

# Oracle Absence Management

Given the increased focus on employee wellbeing, HR leaders seek to promote a healthy workplace by identifying and understanding the reasons behind workforce absences. However, this endeavor can be challenging due to complex global compliance requirements. Oracle Absence Management helps leaders promote employee wellness by managing and analyzing absences through a flexible experience that can adapt to shifting compliance policies.

## Manage absences efficiently

**Compliance:** Specify different criteria to comply with simple or complex legislative rules and other policies. Enable compliance **across diverse global regulations** for single- or multiple-assignment employees. The resulting flexibility has allowed customers in more than 160 countries to deploy Oracle Absence Management.

**Absence policies:** Implement absence plans and types easily and quickly by setting validations, period terms, eligibility, accrual and carryover rules, entitlement definitions with different bands, and payment definitions. Facilitate consistency across your workforce, reduce administrative workload, and streamline processes to foster accurate absence policies.

**Absence entry:** Simplify the process for employees to request absences, visualize balances, and receive timely approvals. Allow your users to enter any type of absence—including accrual-based (e.g., vacation), entitlement-based (e.g., FMLA [for US employees], maternity, or study leave), and simple rule-based (e.g., bereavement)—with visibility into history and planning.

## Remain agile with a flexible experience

**Consistent absence policies:** Respond quickly to regulation changes and give absence administrators full control over the configurations within Oracle Absence Management, including eligibility rules, validations, accrual and carryover rules, entitlement definitions with different bands, and a variety of other policies.

**Administrative framework:** Leverage a framework to configure administrative tasks and milestones by absence type. This framework allows the management of medical authorizations, late notification overrides, and payment suspensions and resumptions.

### Key features

- Generative AI agent embedded in the flow of work to deliver specific, contextualized, rapid responses
- Access to digital assistant self-service experiences for employees and managers
- Support for configuring global and local absences rules
- HCM approval framework
- Administrator action tasks
- Absence plan types for managing different entitlements, accruals, and payment definitions
- Quick and easy configuration of absence plans and absence types
- Integration with HR, Benefits, Time and Labor, Workforce Scheduling, and Payroll
- Integration with third-party calendars

### Key benefits

- Close the gap between absence entry and employee experience
- Make your absence management policies effective and consistent
- Monitor administrative tasks
- Analyze patterns to avoid burn out and absenteeism and promote a healthy workplace
- Improve collaboration between HR, Time and Labor, Benefits, and Payroll
- Maintain a reliable absence management program

**Smart transactions:** Configure the user interface based on legislation, roles, and absence types, providing an intelligent interface and intuitive transactions for different users. Determine the information required by role for each type of absence by setting display features such as which sections or fields are visible and which rules are enabled. Easily control what information is viewable and what rules are turned on or off for employees and managers.

**Oracle AI Agent:** Provide HR administrators and managers with an assistant to help them make better-informed decisions as they review and approve worker absences and administer plans. Give employees an assistant to answer their questions about entitlement policies and how the company calculates their absence balances, in alignment with guidelines to increase transparency and reduce the burden on managers, HR, payroll, and even labor relations.

## Offer options that cater to employee wellness

**Compensatory time off plans:** Use Oracle Absence Management to leverage Oracle Time and Labor hours (or third-party labor systems) to update compensatory time accrual balances, keep track of dates and earning rates, and manage expiration and payment rules.

**Leave donations:** Enable workers to easily donate absence hours to those who qualify due to medical emergencies or significant disasters and have exhausted their paid leave. These can be one-to-one or alias donations or leave pool donations.

**Self-disbursements:** Allow workers to enroll in a cash-out program via Oracle Benefits or leverage self-service capabilities to request cash payments for qualifying absence plan balances.

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