

## PERSONNEL : LEAVE CALCULATION METHOD

The handling of leave in terms of the Basic Conditions of Employment Act, must be done as follows:

1. Annual leave: 21 consecutive days (calendar days); or 15 working days (five day work week) or 18 working days (six day work week).
2. Sick leave: 30 days over a three year period when working five days per week; or 36 days over a three year period when working six days a week.
3. Family Responsibility Leave: Permanent employees qualify for 3 days family responsibility leave over a 12 month period and can be taken in the event of: birth of own child, illness of child, death of spouse/life partner, death of grandparent, death of child/adopted child, grandchild and sibling.
4. Maternity leave: Employees qualify for 4 months consecutive months maternity leave. Whether the maternity leave is handled as paid or unpaid leave, will totally be at the discretion of the employer. Upon qualifying for paid maternity leave, the employee will not be allowed to claim UIF.

In order to activate the calculation of leave / leave balances on the system, it is important to have the leave balance on a certain date for each employee at hand, for us to assist you in this regard.

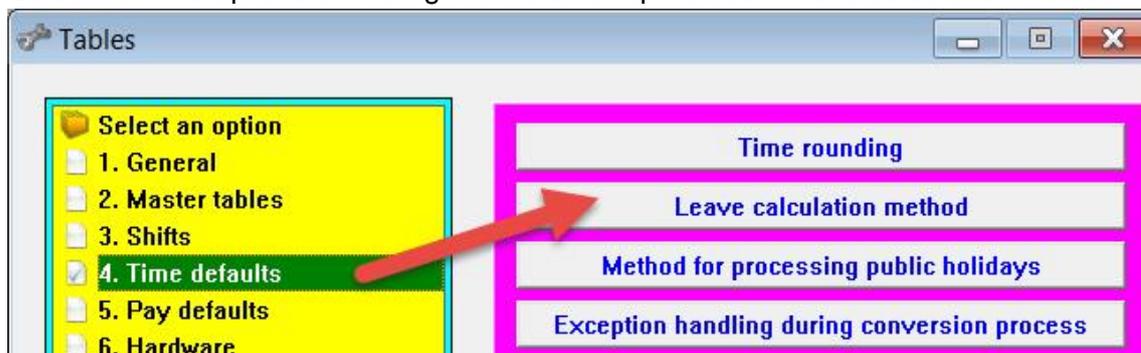
Ensure that the leave calculation method match with the permitted amount of leave. "Calendar days" where 21 days consecutive leave are granted and "Working Days" where 15 (or 18) working days may be taken.

### **Do this as follows:**

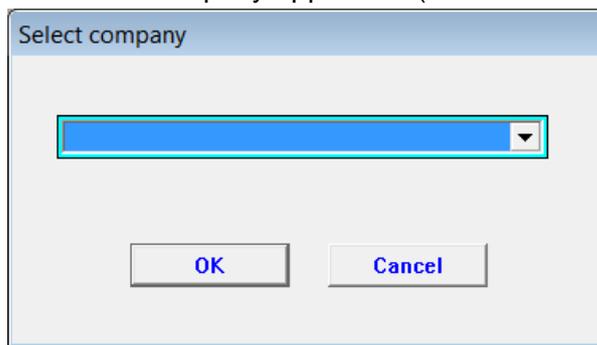
1. Click on the Main Screen on: Tables:



2. Select Nr. 4 from the yellow block: Time defaults.
3. Select from the options on the right hand side in pink/blue: Leave calculation method:



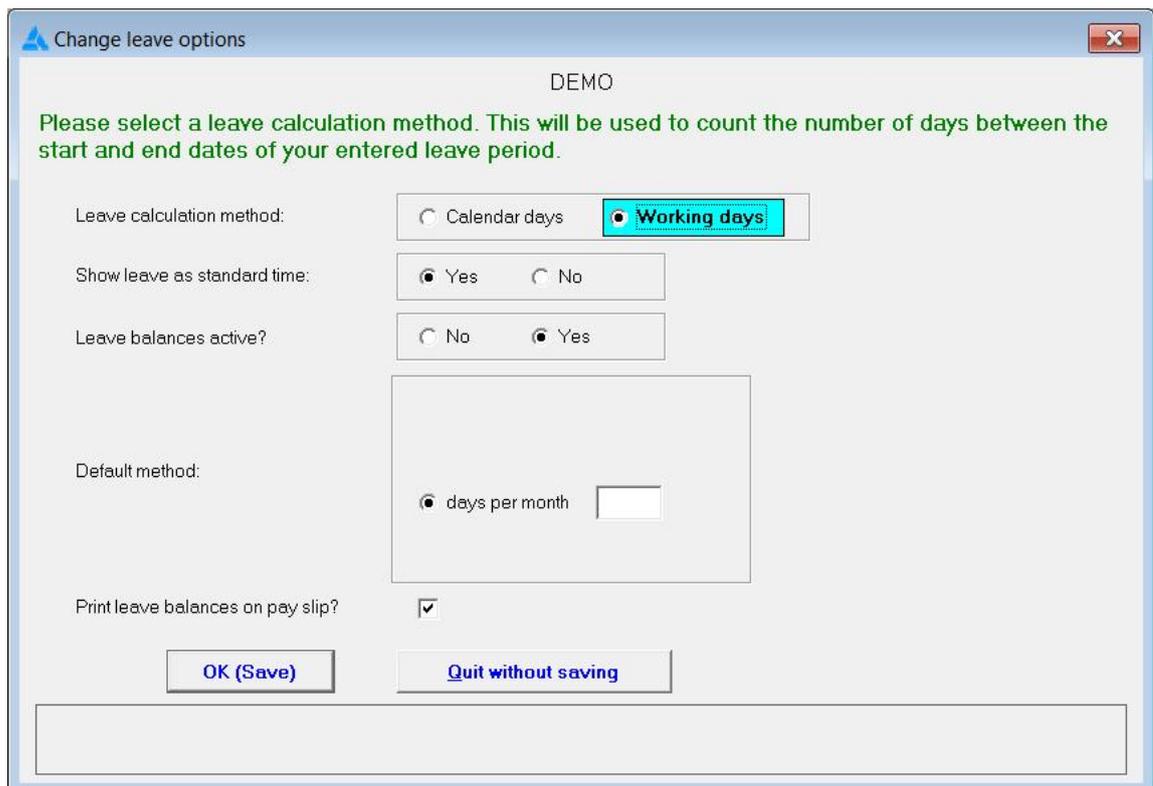
4. Select the company applicable (if more than one):



Select company

OK Cancel

5. Select the leave calculation method and indicate if leave must be calculated as standard time:



Change leave options DEMO

Please select a leave calculation method. This will be used to count the number of days between the start and end dates of your entered leave period.

Leave calculation method:  Calendar days  Working days

Show leave as standard time:  Yes  No

Leave balances active?  No  Yes

Default method:  days per month

Print leave balances on pay slip?

OK (Save) Quit without saving

6. Click on: OK (Save).