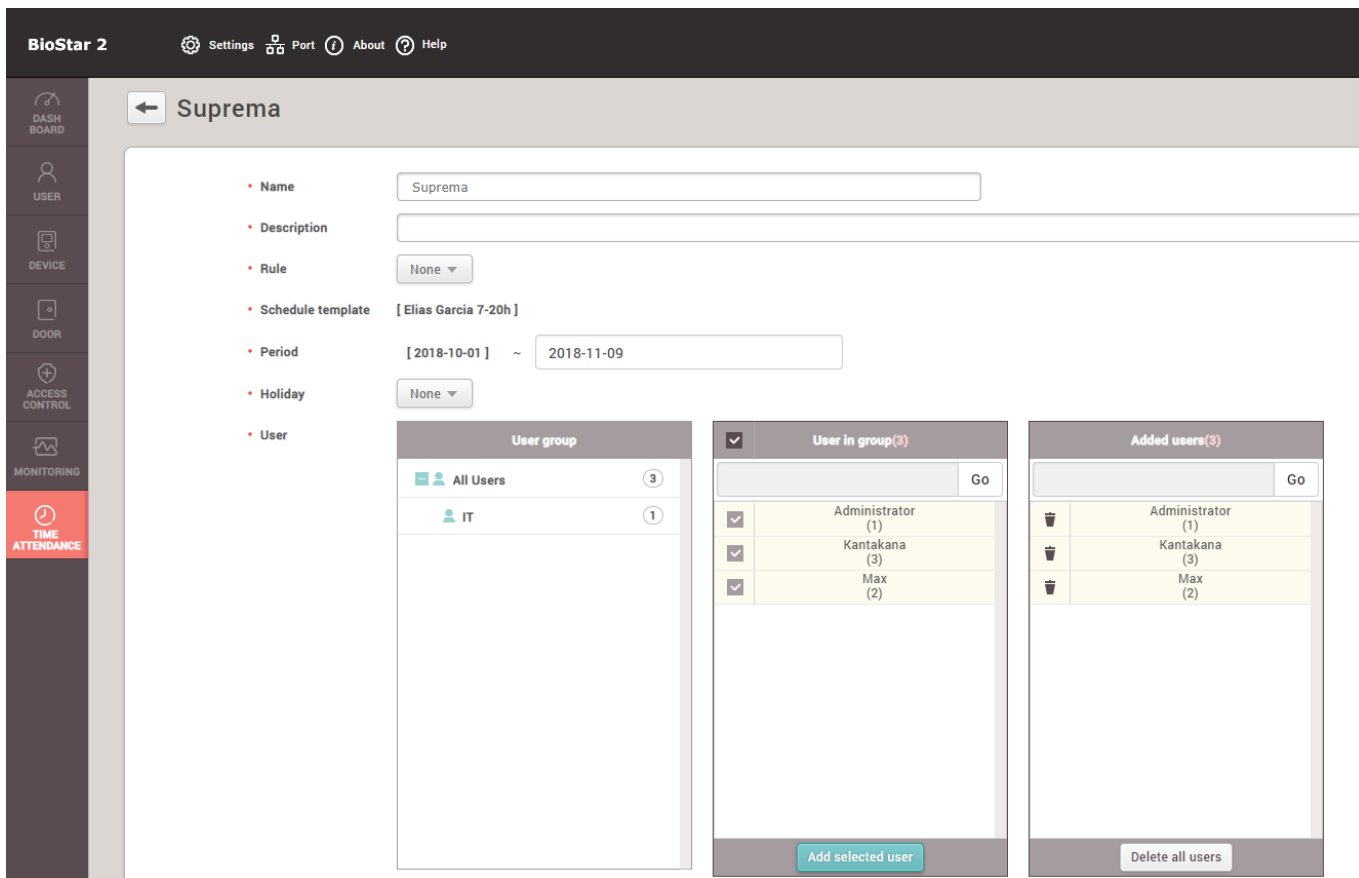
6) Go to Report section, set the desired information on period, report type, column setting, user, and press "Update Report" after check on Rebuild Time Card
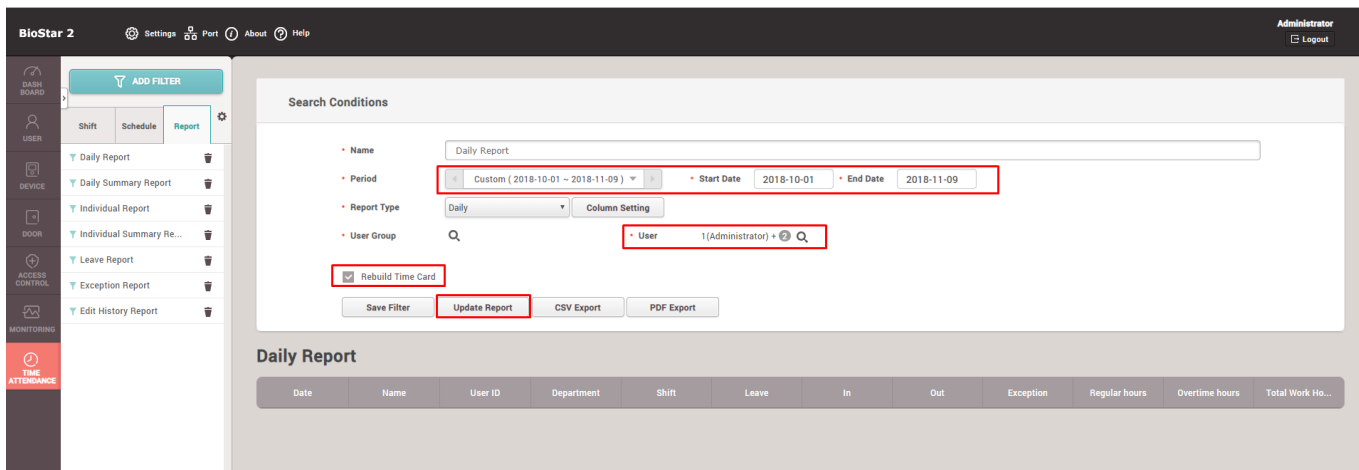
7) You can see "absence" status on the users