

The logo for AutoCount Cloud Payroll features the word "autocount" in a blue sans-serif font, with a blue cloud icon above the word "cloud". To the right of "cloud" is the word "payroll" in a larger, bold blue font, with a blue circle around the letter "p". To the right of "payroll" is the text "Course Book" in a large blue font.

autocount[®] cloud payroll Course Book

Additional Reading / Reference

Leave Calculation Methods

Topics

Overview of leave setting
Features/Settings related to leave calculation
Illustrated examples

Auto Count Sdn Bhd (751600-A)

B2-3A-01, Level 3A, Block B2, Meritus @ Oasis Corporate Park,
No.2, Jalan PJU 1A/2, Ara Damansara, 47301 Petaling Jaya, Selangor Darul Ehsan.
Tel: 603-3000 3000 Fax: 603-7621 0911 www.autocountSoft.com



© All rights reserved

1) Overview of leave setting

For individual employee, as their join date and length of service may differ, we need to determine (especially for Annual Leave):

- a) how to calculate his leave entitlement in each calendar year
- b) how to calculate his leave entitlement in each calendar month.

And in general, we also need to set:

- c) the company's policy of Leave Entitlement (for Annual Leave, Sick Leave...)

2) Features/Settings related to leave calculation

a) Tools > Company Profile > Basic Information > Leave Information

This setting will determine total leave entitlement for an employee in each calendar year.

Example: According to ABC Company policy of Annual Leave entitlement,
 1st year of service will entitle for: 12 days
 2nd year of service will entitle for: 14 days
 3rd year of service will entitle for: 16 days (and subsequent years)

Mr. Peter join the company on 1 April 2019

His annual leave entitlement according to calendar year need to be determined:

- Year 2019: ? Days
- Year 2020: ? Days
- Year 2021: ? Days
- Year 2022: ? Days

Feature	Purpose	Options	Effects
Leave Cutoff Day	To determine if the month of join date to be included. Applicable only when Leave Calculation Method is Month Inclusive.	0 – 31	When 15 is assigned: <ul style="list-style-type: none"> • when join date is on or before 15th then that month will be included as one full month; • when join date is after 15th then that month will be excluded.
Leave's Roundup	Minimum unit of measurement for leave entitlement in each calendar year.	<ul style="list-style-type: none"> • Hourly • Half Day • Full Day 	The final figure (in 5 decimal points) will be rounded up as follow: Hourly: 8.41235 days will be expressed as 8 Days and 3 Hours (assuming 8 working hours per day: $0.41235 \times 8 = 3.2988$ hour) Half Day: 8.10000 ~ 8.59999 will round up to 8.5 Days. 8.60000 ~ 9.09999 will round up to 9.0 Days. Full Day: 8.50001 ~ 9.50000 will round up to 9.0 Days

Illustrated Example (calculation of leave entitlement for calendar years 2019 and 2020)

Join Date: 15 March 2019

Company annual leave entitlement policy: 1st year of service = 12 days.
2nd year of service = 14 days

Working hour per day = 8 hours

Leave Calculation Method	Calculate Year of service by: Join Date (15 March)		Calculate Year of service by: Calendar Year (1st Jan)	
	Year 2019 (365 Days)	Year 2020 (366 Days)	Year 2019 (365 Days)	Year 2020 (366 Days)
Days	LEb = 0 day LEa = $292 / 365 * 12 = 9.60000$ days Round up Hourly = 9 days 5 hours Round up Half Day = 10.0 days Round up Full Day = 10 days	LEb = $74 / 366 * 12 = 2.42623$ days LEa = $292 / 366 * 14 = 11.16940$ days LE Total 13.59563 days Round up Hourly = 13 days 5 hours Round up Half Day = 13.5 days Round up Full Day = 14 days	LEb = 0 day LEa = $365 / 365 * 12 = 12$ days Round up Hourly = 12 days 0 hours Round up Half Day = 12.0 days Round up Full Day = 12 days	LEb = 0 day LEa = $366 / 366 * 14 = 14$ days Round up Hourly = 14 days 0 hours Round up Half Day = 14.0 days Round up Full Day = 14 days
Month Inclusive (Cutoff day = 15) Thus March is counted as one full month.	LEb = 0 day LEa = $10 / 12 * 12 = 10.00000$ days Round up Hourly = 10 days 0 hours Round up Half Day = 10.0 days Round up Full Day = 10 days	LEb = $2 / 12 * 12 = 2.00000$ days LEa = $10 / 12 * 14 = 11.66667$ days LE Total 13.66667 days Round up Hourly = 13 days 5 hours Round up Half Day = 14.0 days Round up Full Day = 14 days	LEb = 0 day LEa = $12 / 12 * 12 = 12$ days Round up Hourly = 12 days 0 hours Round up Half Day = 12.0 days Round up Full Day = 12 days	LEb = 0 day LEa = $12 / 12 * 14 = 14$ days Round up Hourly = 14 days 0 hours Round up Half Day = 14.0 days Round up Full Day = 14 days
Month Proportion	LEb = 0 day LEa = $(9 + 17/31) / 12 * 12 = 9.55$ days Round up Hourly = 9 days 4 hours Round up Half Day = 9.5 days Round up Full Day = 10 days	LEb = $(2 + 14/31) / 12 * 12 = 2.45$ days LEa = $(9 + 17/31) / 12 * 14 = 11.14167$ days LE Total 13.59167 days Round up Hourly = 13 days 5 hours Round up Half Day = 13.5 days Round up Full Day = 14 days	LEb = 0 day LEa = $12.00 / 12 * 12 = 12$ days Round up Hourly = 12 days 0 hours Round up Half Day = 12.0 days Round up Full Day = 12 days	LEb = 0 day LEa = $12.00 / 12 * 14 = 14$ days Round up Hourly = 14 days 0 hours Round up Half Day = 14.0 days Round up Full Day = 14 days

