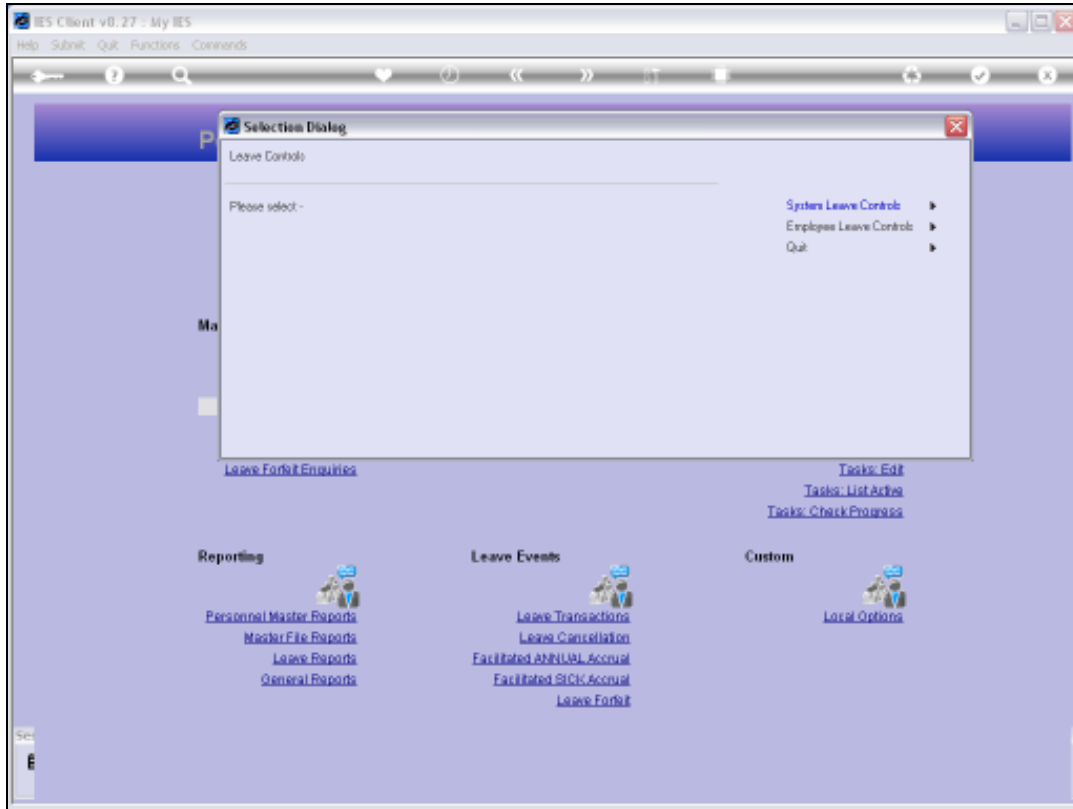


## Slide 1

Slide notes: The Leave System requires some parameters to be set, and we find a 'Leave Controls' option at the 'Master Files' menu.



Slide 2

Slide notes: For this, we choose 'System Leave Controls'.





Slide 4  
Slide notes:



Slide 5  
Slide notes:



Slide 6  
Slide notes:

IES Client v8.27 : My IES  
 Help | Submit | Quit | Functions | Comments

## Leave Record Controls

**Leave Type Checks:**

**For all Employees:**

Don't Count Public Hols As Leave

**For 5-day week Employees:**

Don't Count Saturdays As Leave

**For 5 or 6-day week Employees:**

Don't Count Sundays As Leave

**Optional Facilitated Leave Accrual:**

Full Prog: Annual  
 pers.clo.std

Part Prog: Sick  
 pers.clo.stc.std

**Allow Annual Negative Balance?**

Leave Type	Allow Bal.
1 Annual	2
2 Sick Leave	0

**Official Public Holidays:**

Public Holidays	
1	01/01/2010
2	02/04/2010
3	05/04/2010
4	01/05/2010
5	14/05/2010
6	16/09/2010
7	25/12/2010

Public Holiday dates are checked during Leave Transaction processing.

When the dates are past, and no more new Transactions are expected to overlap these dates, then old Public Holiday dates may be removed.

[Save](#)

Please verify the standard Day Type checks, and list all Official Public Holidays recognized by the Company

## Slide 7

Slide notes: Facilitated Leave Accrual options are dependent on the default rule programs, or else custom rules program need to be inserted.



Slide 8

Slide notes: This is also where we may indicate whether negative leave balances are allowed for Annual and Sick Leave or not.



IES Client v8.27 : My IES

Help Submit Quit Functions Comments

## Leave Record Controls

Leave Type Checks:

**For all Employees:**

Don't Count Public Hols As Leave

**For 5-day week Employees:**

Don't Count Saturdays As Leave

**For 5 or 6-day week Employees:**

Don't Count Sundays As Leave

Optional Facilitated Leave Accrual:

Perp. Fla. etd  
Perp. Fla. etd, etd

Allow Annual Negative Balance?

Leave Type	Allow Bal.
1 Annual	2
2 Sick Leave	0

Public Holidays:

Public Holidays
1 01/01/2010
2 02/04/2010
3 05/04/2010
4 01/05/2010
5 14/05/2010
6 16/09/2010
7 25/12/2010

Public Holiday dates are checked during Leave Transaction processing.

