



SAP Absence and Leave Management by WorkForce Software

Protect Your Business and Honor Employees' Leave Entitlements

Navigate Increasingly Complex Regulations
with SAP Absence and Leave Management
by WorkForce Software

Enhance Absence and Leave Management

As a business, you often face increasing administrative demands when it comes to employee absences. Federal regulations, geospecific laws, and corporate and union policies may challenge you with overlapping eligibility rules, accruals, and notice requirements. The SAP Absence and Leave Management application by WorkForce Software can help you **mitigate the risks related to leave of absence and accommodation requests** by simplifying compliance and even reducing costs.

MITIGATE COMPLIANCE RISKS

Ever-evolving federal and local regulations, as well as corporate, union, and collective bargaining policies, often overlap – potentially exposing you to costly litigation, fines, and penalties.

The leave and accommodation capabilities of SAP Absence and Leave Management can:

- **Provide reliable updates:** A regulatory update service provides access to the latest national and local leave and accommodation regulations vetted by legal experts.
- **Prove compliance:** In the event of a complaint or audit, compliance can be demonstrated with detailed documentation and an audit trail of case transactions.
- **Prevent brand damage:** When employees file claims for noncompliance, the damage can extend to your brand equity, resulting in a loss of trust – from both your employees and your customers.

IMPROVE OPERATIONAL EFFICIENCIES

Managing leave and accommodation requests is becoming more complex. Changing regulations and policies can widen your margin of error and consume your HR managers' valuable time, especially if you operate in multiple geographies or anticipate future business growth. Today, you need a solution that helps you manage absence requests and supports accommodation requests in the office and elsewhere. To enable you to focus on what matters most, SAP Absence and Leave Management supports features that:

- **Streamline processes:** Provide a single source of truth for leave and accommodation cases with built-in support for best practices, including workflows and electronic document management.
- **Improve communication and transparency:** Empower employees with self-service capabilities for visibility into eligibility, workflows, approvals, documentation, and projected balances.
- **Manage electronic documents:** Store and autopopulate required documents directly in the case for easy access.



MINIMIZE UNEARNED LEAVE

HR departments often err on the side of caution when they're unable to confidently determine employee eligibility – which can lead to excessive and unearned leave. To standardize approvals and eliminate uncertainty, SAP Absence and Leave Management can help you:

- **Coordinate unique policies:** Configuration of union, collective bargaining, and company benefits can be supported for coordination with applicable regulations – whether eligibility is concurrent or sequential.
- **Manage intermittent usage:** Employees or their managers can record intermittent leave usage, and HR teams are alerted when usage falls outside of documented frequency or duration.
- **Help ensure consistency:** Guesswork can be taken out of eligibility determination by evaluating employees' responses to a simple questionnaire and relevant employee data, such as length of service, hours worked, location, and much more.



Key Features of SAP Absence and Leave Management

LEAVE AND ACCOMMODATION CASE MANAGEMENT

- Create, assign, review, and edit cases on behalf of employees. (See Figure 1.)
- Facilitate comprehensive audits, including the ability to log users who access an employee's sensitive information, such as attached documents.
- Enable employee self-service requests with a simple eligibility-determination questionnaire.
- Configure union and company programs, including qualifying questions and absence reasons.
- Support concurrent policies, including regulatory and nonregulatory.
- Record intermittent leave hours with precision.
- Clearly view eligibility, criteria, and the result for each leave type.
- Enable preconfigured workflows based on best practices.

