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Management Solutions

A Quick Guide to TMS Functionality
Leave Slots

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1 Leave Slots

1.1 What are they?

Leave slots are a new functionality available in the holiday planning system of Mitrefinch TMS Version 6. This option allows management to limit how many employees can be off on a given day or time period. Employees cannot request absence once the limit has been reached.

1.2 What are they used for?

The aim of this new option is to avert staffing shortfalls during specific periods of time.

This feature is particularly useful in times of high demand for holidays like Easter or in the run up to and during the Christmas Break, as well as times of heightened business i.e. January Sales for Retail

1.3 How do they work?

Within Mitrefinch TMS, a Supervisor of a particular department, shift, site or location can set up periods during the year that restrict the number of absences that can be booked by employees in a given department or group.

When an employee tries to book over a restricted period they will be asked to book a different period of absence if all slots have been previously booked.

1.4 Process

a) Supervisor defines leave slots available throughout the year.

b) Employees can see the number of the slots available.

This allows them to plan their holidays according to their departments/office/site/division's staff coverage requirements.

The Annual Absence Profile screenshot below clearly identifies the allocated daily leave slots.

	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M								
Jan	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31														
Feb					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29												
Mar					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
Apr	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30															
May					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
Jun					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30											
Jul	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31														
Aug					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
Sep					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
Oct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31														
Nov					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30											
Dec					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										

Leave slots
Available: 2
Taken: 2
Remaining: 0

Digits represent the number of defined by supervisor leave slots:

16	17	18	19	20	21	22
3	3	3	3	3	2	2

The colour represents the status of each leave slot:

■	Slots available, none taken
■	Slots available, some taken
■	No leave slots available

c)Employee books an absence

From the Absentee Profile above you will note that from January 16th - 20th only two employees within the designated group are allowed to be on holiday. As these dates are flagged red no leave can be requested as the allocation has already been reached.

The below screenshot shows a message which an employee will see on the screen when trying to book an absence during the period where no more leave slots are available.

The system will stop her/him from booking leave over that period and another date range will have to be chosen by the employee.

Absence details

 **Leave Slots** There is no leave available on 16/01/2012 00:00:00 to 20/01/2012 00:00:00. Please select another date range.

Code	Holiday
Start date	16/01/2012
End date	20/01/2012
Period	Full Day
Supervisor Reason	
Employee Reason	

Reason





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