

# Leaves

## ADMINISTRATION

### User Management

#### Settings

App Settings

Attendance Settings

Approval Settings

Leave Type

Custom Fields (Prefix)

ZKTeco Biometrics

To set up Leave Types,  
**Click the Leave Type  
Button**



## REPORTS

### Reports

# Leave Settings

## Add Leave Type

Leave Type Name \*

Number of days \*

Earned Leave

Accrual Frequency \*

Select Frequency

Max Carry Over \*

Cash Convertible

Conversion Rate

Enter the conversion rate for cash convertible leave

Payment Type \*

Paid

Cancel

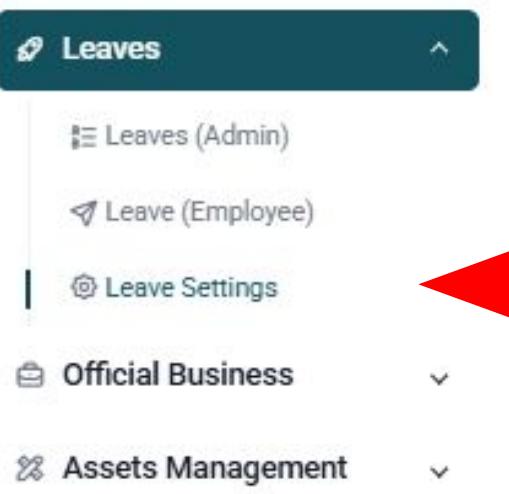
Add Leave

Configure company leave policies:

- Earned leave and cash-convertible options
- Annual leave credits (customizable)
- Policy options:
  - Advance notice period (set number of days)
  - Half-day leave (first half or second half)
  - Backdated filing (set allowable days)
  - Required attachments (e.g., medical certificates)

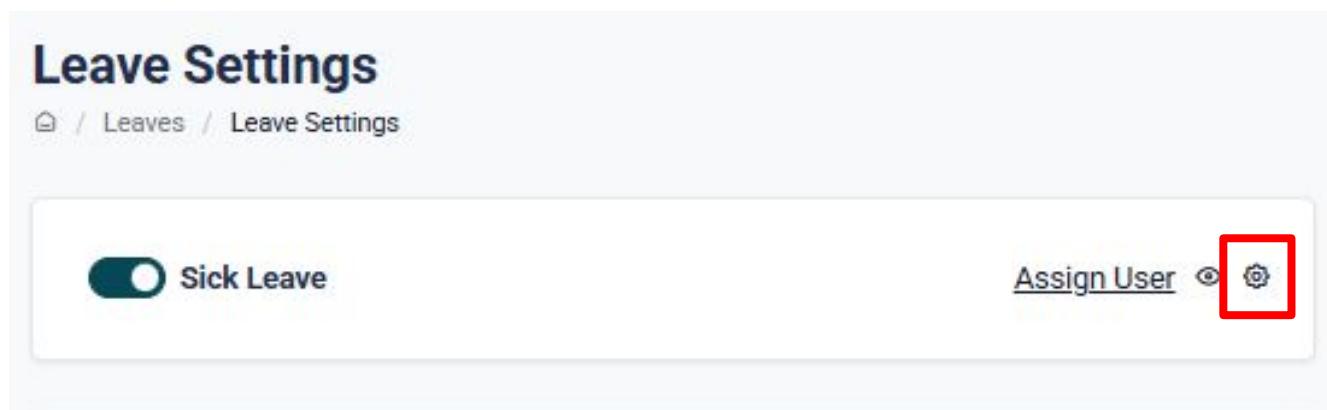
Admins can override leave credits per employee when adjustments are needed.

# Leaves Policy



1. To set up Leave Settings, Click the **Leave Settings Button** inside the **Leaves Sidebar**

2. Then **Click the Gear icon** to edit leave settings



# Leaves Policy

The screenshot shows the Timora HRM software interface. The left sidebar contains a navigation menu with categories like MAIN MENU, HRM, FINANCE & ACCOUNTS, ADMINISTRATION, REPORTS, and BILLING. The 'Leaves' section is currently selected. The main content area is titled 'Leave Settings' and shows four leave types: Sick Leave, Vacation Leave, Unpaid Leave, and Birthday Leave. The 'Sick Leave' settings are currently being edited. A modal window titled 'Sick Leave Leave Settings' is open, showing the following configuration:

- Advance Notice Period:** Maximum days' notice required before applying. Value: 0.
- Half Day:** Enables employees to request half-day leave. Status: Enabled.
- Backdated Days:** Enables employees to submit backdated leave requests. Status: Enabled.
- Backdated Days:** Maximum days' required before applying backdated days. Value: 15.
- Document Required:** Requires attaching supporting documents with the leave application. Status: Enabled.

## Leave Policy

- **Advance Notice Period** – Sets the maximum number of days' notice required before an employee can apply for leave.
- **Half Day** – Allows employees to file **half-day leave** requests.
- **Backdated Days** – Allows employees to submit **backdated leave** requests within the defined limit.
- **Document Required** – Requires employees to **attach supporting documents** when filing a leave request.