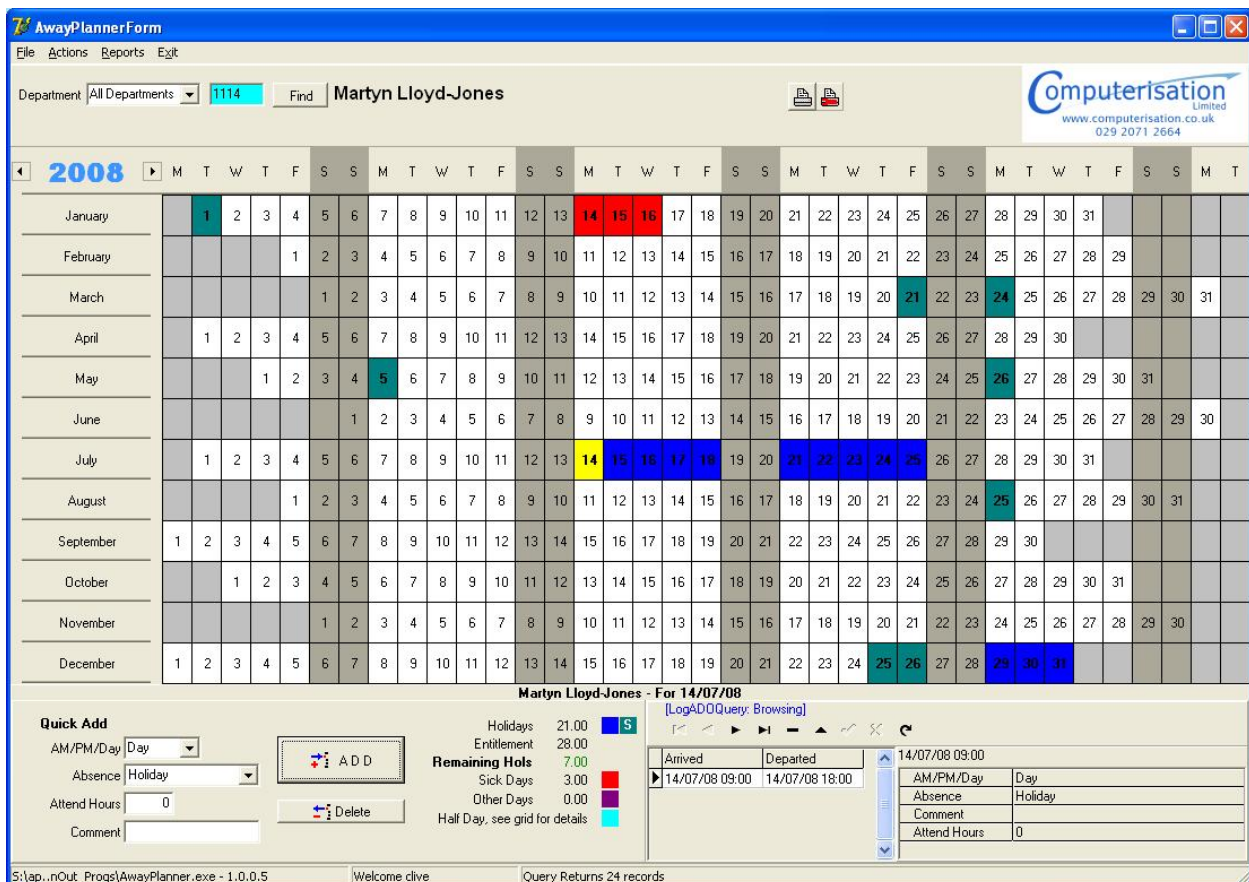


ClockInOut – Holiday and Away Day Planner

Monitor and control staff holidays, sick days and other days absence with the ClockInOut AwayPlanner.



Quick Add

AM/PM/Day: Day
Absence: Holiday
Attend Hours: 0
Comment:

Holidays: 21.00
Entitlement: 28.00
Remaining Hols: 7.00
Sick Days: 3.00
Other Days: 0.00
Half Day: see grid for details

Arrived: 14/07/08 09:00
Departed: 14/07/08 18:00

AM/PM/Day	Day
	Holiday
	Attend Hours: 0

This option to the ClockInOut, biometric time & attendance system allows you to monitor and record:-

- Holidays
- Statutory Holidays (Bank holidays etc)
- Sick Days
- Other absence

This program is very easy to use, you simply select the year and then the staff member required and the screen will automatically calculate holiday entitlement and number of days sick in any given year.