b) Tools > General Maintenance > Leave Type

To create different types of leave (Annual Leave, Sick Leave, Maternity Leave...) and determine how to calculate leave entitlement for each calendar month.

Note: the following example use Leave Calculation Method = **Days**, and Rounding to **Half Day** (refer to Illustrated Example in part 2a.)

Feature	Purpose	Options	Effects / Example																																																																								
Entitlement Calculation Method	<p>To determine how to calculate leave entitlement for each calendar month</p> <p>Rounding method is 'Round Down':</p> <p>Rounding to:</p> <p>Hourly: 1.12345 Day will round to 1 Day 0 Hour * 1 Day + (0.12345*8) Hour</p> <p>Half Day: 1.00000~1.49999 will round to 1.0 Day. 1.50000~1.99999 will round to 1.5 Days</p> <p>Full Day: 1.00000~1.99999 will round to 1 Day. 2.00000~2.99999 will round to 2 Days</p>	<ul style="list-style-type: none"> Yearly Leave by Employee's Join/Confirm Date 	<p>Number of leave (days) can be taken is not limited by calendar month. The employee can utilize all leave entitlement for that calendar year in any month. (The calculation of total leave entitlement for each calendar year is to base on Join/Confirm date as per Employee Maintenance.)</p> <p>Example: Join Date = 15 March 2019 LE 2019 = 10.0 Days LE 2020 = 13.5 Days</p> <table border="1"> <tr> <td>Jan'19</td><td>Feb'19</td><td>Mar'19</td><td>Apr'19</td><td>May'19</td><td>Jun'19</td><td>Jul'19</td><td>Aug'19</td><td>Sep'19</td><td>Oct'19</td><td>Nov'19</td><td>Dec'19</td> </tr> <tr> <td>0</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td colspan="12">10.0 days</td> </tr> </table> <table border="1"> <tr> <td>Jan'20</td><td>Feb'20</td><td>Mar'20</td><td>Apr'20</td><td>May'20</td><td>Jun'20</td><td>Jul'20</td><td>Aug'20</td><td>Sep'20</td><td>Oct'20</td><td>Nov'20</td><td>Dec'20</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td colspan="12">13.5 days</td> </tr> </table>	Jan'19	Feb'19	Mar'19	Apr'19	May'19	Jun'19	Jul'19	Aug'19	Sep'19	Oct'19	Nov'19	Dec'19	0	0											10.0 days												Jan'20	Feb'20	Mar'20	Apr'20	May'20	Jun'20	Jul'20	Aug'20	Sep'20	Oct'20	Nov'20	Dec'20													13.5 days											
	Jan'19	Feb'19	Mar'19	Apr'19	May'19	Jun'19	Jul'19	Aug'19	Sep'19	Oct'19	Nov'19	Dec'19																																																															
0	0																																																																										
10.0 days																																																																											
Jan'20	Feb'20	Mar'20	Apr'20	May'20	Jun'20	Jul'20	Aug'20	Sep'20	Oct'20	Nov'20	Dec'20																																																																
13.5 days																																																																											
		<ul style="list-style-type: none"> Yearly Leave by Calendar Year <p><i>Recommended for Sick Leave</i></p>	<p>Number of leave (days) can be taken is not limited by calendar month. The employee can utilize all leave entitlement for that calendar year in any month. (Enjoy full entitlement as calculation of total leave entitlement for each calendar year is to base on Join/Confirm date = 1st Jan.)</p> <p>Example: Join Date (is taken to be on 1st Jan) LE 2019 = 12.0 Days LE 2020 = 14.0 Days</p> <table border="1"> <tr> <td>Jan'19</td><td>Feb'19</td><td>Mar'19</td><td>Apr'19</td><td>May'19</td><td>Jun'19</td><td>Jul'19</td><td>Aug'19</td><td>Sep'19</td><td>Oct'19</td><td>Nov'19</td><td>Dec'19</td> </tr> <tr> <td>0</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td colspan="12">12.0 days</td> </tr> </table> <table border="1"> <tr> <td>Jan'20</td><td>Feb'20</td><td>Mar'20</td><td>Apr'20</td><td>May'20</td><td>Jun'20</td><td>Jul'20</td><td>Aug'20</td><td>Sep'20</td><td>Oct'20</td><td>Nov'20</td><td>Dec'20</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td colspan="12">14.0 days</td> </tr> </table>	Jan'19	Feb'19	Mar'19	Apr'19	May'19	Jun'19	Jul'19	Aug'19	Sep'19	Oct'19	Nov'19	Dec'19	0	0											12.0 days												Jan'20	Feb'20	Mar'20	Apr'20	May'20	Jun'20	Jul'20	Aug'20	Sep'20	Oct'20	Nov'20	Dec'20													14.0 days											
Jan'19	Feb'19	Mar'19	Apr'19	May'19	Jun'19	Jul'19	Aug'19	Sep'19	Oct'19	Nov'19	Dec'19																																																																
0	0																																																																										
12.0 days																																																																											
Jan'20	Feb'20	Mar'20	Apr'20	May'20	Jun'20	Jul'20	Aug'20	Sep'20	Oct'20	Nov'20	Dec'20																																																																
14.0 days																																																																											

