



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 without any 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 6th 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 6th 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:

Name	Amount	Type	Categories
Maternity Leave	98	Days	Default
Paternity Leaves	5	Days	Default
Sick Bank	0	Days	Default
Spécial Expat	3	Days	Default
teletravail	200	Days	Default
Local leaves	22	Days	Default
Leaves non paid	0	Days	Default
Sick Leaves	15	Days	Default
Injury Leave	365	Days	Default
Sans Solde	0	Days	Default, Demo

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]**.



Leave Type

Save

Leave App/Requests Categories

Leave Type Details

Name: Early Leaves
Identifier: early
Code: EL
Gender: All
Amount Per Year: 5
Start after months: 0
Start on: 01-01
Ends on: 31-12
Show in payslip: Always

Restrictions

Calculate prorata
 Can Take Half Day
 Exclude Holidays
 Exclude Non-Working/Weekends
 Half working weekends
 Unused is Carried Forward

Carry Forward Amount: 0

First year

Color*: blue
Position: 100

Description: Early leaves allowed for Employees, to be deducted for local leaves after 6 months

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:

Employees Period Salary calculation Declarations Reports Employer

New Jan. 2020 Monthly Salary Timesheets NPF&NSF Emoluments Payments Common sect Company
Action Period settings Close period Cal PAYE Accounting Reports Settings Admin

ACME CORPORATION

Employees Timesheets

Employees SOWEE Neerma Retrieve Time

Timesheet Sections for Current Month Variables Access Control

Timesheet for SOWEE Neerma 24/Dec/2019 - 23/Jan/2020 Calc. Overtime Export Save Changes

Day	Date	Work/Leave	Time In	Lateness	Time Out	Overtime	comments	Info
Tue	24/Dec/19	working						
Wed	25/Dec/19	notworking						Chrstr
Thu	26/Dec/19	Working						
Fri	27/Dec/19	Working						
Sat	28/Dec/19	Not Working						
Sun	29/Dec/19	Local leaves						
Mon	30/Dec/19	[Half] Local leaves						Cyclon
Tue	31/Dec/19	Sick Leaves						
Wed	01/Jan/20	[Half] Sick Leaves						New Y
Thu	02/Jan/20	Sick Bank						New Y
Fri	03/Jan/20	Maternity Leave						
Sat	04/Jan/20	Sans Solde						
Sun	05/Jan/20	[Half] Sans Solde						
Mon	06/Jan/20	Early Leaves						
		[Half] Early Leaves						



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

Note : 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 6th 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:

Name	Given	Taken	Remainin
Local leaves	22.00	0.00	22.00
Sick Leaves	15.00	0.00	15.00
Sick Bank	0.00	0.00	0.00
Maternity L...	98.00	0.00	98.00
Sans Solde	0.00	0.00	0.00
Early Leaves	5.00	0.00	5.00
Injury Leave	365.00	0.00	365.00
Leaves no...	0.00	0.00	0.00
Spécial Expat	3.00	0.00	3.00
teletravail	200.00	0.00	200.00

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:

Name	Given	Taken	Remainin	Start Date
Local leaves	22.00	0.00	22.00	01/01/2020
Sick Leaves	15.00	0.00	15.00	01/01/2020
Sick Bank	0.00	0.00	0.00	01/01/2020
Maternity L...	98.00	0.00	98.00	01/01/2020
Sans Solde	0.00	0.00	0.00	01/01/2020
Early Leaves	5.00	0.00	5.00	01/01/2020

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