

How to set Sick Leave applications to be done in days and hours:

For example, most companies Sick Leave Applications are automatically set on days only. In this example, the company wants the Sick Leave Applications to be processed in Days and Hours.

1. Please see below company setting that can be activated to ensure leave applications can be done in days as well as hours.

Kindly navigate to Config > Basic settings > Company Settings > Company Settings > Leave and select the relevant box as below:

Leave		
▶ Allow employees to overwrite the calculated leave days value when applying for leave	<input type="checkbox"/>	<input type="checkbox"/>
▶ Consider weekend days when calculating leave days between 2 dates, indicate 6 to include Sat and 7 to include Sat & Sun	<input type="checkbox"/>	<input type="checkbox"/>
▶ Do not allow an employee to apply for Annual leave that spans across this company's financial year (specified on the basic company information screen). Two separate applications should be created.	<input type="checkbox"/>	<input type="checkbox"/>
▶ Do not allow an employee to enter an email address when applying for leave.	<input type="checkbox"/>	<input type="checkbox"/>
▶ Do not allow an employee to lookup another employee when applying for leave.	<input type="checkbox"/>	<input type="checkbox"/>
▶ Enable ability to apply for leave in hours as well as days	<input type="checkbox"/>	<input type="checkbox"/>
▶ Force employee's leave balance to reduce in current period rather than start date period.	<input type="checkbox"/>	<input type="checkbox"/>

Then click Save.

The Sick Leave Applications can be processed accordingly.

Employee / Leave

Application

[Apply](#) [View History](#)

Leave Type: *

Start Date:

End Date:

Hours:

[half day application](#)