LEGION

Time-Off Management and Accruals

Time-Off Management Key Features

- Vacation bidding allows employees to bid on vacation time and allocate time off based on seniority and other rules.

- Validate time off requested and record it in employee accrual balances.

- Set different time off rules by employee type.

- Easily configure custom time off types or reasons by location based on location-specific leave laws.

- View all approved time off for employees in a single location.

- If you prefer to use HCM as your system of record, time off can be sent to HCM.

Accruals Key Features

- Automatically compute accrual earnings based on flexible distribution rules.
  - Monthly cadence
  - Weekly cadence
  - Lump sum
  - Hours worked

- Set different accrual rates for different time off types by employee type.

- Enforce probation period, maximum carryover, and reinstatement rules.

- Future date accrual templates for planned changes in accrual distribution.

Today's hourly workforce values benefits, including paid time off, as much as their wages. These benefits are directly connected to work-life balance and well-being. So, businesses know that providing paid time off is a key component of their retention strategy, and managers must apply leave requests fairly and consistently.

But, there are many seemingly conflicting issues regarding time off. Managers are challenged with balancing business needs with employee time off requests, and they have to deliver fair and timely approvals to avoid potential perceptions of favoritism.
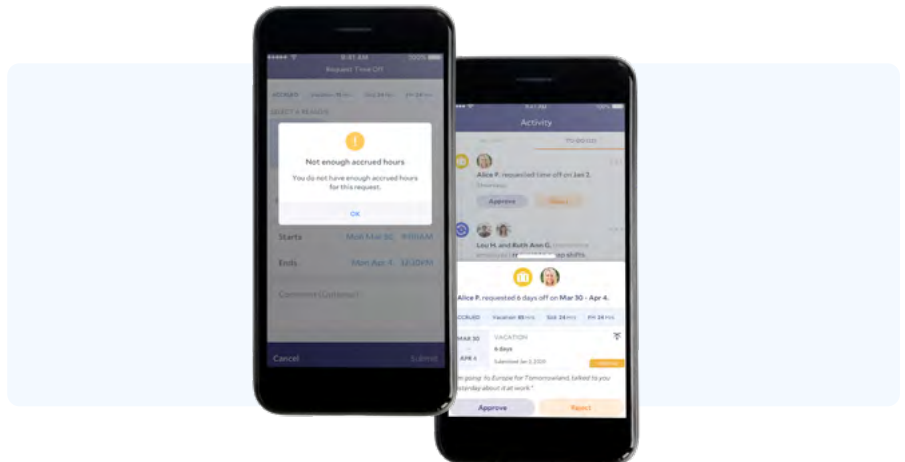
THE LEGION SOLUTION

Simplify Time-Off Management

Legion Time-Off Management enables you to manage all time off requests simply, fairly, and accurately. Employees can request time off in the Legion mobile app or on the web console, making it a self-serve, simple experience. Employee adoption is easy because time off requests are made using the same app employees use to check schedules and record time worked. The Legion is the highest-rated app in the industry, with tens of thousands of users giving it a 4.8 rating in the app store. It's used weekly by 88% of employees that have it.
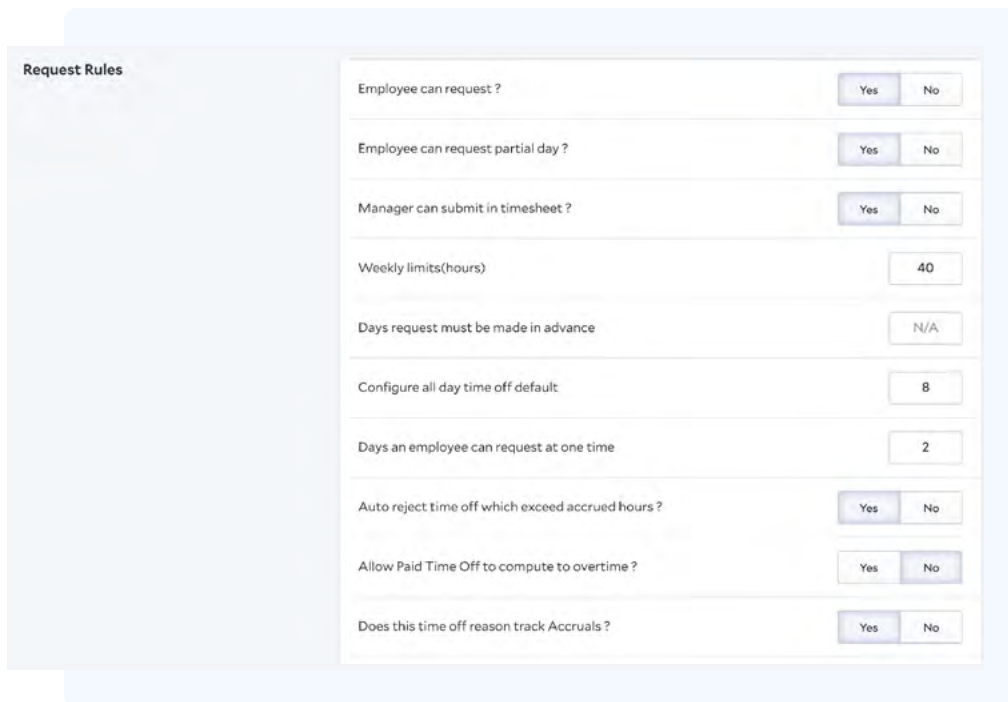
Time-Off Management makes it easy for managers to see which employees already have approved time off, ensuring adequate coverage. When coupled with Legion Automated Scheduling, approved time off is automatically factored in during schedule generation, so employees aren't scheduled during that time. A shift is also opened automatically to replace them.

