

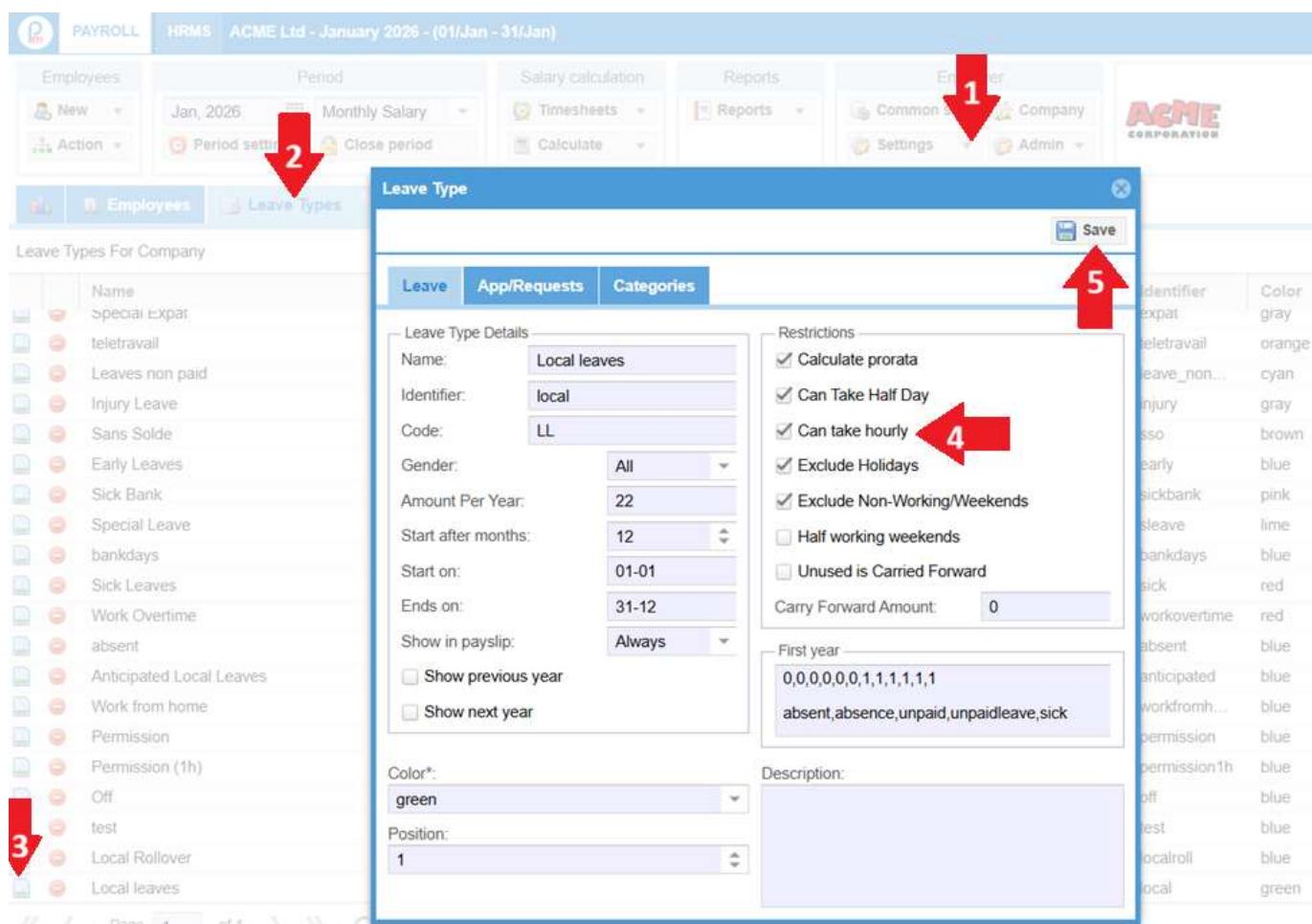
## Objective

**Payroll Mauritius** enables employees to request leave by the day or half-day, but also optionally by the hour (or half-hour) through the **Staff Connect** mobile application.

## How to do this ?

First, you need to configure the desired leave types to enable this option (disabled by default).

To do this, go to **Settings** (1) and select the “**Leave types**” option (2) from the menu, then edit the desired leave type by clicking on the **edit** icon (3) in front of the leave type to be modified, then tick the **[X] Can take hourly** option (4), and finish by clicking on **[Save]** button (5).



**Note:** This operation must be repeated for all types of leave where you want this option to be available to the Employee.

