

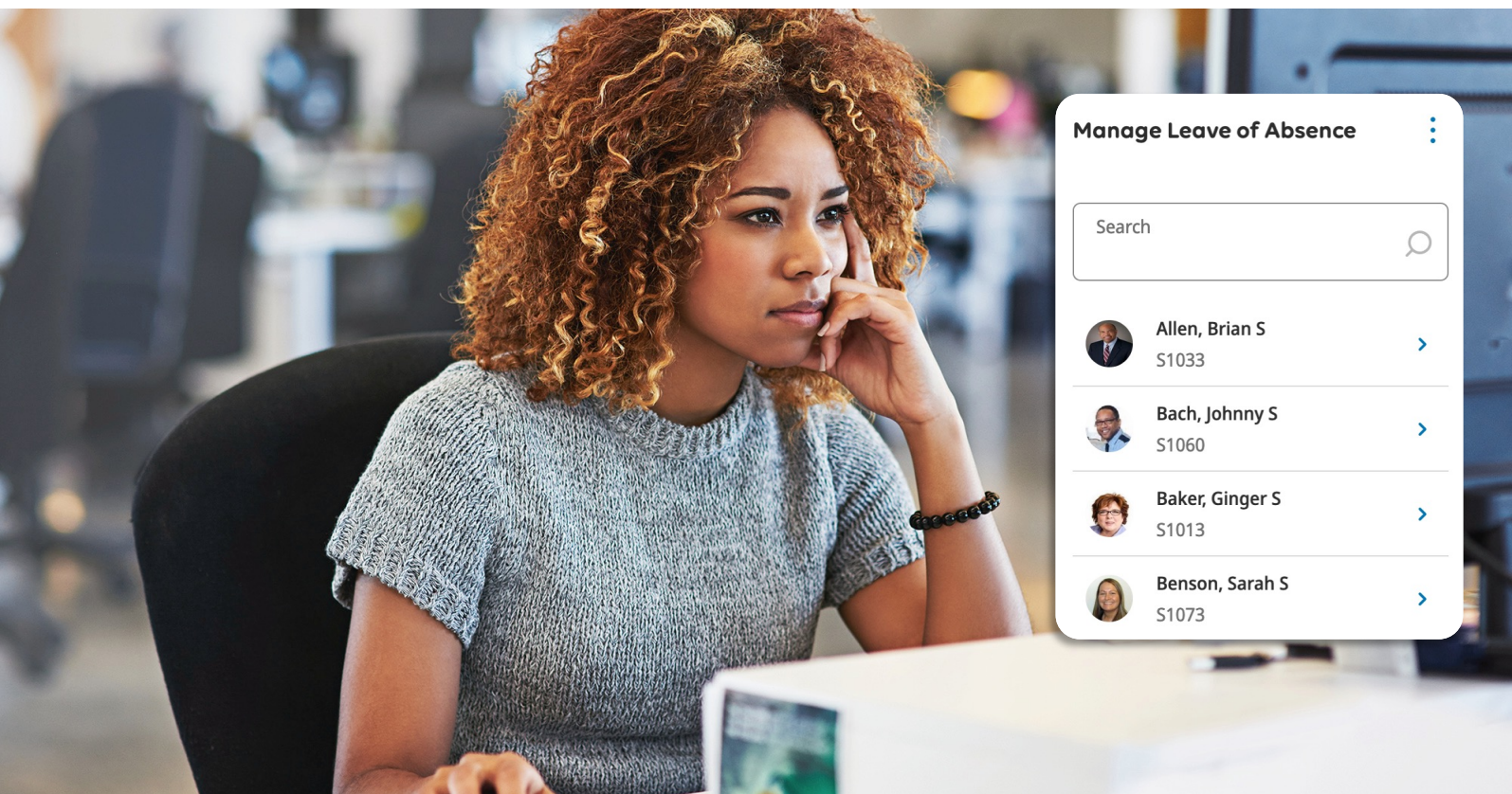


Pro Workforce Management

# UKG Pro Leave

## Put Your People at Ease with Powerful and Accurate Leave Tracking

Managing people's time fairly and accurately while balancing the needs of your business is a challenge all organizations face. UKG Pro® Leave (formerly UKG Dimensions® Leave) takes the guesswork out of determining eligibility and entitlement while simultaneously tracking paid and unpaid leave benefits, such as Family Medical Leave Act, short- and long-term disability, workers' compensation, military leave, and labor agreements. Learn more about how UKG Pro Leave allows you to gain clear insight into leave cases so that you can give your people the time they need to take care of what really matters.



