Attendance Policy Management

<u>Absent Approval with Deduction Percentage,</u>

<u>If Status Approved:</u>
1. 0% No Deduction
2. 25% - 25 % Deduction
3. 50% - 50% Deduction
4. 75% - 75% Deduction
4. 100% - 100% Deduction

<u>If Status Rejected:</u>
 100% - 100% Deduction (Default)

Deduction amount will be applied as per deduction percentage.

If Status approved /Rejected will be considered as Excused or not excused Absents. Not excused absents will be considered for Leyha Penalty.

All the Attendance policy for such as absent rules, absent types will be managed from this section.

Absent Rules

Rule 1:

Time Range	Rule1 (Employees)
1 to 15 Minutes	15 Minutes
16 to 30 Minutes	30 Minutes
31 to 60 Minutes	1 Hour
61 to 300 Minutes	Half Day
> 300 Minutes	Full Day

Rule 2:

Time Range	Rule 2 (CEO & Lawyers)
1 to 15 Minutes	Actual Absent Minutes only
16 to 30 Minutes	Actual Absent Minutes only
31 to 60 Minutes	Actual Absent Minutes only
61 to 300 Minutes	Actual Absent Minutes only
> 300 Minutes	Actual Absent Minutes only

Rule 3 (Flexible Timings):

Time Range	Rule1 (Employees)	Flexible Time Start	Flexible Time End	Flexible Duration
1 to 15 Minutes	15 Minutes	8:30 AM	18:30	30 Minutes
16 to 30 Minutes	30 Minutes	8:30 AM	18:30	30 Minutes
31 to 60 Minutes	1 Hour	8:30 AM	18:30	30 Minutes
61 to 300 Minutes	Half Day	8:30 AM	18:30	30 Minutes
> 300 Minutes	Full Day	8:30 AM	18:30	30 Minutes

Absent Rules to Department Linking

Id	Rules (From Badran)	Department (From ZK)
1	Rule 1	Daffah-HQ
2	Rule 2	Management
3	Rule 3	Daffah-Hq -Saudi
…		

Absent Types Setup

1. Personal
2. Sick Leave
3. Official /Jawla
4. Umrah
5. Hajj

Allowed Absent Setup

Sample Data

Employee ID	Absent Type	From	To	Allowed Days	Used	Remaining	Status
2006	Sick Leave	2019-11-01	2020-10-30	5	1	4	Expired
2006	Sick Leave	2019-11-01	2020-10-30	5	2	3	Active
1120	Umrah	2019-12-01	2020-11-30	3	1	2	Expired
1120	Umrah	2020-12-01	2020-11-30	3	0	3	Active

Jawla Management

Employee can request for Official Work on advance and related expense claim will be based on these Jawla Request.

Sick Leave Management

Employee will select Absent Type as Sick Leave and must attach related medical reports.

System will provide a Report for Sick Leave for each employee for a specific period,

Employee ID	Absent Date	Absent Type	Reason	Attachment	Status	Deduction
2006	14.03.2021	Sick Leave	Sick due to COVID 19 Vaccination		Approved	0%
2006	14.08.2021	Sick Leave	Sick due to COVID 19 Vaccination		Approved	50%

For Sick Leave Approval,

HR/Manager can select the Deduction percentage. Whether to deduct (0%, 10%, 25%, 50%, 75% or 100%). Default value will be 0% Deduction

Vacation Benefit Management System (Reports / For Management)

Emp ID	Contract Start Date	Contract End Date	Joing date	Contractual Year Start Date	Contractual Year End Date	Allowed Days	Reserved Days	Used Days	Balance Days	Paid	Un Paid	Valid From	Valid To	Status
	(CS)	(CE)	(JD)	C	(D)	E	F	G	H	I	J	K	L	M
2006	15-Nov-19	30-Nov-23	15-Nov-19	15-Nov-19	30-Nov-20	21	0	0	21	21	0	31-Oct-20	30-Dec-20	Expired
2006	15-Nov-19	30-Nov-23	15-Nov-19	15-Nov-20	30-Nov-21	21	0	0	21	2	19	31-Oct-21	30-Dec-21	Running
2006	15-Nov-19	30-Nov-23	15-Nov-19	15-Nov-21	30-Nov-22	21	0	0	21	0	21	31-Oct-22	30-Dec-22	Not Started
2006	15-Nov-19	15-Nov-23	15-Nov-19	1-Dec-22	30-Nov-23	21	0	0	21	0	21	31-Oct-23	30-Dec-23	Not Started
1120	1-Nov-19	31-Oct-21	3-Oct-12	1-Nov-19	31-Oct-20	30	0	0	30	30	0	1-Oct-20	30-Nov-20	Expired
1120	1-Nov-19	31-Oct-21	3-Oct-12	1-Nov-20	31-Oct-21	30	0	0	30	3	27	1-Oct-21	30-Nov-21	Running
0902	1-May-20	30-Apr-21	18-Oct-04	1-May-20	21-Apr-20	30	0	30	0	30	-30	22-Mar-20	21-May-20	Expired

CS	Contract Start Date
CE	Contract End Date
JD	Joining Date
C	Contractual Year Start Date
D	Contractual Year End Date
E	Allowed Vacation for the contractual year
F	Reserved Vacation Days- If Vacation is approved but not started
G	Used Vacation Counts from the contract Period
H	Remaining Vacation Days **(E-G)**
I	Vacation Days Paid for Days (Calculations/Values To be Provided by HR/Auditor)
J	Vacation Days Un Paid (Calculations/Values To be Provided by HR/Auditor)
K	Balance Days Can be used from
L	Balance Days Can be used To (Needs Clarification on Fomula)
M	Status of Unused Vacation Days (Needs Clarification on Fomula)

Functionalities

· During vacation - Employees absent will be registered in system as On Vacation and balance days will be deducted (H)

· Employees Salary Will be added on payroll during vacation period on PD42 depends on the paid vacation status.

·Separate Report on Payroll for Paid Vacation (PD 42) & Unpaid Vacation Employees(PD 05) on Payroll.