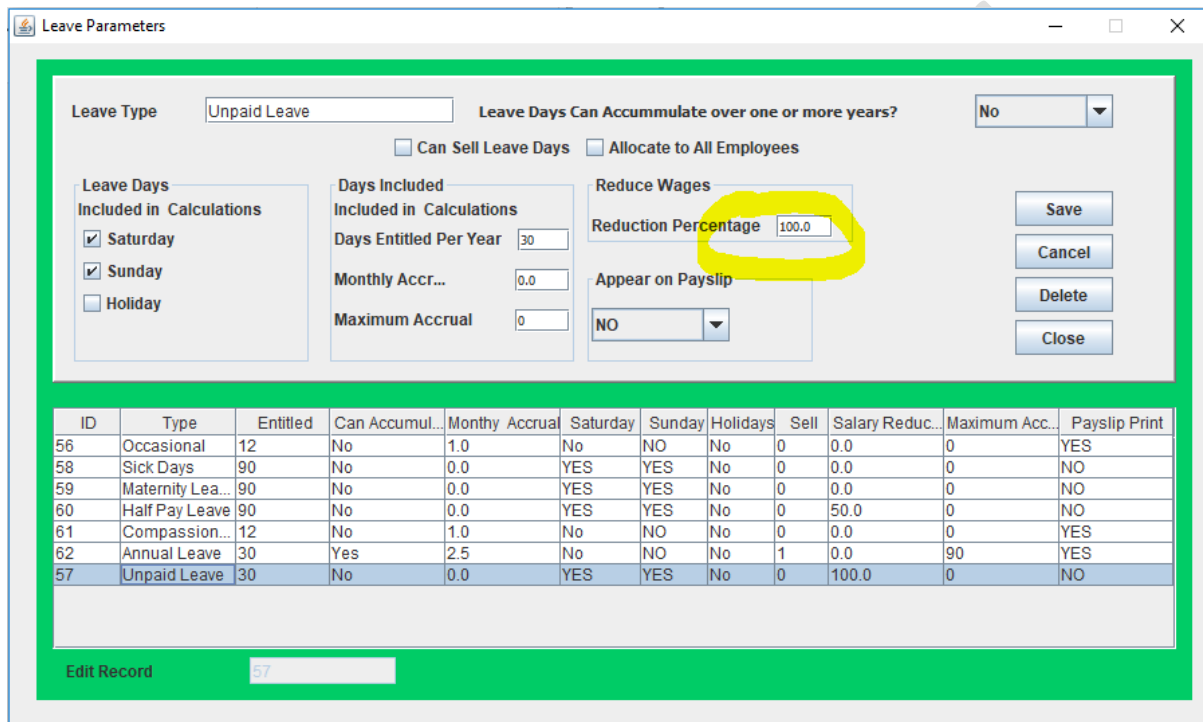# How to Capture Unpaid Leave

1 Define the Unpaid Leave Type

We access the menu Payroll Definitions>Leave and Overtime and define the leave type as shown below

On the "Reduction Percentage" define the reduction as 100 which the system will consider as 100% reduction for the salaries and benefits. If an employee is thus allocated the days they will have a reduction in their regular earnings based on the percentage that has been defined.