

BEST PRACTICES

10 BEST PRACTICES FOR MASTERING LEAVE MANAGEMENT

Managing employee leave can be tough. While many organizations have well-designed policies, too often the policies end up buried in the back pages of the Personnel Manual.

The result? Over time, supervisors and employees alike stretch, patch, circumvent, and otherwise compromise the rules to the point that control breaks down. This can cost your organization a lot of money, and the misunderstandings and perceived unfairness can undermine morale. But where should you start? In this document, you will be guided on how to efficiently manage your leave program.

1. GET SUPPORT FROM ABOVE.

Managing leave with rigor should be a win for both employer and employee. Businesses have a huge stake in minimizing workforce imbalances. An atomized system of leave approval where supervisors make decisions primarily on the basis of not wanting to disappoint their subordinates inevitably leads to crises. How happy are the employees who are left to deal the ensuing mess? It is in nobody's broader interest to under-manage leave.

2. AVOID EXCESSIVE RIGIDITY.

Make sure the policy has the flexibility to accommodate the one-off situations that inevitably arise. Once you force people to go outside of policy, it's hard to rein them back in.

3. MAKE SURE EVERYONE KNOWS HOW THE POLICY WORKS AND BUYS IN.

People need to understand the policy so that there are no surprises. Above all, they should perceive the policy as being fair, reasonable and necessary.

4. PROVIDE A HELP DESK FOR Q&A AND ISSUE RESOLUTION.

The service will promote consistency in the application of policy and demonstrate commitment to supporting compliance.

5. AUTOMATE THE LEAVE MANAGEMENT PROCESS.

Eliminate the side deals. Make the automated system the only system of record. Make sure that employees can easily see balances, authorizations, denials and other leave related information.

6. REQUIRE SUPERVISORS TO GET APPROVALS FOR SPECIAL ACTIONS.

Leave should be viewed as an expenditure. As financial expenses are controlled, so should the disbursement of employee time.

7. IMPLEMENT LEAVE REQUESTS.

This will help supervisors avoid personnel shortages and coordinate leave equitably.

8. REQUIRE TIMESHEETS.

Yes, even if it is on an exception basis. Without timesheets, there is no good way to record time off reliably.

9. EVALUATE THE SYSTEM REGULARLY.

Be prepared to audit and refine both policies and processes with respect to compliance, transparency, accuracy and morale.

10. ENSURE LEAVE COMPLIANCE. GET OUTSIDE HELP TO KEEP YOU UP-TO-DATE ON LEGAL AND INDUSTRY DEVELOPMENTS.

As you know, leave management is subject to substantial regulation (i.e., FMLA, overtime, etc.), which can vary based upon a variety of factors. It is also used for competitive advantage in recruitment and retention. Good as well as bad innovations are popping all the time and it may not be easy telling them apart.

CONCLUSION

An automated leave system is most powerful when integrated with the time entry process. In DATABASICS, for example, employees not only enter leave as they consume it, but they can request approvals and see balances with scheduled and unscheduled hours. Approvers can assess potential impacts before making leave request decisions, and even facility managers can see projected occupation levels for a given period of time such as a holiday.

Leave management is critical to everyone and deserves an organization's best effort.



DATABASICS is driven to meet the most demanding time and expense management challenges for organizations throughout the world with a combination of deep expertise, next-gen technology and a focus on the unique needs of each customer. Powered by decades of experience, **DATABASICS** is in the business of solving time and expense problems with solutions that are the right choice for today and easily adapt to the uncertainties of tomorrow. Time and expense are better together, which is why **DATABASICS** addresses these two critical business processes with absolute ease in one solution.

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