

Concept Note of Leave Process flow

There are two types of leaves.

- a) Leaves which are to be approved by Controlling Officer/ HOO such as Casual Leave, Special Casual Leave, Quarantine Leave.
- b) Leaves which are to be approved by Cadre Controlling Authority / Appointing Authority such as Earned Leave, Commuted Leave, Half Pay Leave etc.

Now Workflow Management may be integrated with Leave Sub-Module in the following ways.

1. In case of the Leave mentioned in (a) above, Leave will go to the workflow created in the HOO to which employee is tagged.
2. If employee adds Another HOO as his/her alternative HOO, The system will show the employee both the HOO where he/she wants to forward this Leave. As per his/her selection the leave will go to that office and will be dealt with the workflow created there.
3. In case of Leaves mentioned in (b) above, Leaves will be forwarded by the Head of Office to the Appointing Authority. Now it has been observed that it is mainly dealt with the authority to which Service Book lies. Therefore system should identify in this case, where the e-Service Book of the employee lies?
 - i) If the HOO and Service Book Authority are different, then when the HOO will forward those leave, that will go to the Service Book Authority for Approval.
 - ii) If the HOO and Service Book Authority are Same Then HOO will get approve button instead of forward button.
 - iii) However in case of Police there is scope of forwarding leaves to different authorities. So we have introduced forward for Approval button. This facility will also remain in the system. In that case provide a facility to send the leave request by the top level Officer in a workflow by selecting HOO Code of another Office.

In all the above cases the Leaves will be dealt according to the workflow created for that Office.

The leave Scheduler

- 1) For the leaves mentioned in (a) above should be run by the HOO to which employee is tagged.
- 2) For the leaves mentioned in (b) above should be run by the HOO to which the employee's e-Service Book lies.

There are Masters which should be available to control such Leaves from HRMSADMIN. This should be the most important part of our development.

Name of the Master	Purpose
1. Type Master	Used to insert category of Leaves, applicable to which gender and which is the Sanctioning Authority.
2. Leave Master	Used to tag against each category of leave that which is the Leave Department, What is the credit frequency, Maximum entitlement and WEF dates
3. Debit Master	Identifies the leave debited from which leave balance. E.g. Commuted leave is debited from HPL.
4. Declaration Master	Needed to Specify the Declaration required for a specific category of leave.
5. Purpose Master	Needed to mention the Purpose for which a particular Leave may be taken.
6. Rule Master	The Particular Service Rule which is applicable to different categories of Leave.
7. Employee Class Master	Needed to identify the particular type of leave which is applicable to any particular class of employees.
8. Combination Master	Helps to identify in the system, which Leaves are needed to be combined with which leaves,

****Note 1:-**

1. All request will follow the same chain(one chain will be there for all leave type request). Only difference will be there while sanctioning(approving) that leave request . If leave is of type (a) then sanctioning rules will be followed as said in point concept note point 1,2 and for leave type (b) sanctioning rules will be followed as per point 3.
2. 'Forward for Permission/Approval' Button will only be visible for Top level user of the chain. Once forwarded system will check for new workflow availability in that office , if chain is available then it will be forwarded to lower user of the chain of the chosen office else system will through error.
3. while selecting alternate HOO for sending request , system will check for workflow chain availability as per employee details . If chain is found then system will allow to forward to that HOO else it will throw an alert that 'no chain is found '.
4. while selecting Tagged HOO system will check for workflow chain availability as per employee details . If chain is found then system will allow to forward to that HOO else it will throw an alert that 'no chain is found , would you like to proceed with old workflow' and new popup will show with tagged HOO user list.

****Note 2:-**

- 1.'Forward for Permission/ Forward for Approval' along with 'Permission/Approve' button will be available only for top level user in the chain.(for Leave type A level user is top level user of the chain and for leave type B top level user is Employee service book authority).
2. Once clicking on 'Forward for Permission/ Forward for Approval' button, system will provide a scope to select the office,after selecting on the code once forwarded system will check new workflow presence in that office as per employee details, if found will forward the request to lower level user of the chain else will throw error.
3. Same logic is implemented for Police cadre too.
4. Once forwarded through 'Forward for Permission/ Forward for Approval' button to other office, all users(top level) available in the chain to which it is further forwarded , 'Permission/Approve' button will show.

**** Note 3:-**

1. Permission logic for Type 2(leaves to be approved by service book authority of the employee) will follow the same logic as of Type 1 leaves, i.e Top level user in the workflow chain(HOO where employee has forwarded the request from ESS) will be able to give permission and can forward for permission to different office for these types of leaves.
2. Joining report logic will remain the same as that of earlier by choosing user from HOO Approver user list.
3. Any successfully forwarded message will contain user designation along with user name.

**** Note 4:-**

1. There will be two sub- module under module type 'LEAVE' namely 'Casual & Quarantine Leaves' and 'Other Leaves'.
2. All other business logic mentioned previously in this document will remain same.
3. Sub-module division is based upon sanctioning authority of the leave. Below are leave type wise details:-

S.NO	LEAVE_TYPE_DESC	SANCTIONING_AUTHORITY	SUBMODULE
1	Special Casual Leave	HAAA	OTHERS
2	Paternity Leave	HAAA	
3	Leave Not Due	HAAA	
4	Study Leave	HAAA	
5	Half Pay Leave	HAAA	
6	Earned Leave	HAAA	
7	Maternity Leave	HAAA	
8	Paternity cum Child Care Leave	HAAA	
9	Hospital Leave	HAAA	
10	Commutated Leave	HAAA	
11	Child Care Leave	HAAA	
12	Special Disability Leave	HAAA	
13	Extraordinary Leave	HAAA	
14	Child Adoption Leave	HAAA	
15	Casual Leave	HHOA	CASUAL AND QUARANTINE LEAVE
16	Special Sick Leave	HHOA	
17	Encashment of Earned Leave on LTC	HHOA	
18	Compensatory Casual Leave	HHOA	
19	Quarantine Leave	HHOA	