



Leave Applications Made Easy – Transform Your Process with Totem

Totem Leave is a complete leave solution featuring:

-  Cloud Hosted
-  Mobile app for staff
-  Multi-Language support
-  Work from home support
-  Accurate, fast, and secure
-  Auto-routing for approvals
-  Integrates with Payroll
-  Multi-country support



Key Features:

Simplified leave management through digital efficiency, streamlining approvals and reducing administrative burden.



Cloud Hosting: No servers. No installs. All you need is a browser. Access anytime, anywhere.



Mobile Application: Staff apply for leave on mobile, managers approve, and HR stays updated.



Multiple Location Support: Manage leave across multiple sites with full support for different countries.



Leave Calendar: Enjoy company-wide calendar sharing; imports to Microsoft 365, Gmail, and more.



Thai Labor Law Support: Fully compliant with Thai Labour Law, with unlimited leave types.



Work From Home: Enable flexible hybrid work management, with limits and balances tracking

Additional Features

Automate your leave process with a solution that adapts to your needs.

Simplify tracking, compliance, and management of employee time off.

- Leave **carry over**, roll forward
- **Single-click** approval
- **Immigration reporting** reminders
- **No limit on leave policy** definitions
- **Prorate leave** when required
- **Customized reports** available
- Daily, half day, quarter day, or hourly **leave request durations**