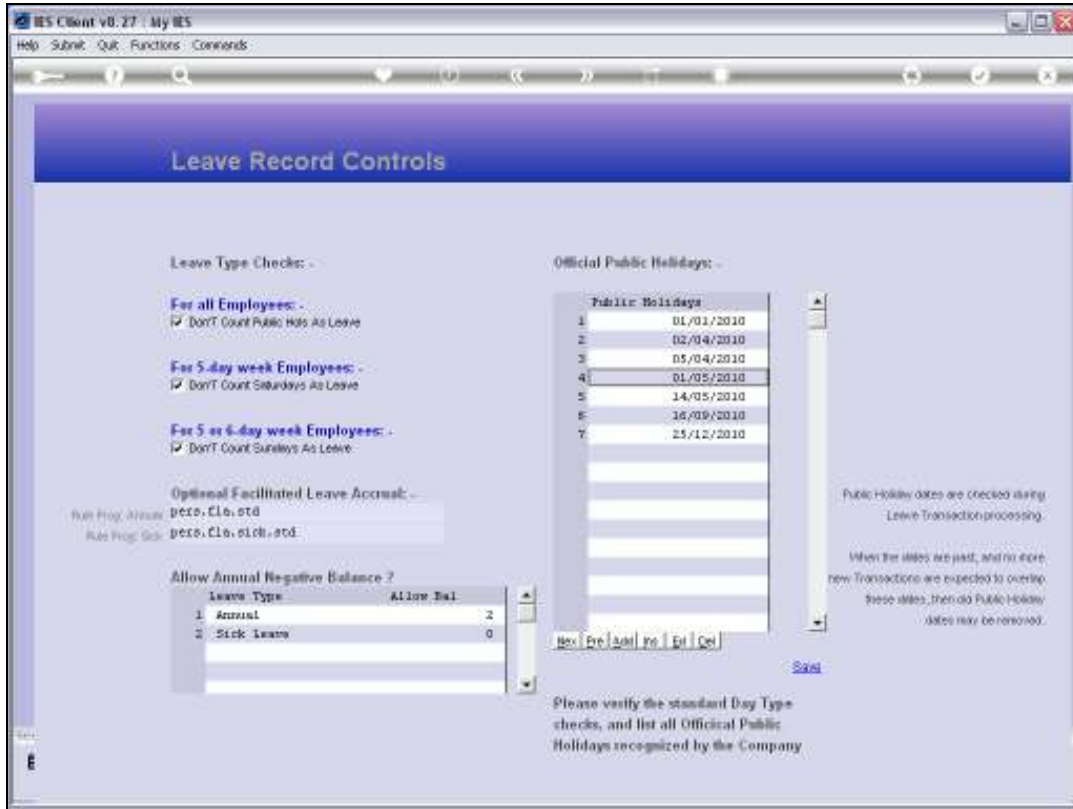
When the dates are past, and no more new Transactions are expected to overlap these dates, then old Public Holiday dates may be removed.

Save

Please verify the standard Day Type checks, and list all Official Public Holidays recognized by the Company

## Slide 9

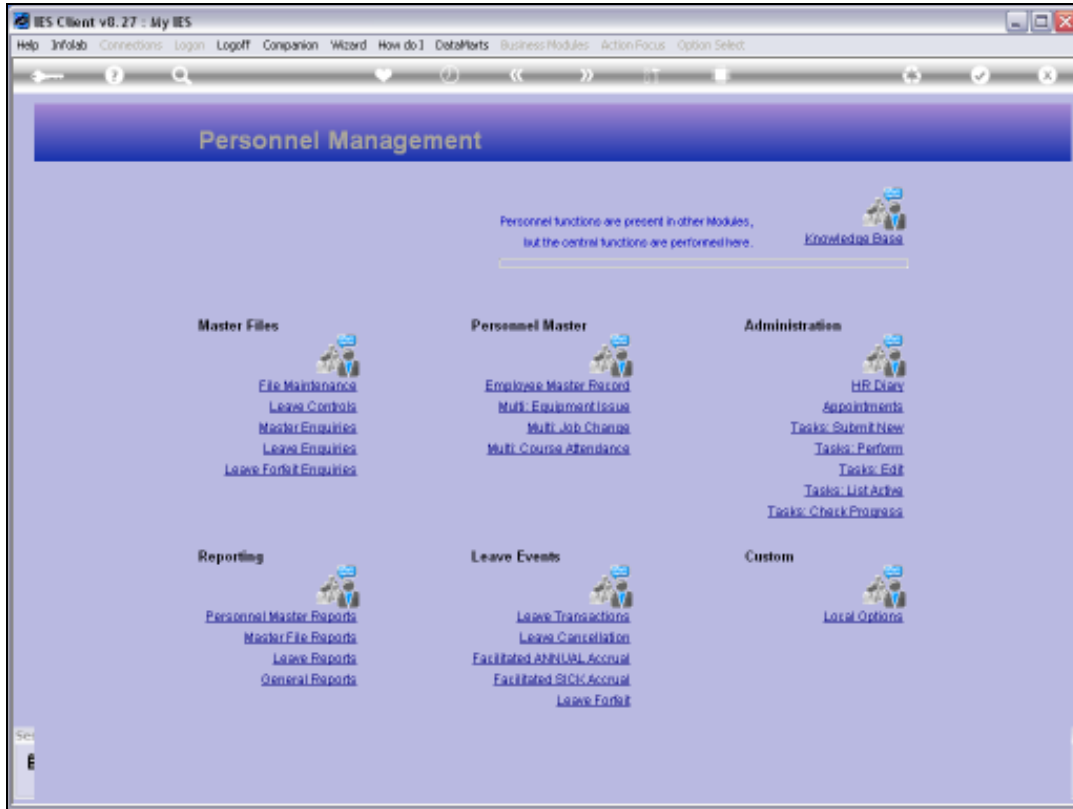
Slide notes: And we should also list the Public Holidays that are recognized by our Company. The public Holidays may include days for multiple years, and we only remove prior Holidays when there will be no more new Leave Transactions captured that include or span those dates.



Slide 10  
Slide notes:



Slide 11  
Slide notes:



Slide 12  
Slide notes: