



Absence Management



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

Manage all types of absences

Cezanne HR's fully integrated **Absence** module makes it easy to manage all types of absences, including paid and unpaid leave, sickness, maternity, paternity, adoption and parental leave and jury service. Absences are more visible, policies easier to apply and everyone benefits from a smoother, less time-consuming, process.

Calculate entitlements the smarter way

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

Route approvals the way you want to

Absence requests are automatically routed for approval using the options you select. For example, holiday requests could go to the line manager, while sickness notifications go to HR in the relevant office or country. That way it's easier to make sure absences are managed in the most appropriate way for every part of your business.

Save everyone time

Since Cezanne HR is hosted in the Cloud, employees can securely check their own holiday entitlements and submit absence requests online from their PC, Mac, tablet or smartphone. Approving managers are automatically notified and, as they have all the information they need at their fingertips, they'll find authorisation is straightforward.

Ensure appropriate cover

Personalised team calendars let managers see absence information in real time, so they can easily check they've the right people in place before approving time off. Requests can be saved to Outlook or Google calendars, and the system even reminds the manager when a leave is about to start.

Stay on top of sickness

Cezanne HR is equally powerful when it comes to managing sick leave. Employees or their managers 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. Admin is easier, time lost to illness more visible and important actions don't get overlooked.



Gain greater insight

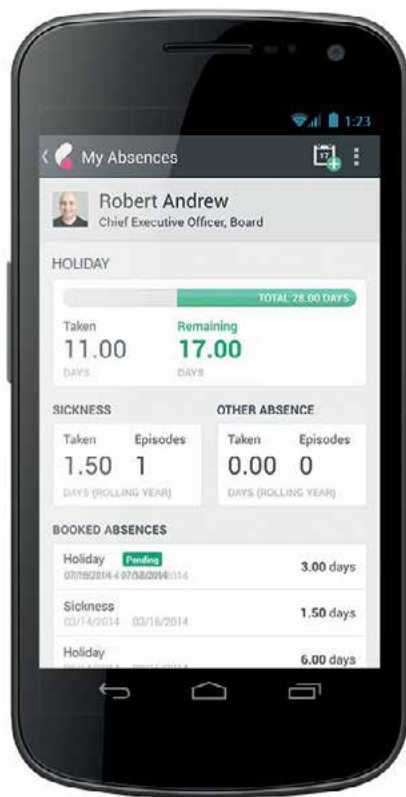
Cezanne HR's *Absence* module not only saves everyone time, it helps flag up potential problems too. Personalised dashboards let HR and line managers identify trends or issues, and alerts can be triggered if absence levels exceed key performance indicators (KPI), such as the number of sickness incidents, days taken or Bradford score.

Help with compliance

The module helps ensure holiday entitlements are calculated in line with UK legislation, and lets you manage information relating to the UK's statutory maternity, paternity, adoption and parental leave entitlements.

See the global picture

If you have employees overseas, you'll be able to set up localised absence plans with different names and rules. For example, to manage different accrual rules and allowances for PTO in the USA, or take into account regional public holidays across Europe.



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.

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Comprehensive and configurable

ABSENCE FEATURES

- » **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
- » **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
- » **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)
- » **Team calendars and who's off notifications:** make it simpler to see who's away
- » **Integration with optional Time module:** absences automatically appear in time sheets

GENERAL CAPABILITIES

- » **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:** roles-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 70 countries around the world
 - » **Fast to deploy and easy to manage:** our expert team can help you get up and running in just a few days or weeks, we'll even upload your core HR data for you for free
- Visit our website to find out more about how we support you.**