### Leave Automation

Minimize compliance risk by automatically enforcing organizational, federal, state, and local leave policies.



### On-Demand Reporting

Generate reports that you can use to analyze employee leave abuse patterns, and absence trends, and optimize, scheduling.



### Seamless Eligibility Checking

Report on eligibility by tracking hours worked and number of active days to qualify for government leave rules.

# Key benefits

## For HR professionals

Improve efficiency by eliminating manual tasks and streamlining leave requests and approvals

Ensure fairness by accurately calculating and tracking leave eligibility, type, and duration

Increase transparency with instant visibility into each employee's current leave status, eligibility, and balances

Reduce the cost of unauthorized absences through flexible rules and automated notifications

Improve compliance by ensuring that leave policies are enforced consistently

Update schedule and timecards with the appropriate codes in just one step

## For Employees

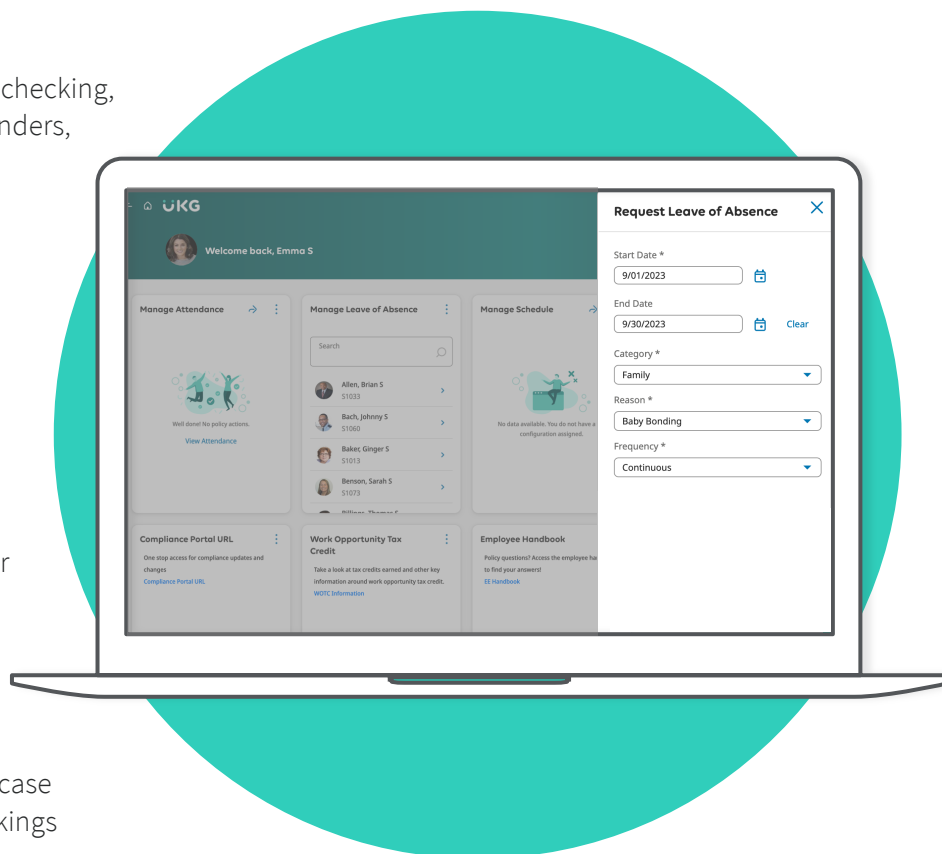
Request a leave case and monitor leave case requests and takings.

May request leave from any device anywhere, anytime and can monitor their cases

Have awareness of time taken and time remaining

## Key features

- Automation of leave requests, eligibility checking, document generation, notification reminders, and follow up
- Generation of leave-related documents such as the Certificate of the Healthcare Provider and the Rights and Responsibilities forms
- Automatic tracking, management, and calculation of accruals
- Concurrent tracking of paid and unpaid time
- Standardized, rule-driven procedures for submitting, approving, and executing employee leave requests
- Library of state, city and federal leave laws
- Ability for employees to request a leave case and monitor leave case requests and takings
- Notifications of leave of absence requests and alerts about employees exceeding the allowed leave time.
- Ability for Leave Administrators to send leave time to the timecard/schedule with just one step



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