

# Absence Management

Streamline and improve every aspect of absence management, from automatically calculating holiday entitlements and routing requests for approval, to staying on top of sick leave.

## Take control of absence

Cezanne HR's powerful Absence module makes it easy to manage all types of absence, including paid and unpaid leave, sickness, maternity, sabbaticals, jury service and time off in lieu.

Designed to sit alongside the core People module, it takes advantage of web and workflow technologies to make absence management simpler and more effective for everyone.

## Calculate entitlements

Simply define your rules and the system takes care of the rest; working out what each employee should get based on their working hours, country (or regional) calendars and company rules.

Absence plans can be tailored to different groups of employees, with different names, length of service increments, rounding up or down rules, carry over and more.

Time off in lieu is also easy to manage with overtime authorisation workflows, rules and calculations.

## Enable self-service

Since Cezanne HR is hosted in the Cloud, you can allow employees to check their own holiday entitlements and submit absence requests online from their PC, Mac, tablet or smart phone.

Employees are notified when their requests are approved, or rejected, and their entitlements updated in real time.

## Simplify approvals

Absence requests are automatically routed through your approval cycles, so you can handle approvals in the most appropriate way for your organisation. For example, holiday requests could be sent to one or more managers to sign off, while sickness notifications go to HR in the relevant office or country.

To ensure processes don't stall, approving managers can nominate a colleague to cover for them if they are away. Or, as the HR administrator, you can step in.



## Ensure appropriate cover

Personalised team calendars and 'overlapping absence' warnings in emails let managers easily check they have appropriate cover before approving time off, and absences can be saved to Outlook or Google calendars if required. The system even reminds managers when a leave is about to start.

## Stay on top of sickness

Cezanne HR is equally useful when it comes to managing sick leave. Employees, their managers or HR can register an absence and upload supporting documents.

Authorisation processes are automatically triggered; records updated; and reminders sent when further action such as self-certification is required. Essential paperwork is easier to manage, time lost to illness more visible, and important actions don't get overlooked.

## Gain insight

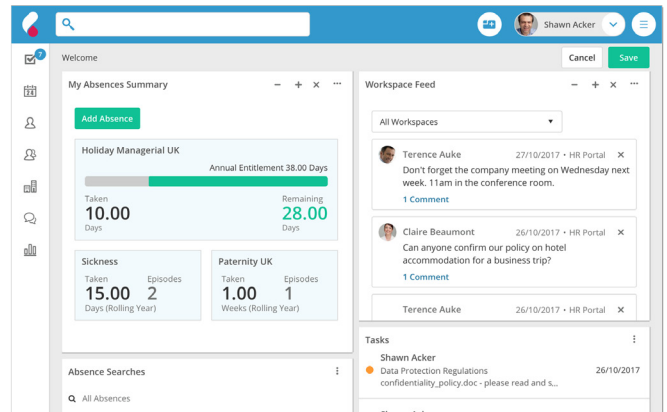
Personalised dashboards and summary reports make it simpler for HR and line managers to identify and manage issues.

For example, alerts can be triggered if absence levels exceed key performance indicators (KPI), such as the number of sickness incidents, days taken or Bradford score; and reports scheduled to track specific data, perhaps to report on how much paid-leave is yet to be booked, or sick days taken within specific periods of time or team.

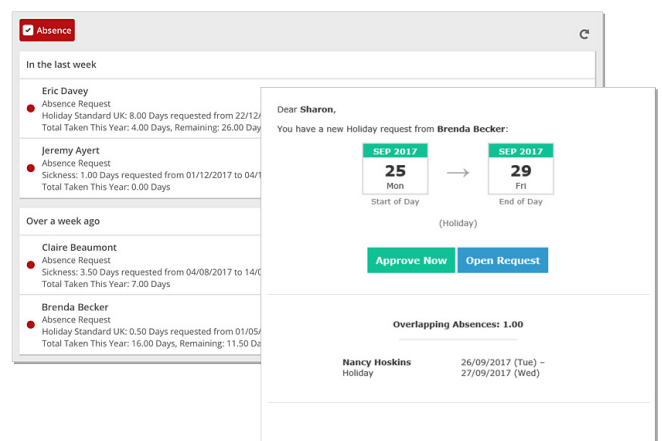
## Cope with global differences

A significant strength of Cezanne HR is how easily you can configure it to reflect global differences.

