LEGION

Time-Off Management and Accruals

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. Businesses know that providing paid time off is a key component of their retention strategy, and a key component of that strategy is ensuring that managers apply leave requests fairly and consistently.
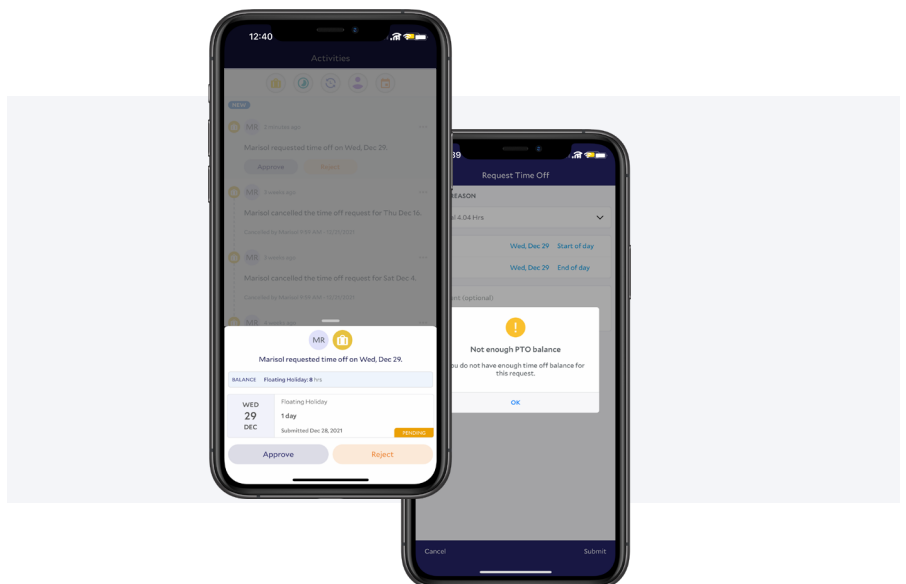
However, delivering fair and timely approvals and avoiding potential perceptions of favoritism can be challenging for managers. Balancing the needs of the business with the employee requests can be time consuming and difficult to track.

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, record time worked, and more. In fact, more than 95% of our customers' employees use the app every week.
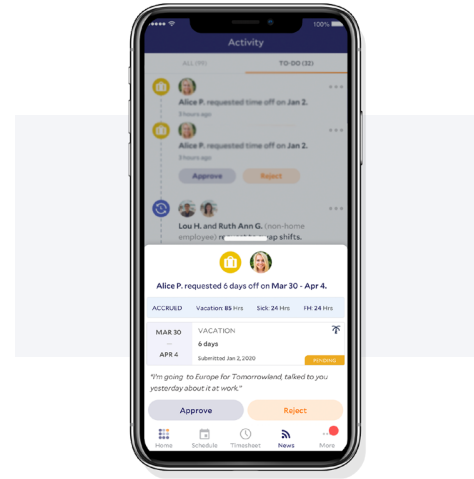
Time-Off Management makes it easy for managers to see which employees already have approved time-off, ensuring adequate coverage. When coupled with Legion Automated Scheduling, approved time-off is automatically factored in during schedule generation, so employees aren't scheduled during that time. A shift is also opened automatically to replace them.

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 using Legion as the system of record.

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.

If you opt to use Legion for accrual balance tracking, you can define time-off rules by leave type and per employee, so 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 select the type of hours that contribute to the actual earnings as well.

Benefits

- Provides employees with a single app or website to to access their schedule, timesheets, and request time off

- Easily specifies how different groups of employees can use their time off

What Makes Legion Time-Off Management Different?

Legion Time-Off Management gives you flexibility, so you can reward employees at different levels. You have full flexibility to 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.

Related Products

- Time and Attendance
- Automated Scheduling

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' mission is to transform hourly jobs into good jobs. The company's industry-leading, AI-powered workforce management (WFM) platform optimizes labor efficiency and enhances the employee experience simultaneously – at scale. The Legion WFM platform has been 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.