

How to define Leave Type in HDPOSsmart?



HDPOS smart Tutorials

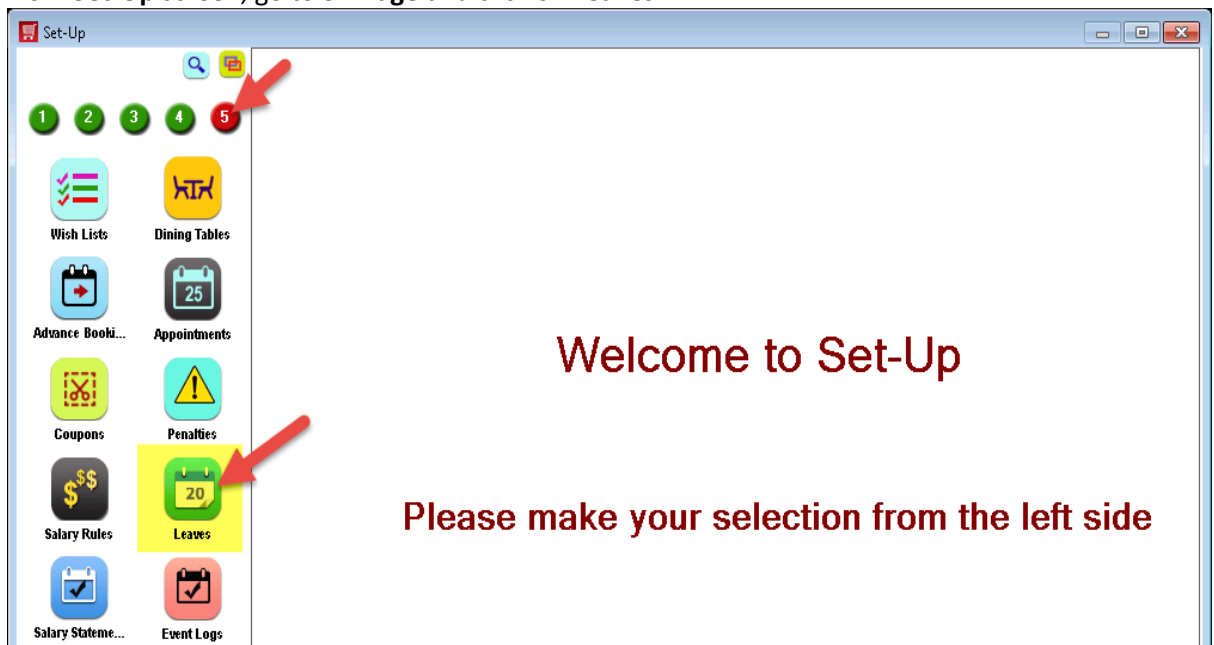
Leaves module of HDPOSsmart allows you to define different **Leave Types**. In HDPOSsmart you can define several types of leaves and set rules against them- like Earned leave, Casual Leave, Sick Leave, Maternity Leave, etc.

Follow the steps below to define leave Type.

