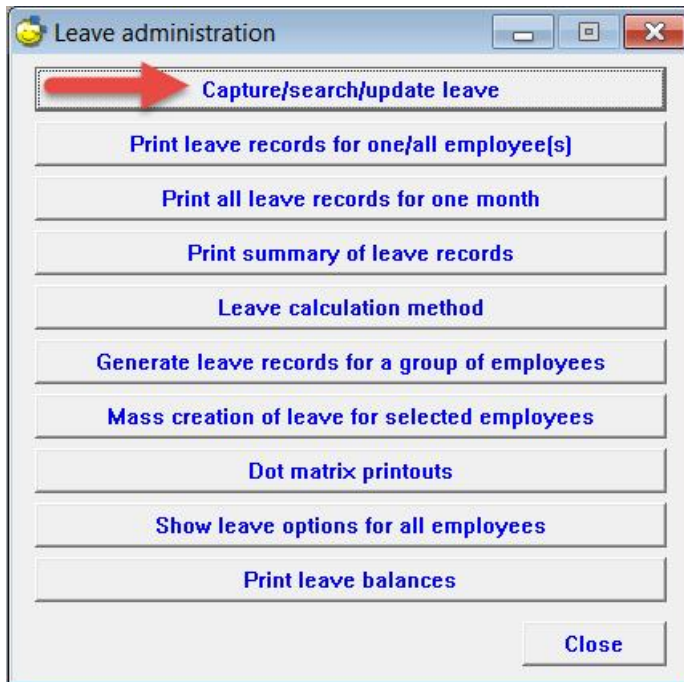


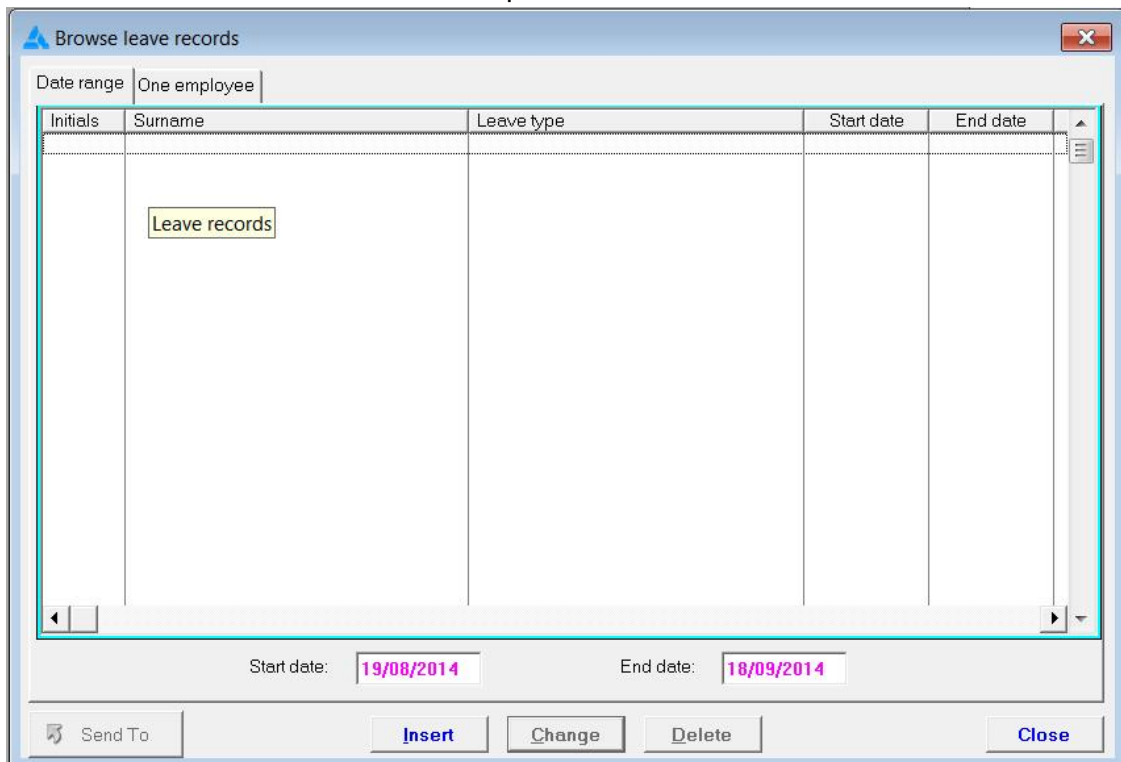
PERSONNEL : CAPTURING OF LEAVE

Leave taken by employees must be captured as follows:

1. Click on the Main Screen on: Leave.
2. A screen "Leave Administration" will be displayed.
3. Select the option at the top: Capture / search / update leave:



4. A screen "Browse leave records" will open:



5. To insert leave, click at the bottom of the screen on: Insert.
6. The following screen will be displayed where leave can be inserted:

Adding a leave record

By capturing a leave form, we tell the system that the specific person is away on leave and therefore no clocking record must be expected for these days.

Employee number: LIST

Leave type: Vacation Unpaid Sick Other Injury on duty Cancelled
 Family responsibility Maternity leave (paid) Maternity leave (unpaid)

Start date:

End date:

Remarks: Print leave form on OK

Last update:

Please provide the number of the employee whose leave record you are capturing

7. Select the employee's name from the list.
8. Indicate the leave type, as well as the start date and end date of the leave:

Adding a leave record

By capturing a leave form, we tell the system that the specific person is away on leave and therefore no clocking record must be expected for these days.

Employee number: LIST S ABA Appointed: 12/01/2012

Leave type: Vacation Unpaid Sick Other Injury on duty Cancelled
 Family responsibility Maternity leave (paid) Maternity leave (unpaid)

Start date: Available: 18.5 days on 31/08/2014

End date: Vacation leave calculation: 1.50 days per month
This leave form: 1 days

Remarks: Print leave form on OK

Last update:

Please indicate the type of leave the employee is taking

9. Click on: OK (Save) to confirm the leave inserted.

Payment of employees during a period of leave, is dealt with as follows:

1. Annual leave: Paid leave.
2. Sick leave: Paid leave.
3. Other leave: Paid off days, without affecting a worker's leave record.
4. Injury on duty: An employee will get paid 75% of his normal wage during a period off from work as a result of injury on duty. The absent days will be shown on the Attendance Register as "Unpaid days" but when generating the payslip, 75% of his normal wage for the period during which no clock movements exist, will be calculated on his payslip.
5. Family responsibility leave: Employees are allowed 3 (three) paid days per year for Family Responsibility. Extra or additional days must be taken as normal annual leave, or alternatively as unpaid leave.