## **Objective**

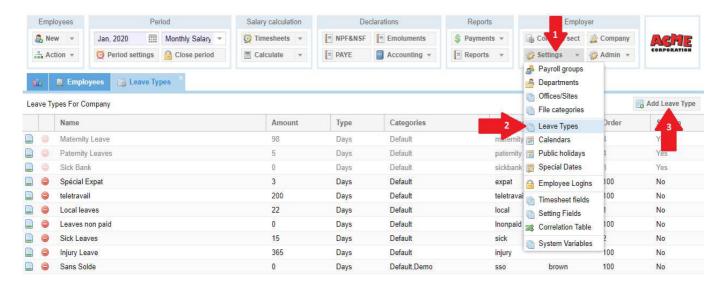
The Mauritian law says that a new Employee has the right to one day sick leave and one day local leave after 6 months of services <u>without any</u> absence. However, if he takes a leave (sick or local), he loses this right.

**Payroll Mauritius** is set up as standard so that if an Employee is given a local day in advance, not only will it be deducted from his monthly salary, but he will lose the automatic allocation mechanism of +1 day (sick and local leave) as from the 6<sup>th</sup> month.

The solution is as follows: A new type of leave should be created, e.g. "Early Leave", which will not impact the system on the automatic allocation from the 6<sup>th</sup> month onwards.

## How to do this?

To create this new type of leave; go to the 'Employer' section; click on the [Settings][v] button, select 'Leave Types' and then click on the [Add Leave Type] button:



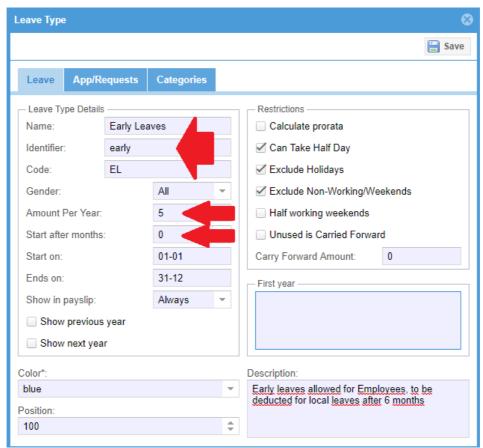
In the window allowing you to enter this new Leave, indicate its Name, an identifier (without spaces, without accents and in lower case) that can then be used in the formulas, a code (on 2 letters, used in Short Name Reports), then in the field "Amount per year", indicate the maximum number of days that you allow in advance (in our example below 5), then in "Start after months": put zero, meaning that this leave can be used now and then click on [Validate].

## How to grant early leave to an Employee in Payroll Mauritius

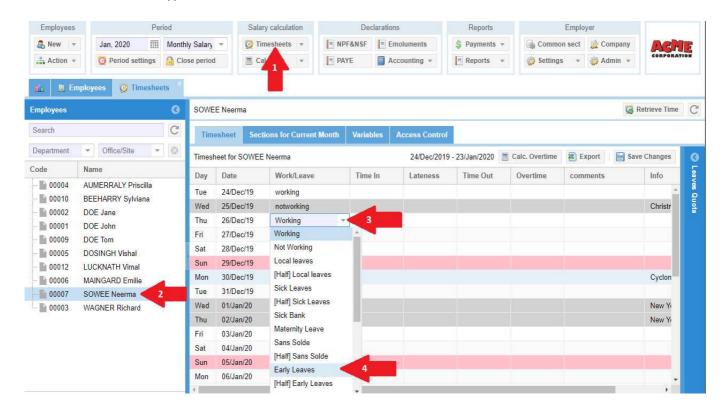
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Prerequisite: Knowledge of Leave Management

V1.0



Click [Save] button. From now on, for Employees you have a new type of leave that can be used in Timesheets: use this type of leave for new entrants:



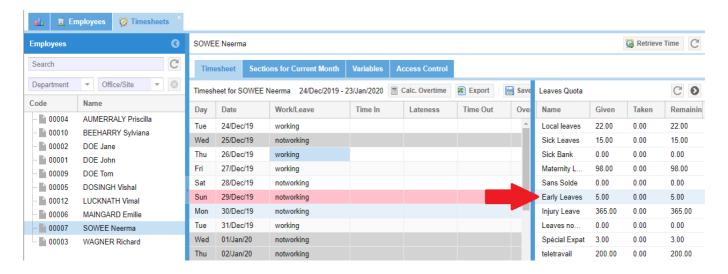


Thus, as long as the Employee concerned does not exceed the 5 allowed (in our example), he will not have any deduction on Salary.

<u>Note</u>: if the Employee exceeds the threshold, deductions from Salary will automatically appear, but will continue not to affect the automatic granting of leave after 6 months.

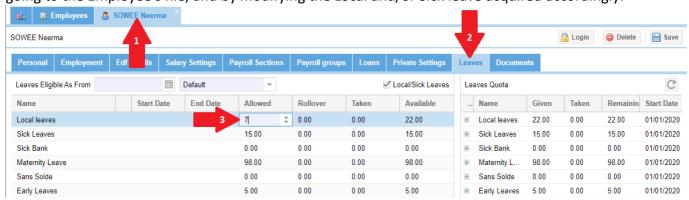
If you wish that after 5 days, there is such an impact and the Employee loses his/her entitlement, it is advisable to use the "Local" (or "Sick") type of leave from the 6<sup>th</sup> day taken and not the "Early Leave" type.

You can easily consult the remaining balance of the early leave (and others) in the Timesheets by consulting the "Leaves Quota" section on the right of the Timesheet:



## And after 6 months?

From this date, the Employee begins to receive +1 day of local and +1 day of sick per month. It will be then necessary for you, as soon as the number of days taken in advance has been acquired over the months, to adjust by manually subtracting the anticipated leave from the acquired leave by going to the Employee's file, and by modifying the Local and/or Sick leave acquired accordingly:



and from now, stop using « Early leaves » for this Employee.