An employee can then go to **Staff Connect** app, and if the option has been enabled in the **Payroll Mauritius** Settings (Employer section - [Admin] button>System Settings>Staff Connect Settings>Allow Leave Requests: true), click to make a [Request]:

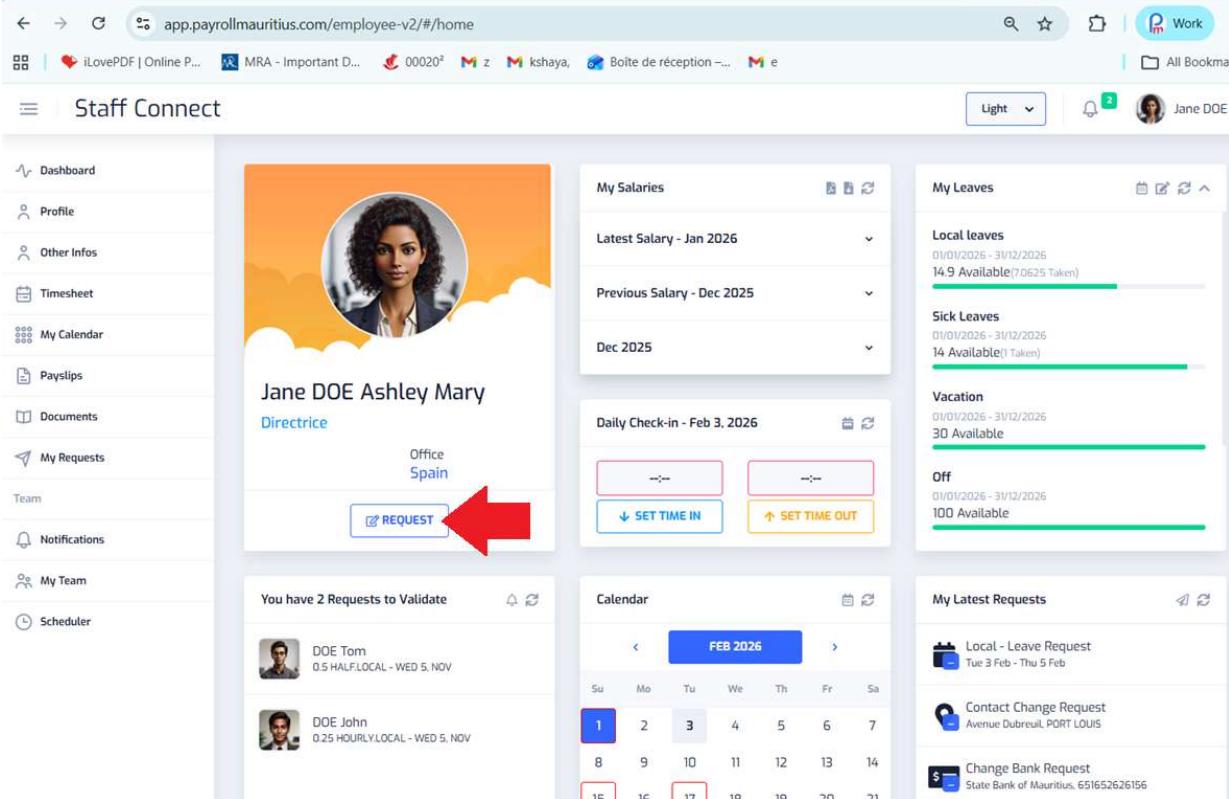


## How to request hourly leave in Payroll Mauritius using Staff Connect

FAQEN168

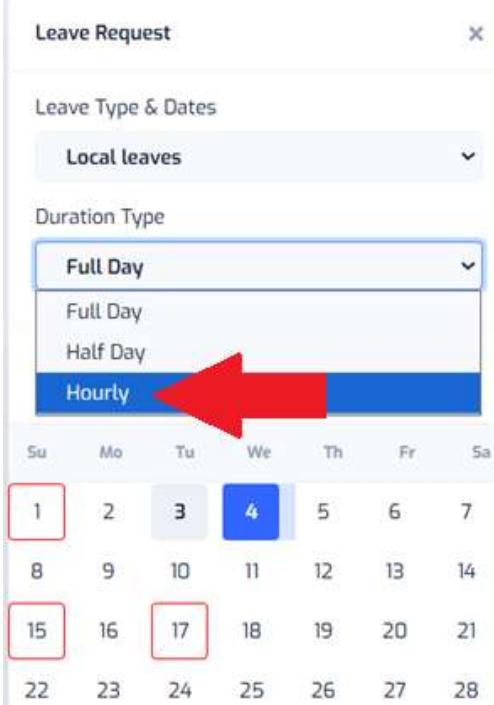
Prerequisites : Knowledge of leave management - Administrator / Use of Staff Connect

V1.0



The screenshot shows the Payroll Mauritius Staff Connect interface. On the left, a sidebar lists various menu items: Dashboard, Profile, Other Infos, Timesheet, My Calendar, Payslips, Documents, My Requests, Team, Notifications, My Team, and Scheduler. The main content area features a profile card for 'Jane DOE Ashley Mary Directrice' from 'Office Spain'. Below the profile is a 'REQUEST' button, which is highlighted with a large red arrow. To the right of the profile are sections for 'My Salaries' (Latest Salary - Jan 2026, Previous Salary - Dec 2025, Dec 2025) and 'My Leaves' (Local leaves, Sick Leaves, Vacation, Off). The 'Local leaves' section shows 14.9 Available (7.0625 Taken). The 'Vacation' section shows 30 Available. The 'Off' section shows 100 Available. At the bottom left, there is a list of 'You have 2 Requests to Validate' with entries for 'DOE Tom' and 'DOE John'. The bottom right shows a 'Calendar' for February 2026, with the 4th highlighted in blue and the 17th highlighted in red. A 'My Latest Requests' sidebar on the right lists 'Local - Leave Request', 'Contact Change Request', and 'Change Bank Request'.