Businesses can also open a bidding window for a specified period to allow employees to bid on vacation time. Vacation time can be allocated based on seniority and other rules, such as how many employees can be off at once for a particular work role.

Flexibility to Manage All Types of Leave for All Employees

Time-Off Management has flexible time off rules allowing you to specify how different groups of employees can take their time off. For example, a full-time employee can request up to 8 hours off, while a part-time employee can request 4 hours of paid time off. Using Dynamic Employee Groups, managing employees with different time off benefits is simple and easy.

Request Rules

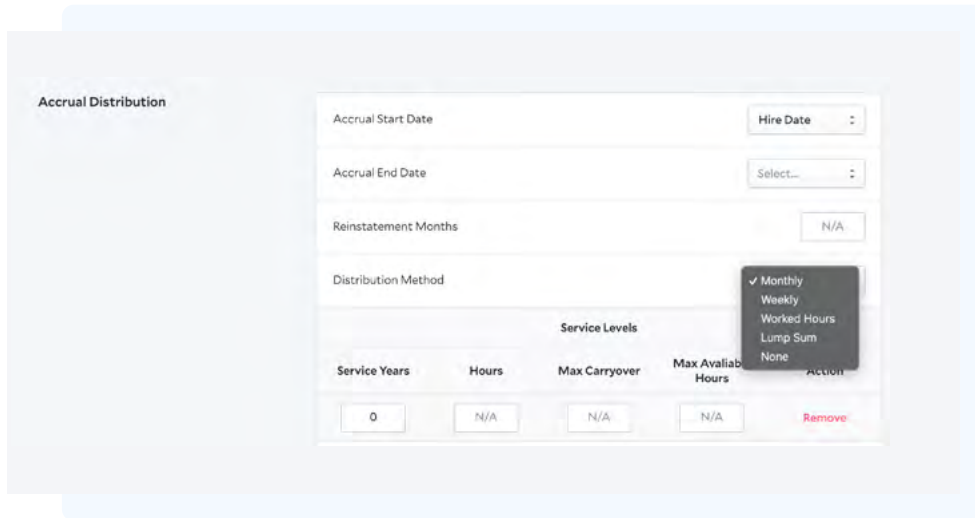|	
Employee can request ?	Yes / No
Employee can request partial day ?	Yes / No
Manager can submit in timesheet ?	Yes / No
Weekly limits(hours)	40
Days request must be made in advance	N/A
Configure all day time off default	8
Days an employee can request at one time	2
Auto reject time off which exceed accrued hours ?	Yes / No
Allow Paid Time Off to compute to overtime ?	Yes / No
Does this time off reason track Accruals ?	Yes / No

Track and Manage Accruals With Ease

Legion Accruals allows you to easily comply with labor laws and business processes using your HCM system for accrual balance tracking or Legion as the record system.

If you choose to manage and track accruals in your HCM system, simply send balances to Legion to validate time off requests and submissions to ensure employees stay within the accrual balance.

Using Legion for accrual balance tracking, you can define time off rules by leave type and per employee so that employees can accrue time off at different rates. Employees can accrue time off in several ways, including by week, month, and worked hours. Once an employee has accrued time off, you can also select the type of hours that contribute to the actual earnings.

Benefits

- Provides employees with a single app or website to access their schedule and timesheets and request time off.
- Easily specifies how different groups of employees can use their time off.

Related Products

- Time and Attendance
- Automated Scheduling

What Makes Legion Time-Off Management Different?

Legion Time-Off Management gives you the flexibility to reward employees at different levels. You can configure rules for time off usage and accruals and how those rules are applied to employees or groups.

Time-Off Management handles your accruals and time off requests, or you can manage accruals in your HCM solution and then import them into Legion WFM. This allows you to manage your rules for accruing time in your HCM system while providing a streamlined experience for employees to request time off from their schedules in Legion WFM. Balances are uploaded into Legion from your HCM system. Time off requests occur in Legion WFM and are routed to managers for approval. Legion can automatically offer the now open shift to best-fit employees.

Request a demo to see Legion Time-Off Management in action. Learn more about how we can help you effectively manage your employees' time off.

About Legion

Legion Technologies delivers the industry's most innovative workforce management platform, enabling businesses to maximize labor efficiency and employee engagement simultaneously. The award-winning, AI-native Legion WFM platform is intelligent, automated, and employee-centric. It's proven to deliver 13x ROI through schedule optimization, reduced attrition, increased productivity, and increased operational efficiency. Legion delivers cutting-edge technology in an easy-to-use platform and mobile app that employees love. For more information, visit https://legion.co and follow us on LinkedIn.

INTELLIGENT AUTOMATION | POWERED BY LEGION WORKFORCE MANAGEMENT