

Leave types, allocations and applications

Human resources and payroll

Documentation version 1.0
Published 17 November 2026
https://www.hesabuerp.co.ke/documentation/

Human resources and payroll

Leave types, allocations and applications

Set up leave types and allocate days, then let staff apply and managers approve.

Intermediate · About 25 minutes · Version 1.0 · Updated 17 November 2026

Plan availability

Included in the **Enterprise** plan. Contact us if you want to upgrade.

Overview

You define the **leave types** your business offers, give each employee a **leave allocation** and handle **leave applications** with an approval step.

Prerequisites

Employees set up, and a **Holiday List** for the year (search for **Holiday List**) so public holidays are not counted as leave.

Steps

Create leave types

1. Search for **Leave Type** and click **Add Leave Type**.
2. Enter the name, such as *Annual Leave*, *Sick Leave*, *Maternity Leave* or *Paternity Leave*.
3. Set the **Maximum Leave Allocation Allowed per Leave Period**, and tick **Is Leave Without Pay** if it is unpaid.
4. Save.

Set the amounts to match your contracts and Kenya's Employment Act. Check requirements with your lawyer or the Ministry of Labour.

Allocate leave

1. Search for **Leave Allocation** and click **Add**.
2. Choose the **Employee**, **Leave Type**, the period and the **New Leaves Allocated**.
3. Save and submit.

To allocate to many employees, use **Leave Policy** and **Leave Policy Assignment**.

Apply and approve

1. The employee opens **Leave Application**, selects the **Leave Type**, dates and a reason, and saves.
2. The **Leave Approver** receives it, sets the **Status** to *Approved* or *Rejected*, and submits.
3. Approved leave reduces the balance and marks attendance as **On Leave**.

See balances

Open the **Employee Leave Balance** report.

Practical example

Each full-time employee receives 21 days of *Annual Leave* via a leave policy. A cashier applies for five days. Her supervisor approves, and the balance drops to 16.

Important notes

- Set the approver on the employee record, so applications go to the right person.
- Leave without pay reduces the salary in payroll.

Common mistakes

- Forgetting the holiday list, so public holidays use up leave.
- Approving but not submitting.

Next steps

Read Salary components and structures.

Related documentation

- Attendance
- Employees
- Workflows and notifications