then select: **Request Leave** and in the screen that opens, choose: **Hourly**



The screenshot shows the 'Leave Request' modal. At the top, it says 'Leave Type & Dates'. Below that is a dropdown menu set to 'Local leaves'. Under 'Duration Type', there is a dropdown menu with options: 'Full Day', 'Full Day', 'Half Day', and 'Hourly'. The 'Hourly' option is highlighted with a large red arrow. Below the dropdown is a calendar for February 2026, with the 4th highlighted in blue and the 17th highlighted in red. The days of the week are labeled Su, Mo, Tu, We, Th, Fr, Sa.



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Then indicate the start and end times of the leave:

Start Time	End Time
15:30	16:00

### Leave & Justifications

Leave info

0.0625 day, Local Leave Request (0.5 Hours)

Leave Date

Feb 4, 2026 - Feb 4, 2026

Justification

Select a file

Comments

Out for 1/2 hour for medical visit

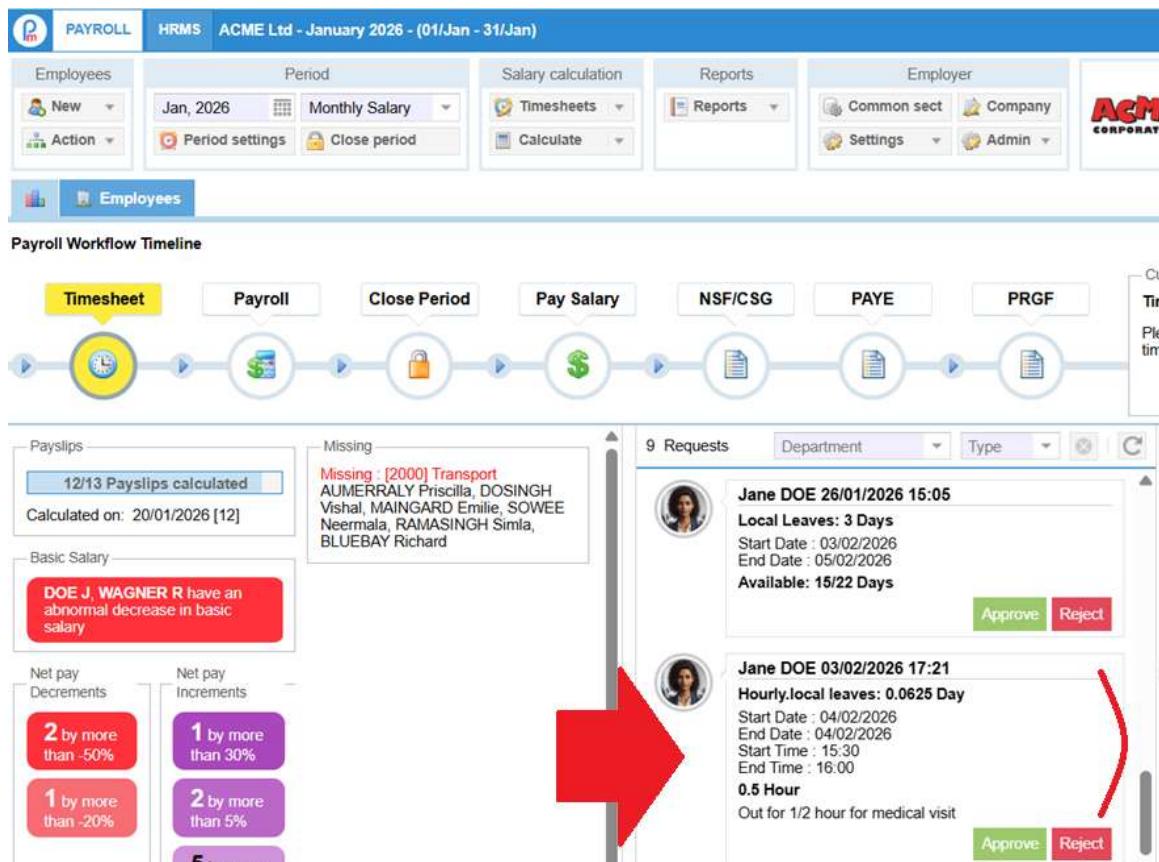
Send Request

This then generates the request shown opposite, where the duration of the leave in hours is converted into thousandths of days (here 0.5 hours => 0.0625 days):

Then, by clicking on **[Send Request]**, the confirmation of sending is confirmed:



And is now included in leave requests to be approved in **Payroll Mauritius**:



or to be validated by their team or department manager in **Staff Connect**.



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Once approved, the leave will appear in the Employee's Timesheet:

in his leaves counter:

and on his payslip: