HOLIDAY MANAGEMENT

HR management------ Master Creation- Holiday management

Select Location--------Year--------- table will appear to enter the holidays :-

1-Sr. no

2-Name of holiday

3-Date

4-Type of holiday—(Gazetted/Restricted/National)

5-Eligibility criteria- (all/ male/female). By default it must be all.

6-Recurrence- Once/Repeat(on date)

NOTE:- the same holidays will be marked on attendance calendar automatically and a tip will be available to know the name of holiday and type.

**Manage**------ Under leave Eligibility------

Restricted Holiday:- -------% of total Employee(permanent) or -----------% of Total employee Department wise with a min strength--------- of Employee in Department.

Minimum period to apply Restricted leave in advance ----------- days. And can not avail after the holiday.

Max no of availing restricted holiday--------- days. (like 2,3 only)

Reporting Manager:-

A list will appear department wise who applied date of apply wise and it will be approved Who are within the eligibility.

UNDER MENU:-

It must be only “Apply leave” and “approve Leave”. On clicking, the combo box will open to select the type of leave.