1. Run **HDPOS smart** and Click on **Set-Up** button.

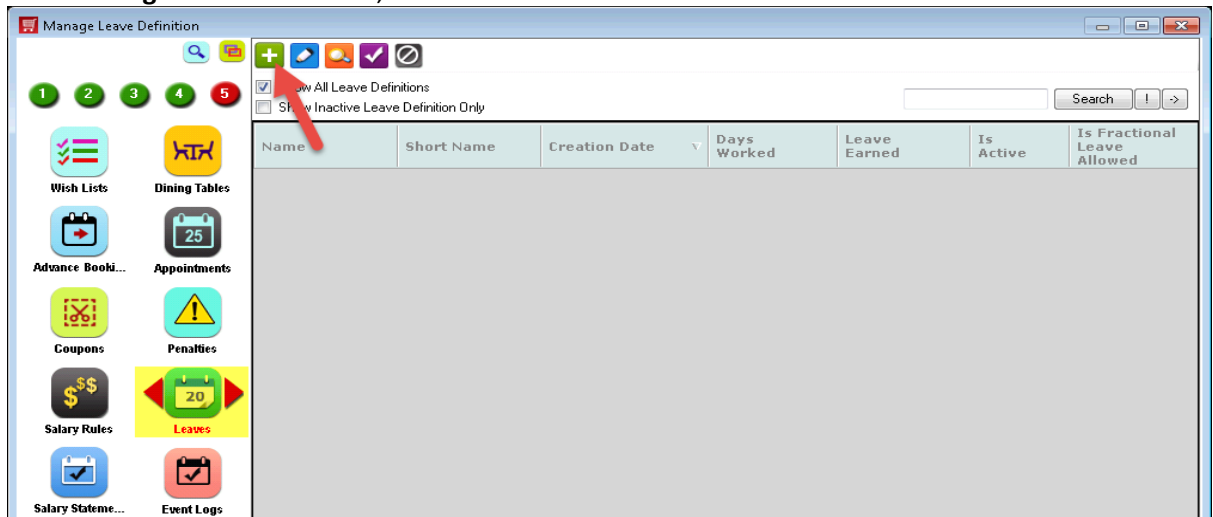


2. From **Set-Up** screen, go to **5th Page** and click on **Leaves**.

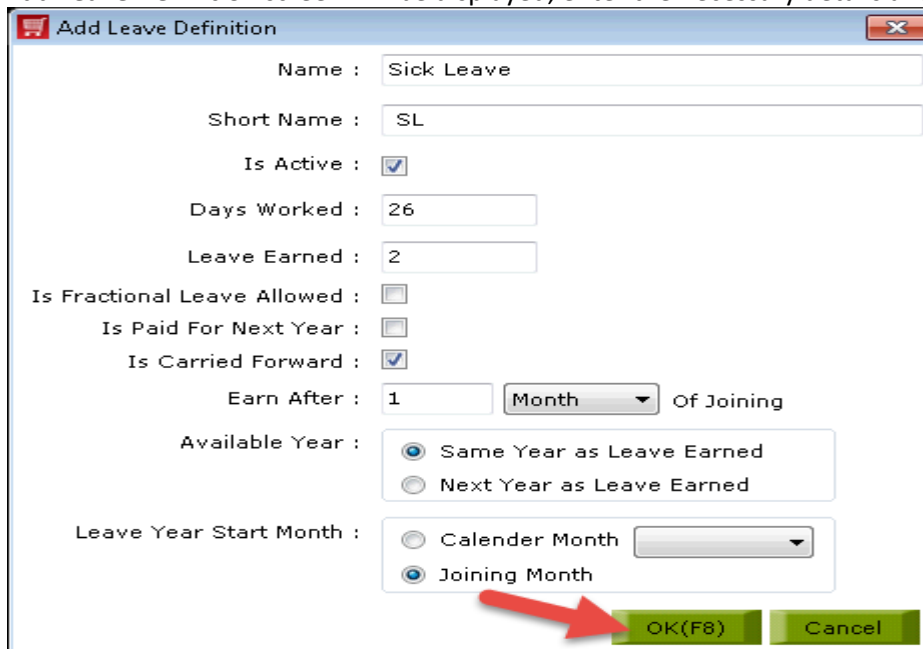




3. From **Manage Leave Definition**, click on **Add New Leave Definition**.



4. **Add Leave Definition** screen will be displayed, enter the necessary details and click on **Ok**.



- **Name:** Enter the leave name (Earned leave, Casual Leave, Sick Leave, Maternity Leave, etc.)
- **Short Name:** Enter the short name for the leave type.
- **Is Active:** This check box indicates you that the leave definition is currently active in your system, Unchecking this check box will inactive the selected leave definition.
- **Days Worked:** Enter the number of working days.
- **Leave Earned:** Enter the leaves earned in days.
- **Is Fractional Leave Allowed:** Select this option if fractional leaves are allowed for the leave type.
- **Is Paid For Next Year:** Select this option if unused leaves of employee are paid for next year.
- **Is Carried Forward:** Select this option if unused leaves of employee's under the leave type you are defining is carried to next month.



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- **Earn After:** Specify the period after which an employee can earn the leave that you are defining. For example if an employee joining year is 2017 and if you have specified earn leaves **after 1 year of joining**, then in this case employee will start to earn leaves after 1 year from joining date i.e. from 2018.
- **Available Year:** Here you need to specify when this leave will be applicable to the employee. You can either select 'Same Year as Leave Earned' or 'Next Year as Leave Earned'.
 - For example : If you entered **Earn After as 1 Year of joining** and if an employee joining year is 2017 and if you select **"Same Year as Leave Earned"**, then in this case the leave you are defining will be applicable to employee from same year i.e.2018 as leave earned.
 - If you select **"Next Year as Leave Earned"** and if an employee joining year is 2017 and **'Earn After' as 1 Year of joining**, then in this case the leave you are defining will be applicable to employee from next year as leave earned i.e.2019 as leave earned.
- **Leave Year Start Month:** Here you need to select the month in a calendar year
 - If you select **Joining Month:** Suppose an employee joined a company in February month and Employee will start earning their leave from same month.

5. You can see the leave name displayed in the **Manage Leave Definition**.

| Name | Short Name | Creation Date | Days Worked | Leave Earned | Is Active | Is Fractional Leave Allowed |
|--------------|------------|---------------------|-------------|--------------|-----------|-----------------------------|
| Casual Leave | CL | 14/06/2017 02:54 PM | 26 | 3 | Yes | No |
| Sick Leave | SL | 14/06/2017 02:51 PM | 26 | 2 | Yes | No |