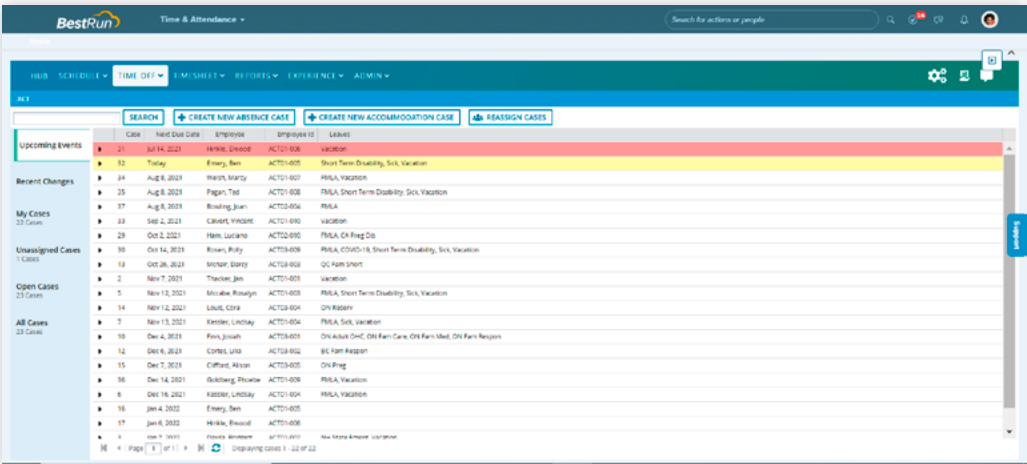


Figure 1: Case Management

DOCUMENTATION CAPABILITIES

- Manage standard documents that comply with regulated standards. (See Figure 2.)
- Autopopulate documents with case-specific information.
- Transmit documents and forms electronically through comprehensive and secure workflows.
- Store, view, and update submitted documentation securely throughout processes.
- Alert HR and employees of missing documents or deadlines.

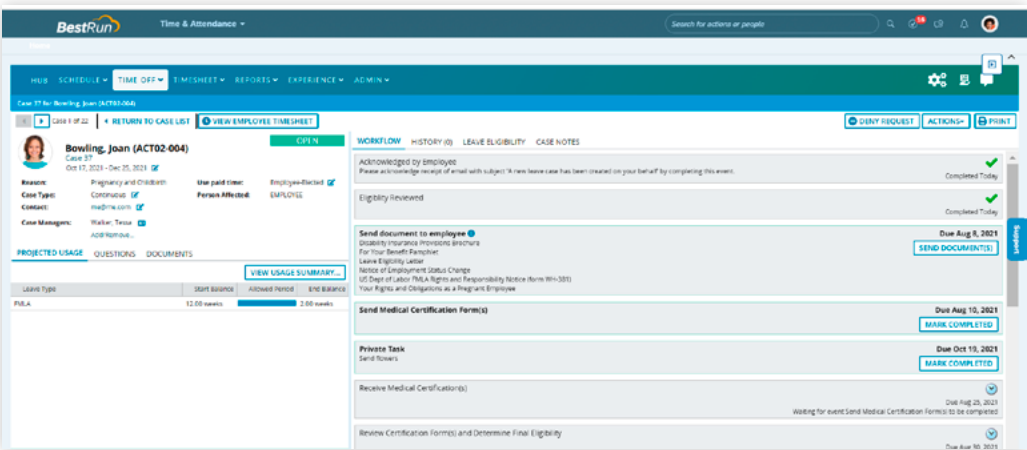


Figure 2: Document Management

BUILT-IN COMPLIANCE (NORTH AMERICA)

SAP Absence and Leave Management comes standard with preconfigured rules to help you maintain compliance with federal, regional, and local leave laws, including the Family Medical Leave Act (FMLA) and Americans with Disabilities Act (ADA) in the United States and the Canada Labour Code. The application includes:

- An update service for new or updated laws
- Best-practice workflows and documents to support compliant timelines and required communications

- Access to hundreds of regulations and medical guidelines
- An audit trail to prove compliance with many policies

LEARN MORE

For more information about SAP Absence and Leave Management by WorkForce Software, visit us [online](#).



SAP Absence and Leave Management tracks leaves of absence with precision, helps ensure compliance, and **provides a single source of truth** for aspects of employee leaves of absence and accommodation requests.

