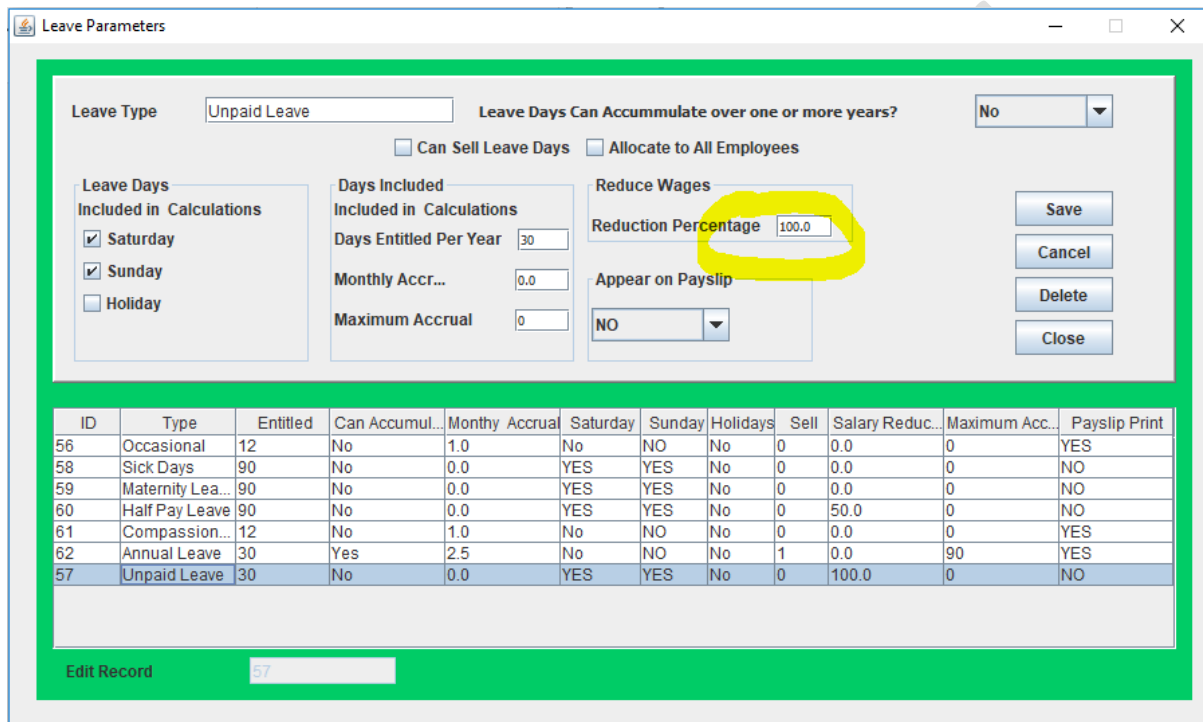


# How to Capture Unpaid Leave

## 1 Define the Unpaid Leave Type

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



**Leave Parameters**

Leave Type:  Leave Days Can Accumulate over one or more years?

Can Sell Leave Days  Allocate to All Employees

**Leave Days**  
Included in Calculations  
 Saturday  
 Sunday  
 Holiday

**Days Included**  
Included in Calculations  
 Days Entitled Per Year:   
 Monthly Accr...:   
 Maximum Accrual:

**Reduce Wages**  
 Reduction Percentage:

**Appear on Payslip**

Buttons: Save, Cancel, Delete, Close

ID	Type	Entitled	Can Accumul...	Monthly Accrual	Saturday	Sunday	Holidays	Sell	Salary Reduc...	Maximum Acc...	Payslip Print
56	Occasional	12	No	1.0	No	NO	No	0	0.0	0	YES
58	Sick Days	90	No	0.0	YES	YES	No	0	0.0	0	NO
59	Maternity Lea...	90	No	0.0	YES	YES	No	0	0.0	0	NO
60	Half Pay Leave	90	No	0.0	YES	YES	No	0	50.0	0	NO
61	Compassion...	12	No	1.0	No	NO	No	0	0.0	0	YES
62	Annual Leave	30	Yes	2.5	No	NO	No	1	0.0	90	YES
57	Unpaid Leave	30	No	0.0	YES	YES	No	0	100.0	0	NO

Edit Record:

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.