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Management Solutions

## A Quick Guide to TMS Leave Slots

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## 1 Leave Slots

### 1.1 What are they?

Leave slots are available in the TMS holiday planning system.

This recently enhanced feature<sup>1</sup> allows management to limit how many employees can be off work in a single day. The employees cannot request absence once the limit has been reached.

### 1.2 What are they used for?

The aim of using leave slots is to avert staffing shortfalls during any periods of time.

The feature is particularly useful in times of high demand for holidays, such as Easter or in the run up to and during the Christmas Break, as well as times of heightened production i.e. January Sales for retail

### 1.3 How do they work?

A supervisor can set up calendar periods when the number of absences that can be booked by employees in any given department or group are restricted.

When an employee tries to book an absence over a restricted period, they will be asked to choose a different period if all available leave slots have already been taken.

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<sup>1</sup>New functionality available in TMS version 6

### 1.4 Process

- a) Supervisor defines leave slots available throughout the year.
- b) Employees can see the number of the slots available. This allows them to plan their holidays according to their departments/office/site/division’s staff coverage requirements.

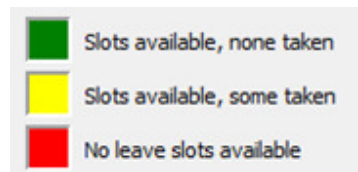
The below screenshot shows leave slots calendar within TMS:



Digits represent the number of leave slots defined by supervisor:



Colours represent the status of each leave slot:



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## c) Employee books an absence

The below screenshot shows a message which an employee will see on the screen when trying to book an absence during the period where no more leave slots are available.

The system will stop her/him from booking leave over that period and another date range will have to be chosen by the employee.



**Absence details**

**Leave Slots** There is no leave available on 16/01/2012 00:00:00 to 20/01/2012 00:00:00. Please select another date range.

Code: Holiday

Start date: 16/01/2012

End date: 20/01/2012

Period: Full Day

Supervisor Reason:

Employee Reason:

Reason:

OK Cancel Print



If you require more information, or you would like to book a training day,  
contact your account manager on 0845 619 0070.

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Mitrefinch Ltd  
Mitrefinch House  
Green Lane  
Clifton  
York  
YO30 5YY

Tel. 0845 619 0070

Email: [info@mitrefinch.co.uk](mailto:info@mitrefinch.co.uk)

Web: [www.mitrefinch.co.uk](http://www.mitrefinch.co.uk)

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