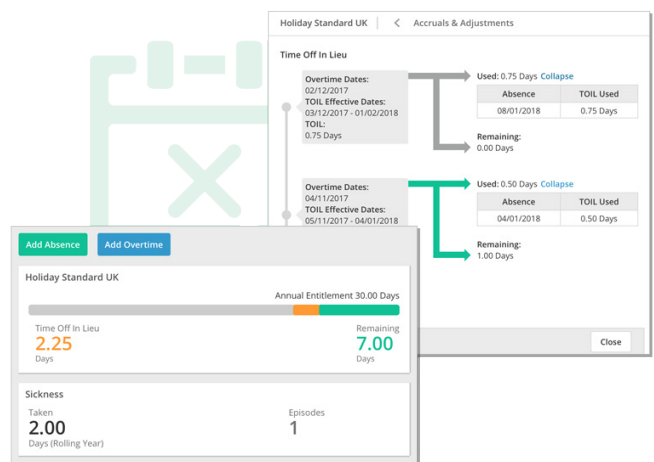
For example, to manage different accrual rules and allowances for PTO in the USA, or take into account regional public holidays across Europe.



Let employees check entitlements and request time off online



Simplify approvals with email notifications and task lists



Ensure time off in lieu (TOIL) is approved, accurate and visible

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## Features overview

- **Multiple absence plans:** set up as many plans as you need, each with their own rules (e.g. accruable, non-accruable, carry over, length of service, start date, country calendars)
- **Legislative support:** enables compliance with UK legislation (minimum holiday entitlements, maternity leave etc.), and supports a wide range of international requirements
- **Automatic calculations of entitlements:** based on working time patterns, company rules, local calendars etc.
- **Approval workflows:** route holiday, sickness or other requests through your approval processes, with the option to allow managers to delegate
- **Time of in lieu (TOIL):** include overtime authorisations with option to flag as paid or award TOIL based on company rules, expiry dates etc.
- **Approve from email:** one-click approval from emails which automatically display overlapping team absences to enable more effective resourcing
- **Dedicated dashboards and reports:** see current and historic absence data, including Bradford reports, employee summaries, patterns of absence, remaining entitlements etc.
- **Absence reminders:** automatic notifications for key activities (e.g. overdue fit to work notes), or when KPI are triggered
- **Team calendars and who's off notifications:** make it simpler to see who's away
- **Document attachments:** easily upload and securely store supporting documents
- **Mobile apps:** free to download for iOS and Android for a simpler interface (standard HTML5 responsive interface works across mobiles, tablets and other devices)
- **Integration with optional Time module:** absences automatically appear in time sheets
- **Built for the Cloud:** achieve more with a system that's been built from the ground up to take advantage of the latest web and mobile technologies
- **UK & international:** powerful global features and multiple language translations included at no extra charge
- **Modular & scalable:** built to help you grow. Add employees, divisions, companies, countries and new modules when you need them
- **Comprehensive & configurable:** straightforward for you to set the system up to work your way
- **Regular updates:** benefit from free seamless delivery of the latest features, so you never get left behind
- **Secure by design:** GDPR compliant, with role-based access and advanced security at every level
- **Connect from anywhere:** use from your PC, Mac, tablet or smart phone
- **Intuitive self service:** connect and engage employees, wherever they are
- **Approval workflows:** route tasks and authorisations to the right people at the right time
- **Alerts & notifications:** never miss an important date with automatic emails, tasks and reminders
- **Integrations:** benefit from an open API, single sign on, dual authentication, one-click export to Excel, and a host of other integrations, including payroll
- **Transparent pricing:** no upfront fees or hidden extras. Check out the subscription fees on our website
- **Trusted worldwide:** join tens of thousands of users in the UK and over 80 countries around the world
- **Fast to deploy and easy to manage:** our expert team can help you get up and running in no time at all. We'll even upload your core HR data for you for free

Visit our [website](#) to find out more about how we support you.

## About Cezanne HR

We've built something special at Cezanne HR; a powerful, configurable HR software solution that's simple to deploy, easy to manage and remarkably cost-effective, whatever the size of your business. As a team, we've a long track record of delivering successful HR solutions to businesses worldwide. We've worked with companies of every size and across every business sector. That's why we decided from the very start to build an exceptionally robust and scalable SaaS platform for human resources management which, like our customer community, is growing all the time.