Feature	Purpose	Options	Effects / Example																																																				
		<ul style="list-style-type: none"> Earn Leave by Employee's Join/Confirm Date 	<p>Number of accumulative leave (days) can be taken is limited by calendar month (delayed by 1 month). The employee can only utilize accumulative leave entitlement as at current calendar month. (The calculation of total leave entitlement for each calendar year is to base on Join/Confirm date as per Employee Maintenance.)</p> <p><u>Example:</u> Join Date = 15 March 2019 LE 2019 = 10.0 Days LE 2020 = 13.5 Days</p> <table border="1"> <thead> <tr> <th>Jan'19</th><th>Feb'19</th><th>Mar'19</th><th>Apr'19</th><th>May'19</th><th>Jun'19</th><th>Jul'19</th><th>Aug'19</th><th>Sep'19</th><th>Oct'19</th><th>Nov'19</th><th>Dec'19</th><th>Jan'20</th> </tr> </thead> <tbody> <tr> <td>0</td><td>0</td><td>0.00</td><td>1.0</td><td>2.0</td><td>3.0</td><td>4.0</td><td>5.0</td><td>6.0</td><td>7.0</td><td>8.0</td><td>9.0</td><td>**</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Jan'20</th><th>Feb'20</th><th>Mar'20</th><th>Apr'20</th><th>May'20</th><th>Jun'20</th><th>Jul'20</th><th>Aug'20</th><th>Sep'20</th><th>Oct'20</th><th>Nov'20</th><th>Dec'20</th><th>Jan'21</th> </tr> </thead> <tbody> <tr> <td>**</td><td>1.0</td><td>2.0</td><td>3.0</td><td>4.5</td><td>5.5</td><td>6.5</td><td>7.5</td><td>9.0</td><td>10.0</td><td>11.0</td><td>12.0</td><td>**</td> </tr> </tbody> </table> <p>Calculation = (No of accumulated month – 1) / Total effective month * LE For July 2019 = (5-1) / 10 * 10 = 4.0 days For Mar 2020 = (3-1) / 12 * 13.5 = 2.25 = 2.0 Days **Jan 2020 = 10.0 – 9.0 = 1.0 Days, and **Jan2021 = 13.5 – 12.0 = 1.5 Days will be brought forward (if the Employee Group > Leave Setting allows 'BF Days'). Round down to Half Day: 1.00000~1.49999 will round to 1.0 Day. 1.50000~1.99999 will round to 1.5 Days</p>	Jan'19	Feb'19	Mar'19	Apr'19	May'19	Jun'19	Jul'19	Aug'19	Sep'19	Oct'19	Nov'19	Dec'19	Jan'20	0	0	0.00	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	**	Jan'20	Feb'20	Mar'20	Apr'20	May'20	Jun'20	Jul'20	Aug'20	Sep'20	Oct'20	Nov'20	Dec'20	Jan'21	**	1.0	2.0	3.0	4.5	5.5	6.5	7.5	9.0	10.0	11.0	12.0	**
Jan'19	Feb'19	Mar'19	Apr'19	May'19	Jun'19	Jul'19	Aug'19	Sep'19	Oct'19	Nov'19	Dec'19	Jan'20																																											
0	0	0.00	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	**																																											
Jan'20	Feb'20	Mar'20	Apr'20	May'20	Jun'20	Jul'20	Aug'20	Sep'20	Oct'20	Nov'20	Dec'20	Jan'21																																											
**	1.0	2.0	3.0	4.5	5.5	6.5	7.5	9.0	10.0	11.0	12.0	**																																											
		<ul style="list-style-type: none"> Earn Leave by Calendar Year 	<p>Number of accumulative leave (days) can be taken is limited by calendar month (delayed by 1 month). The employee can only utilize accumulative leave entitlement as at current calendar month. (Enjoy full entitlement as calculation of total leave entitlement for each calendar year is to base on Join/Confirm date = 1st Jan.)</p> <p><u>Example:</u> Join Date (is taken to be on 1st Jan) LE 2019 = 12.0 Days LE 2020 = 14.0 Days</p> <table border="1"> <thead> <tr> <th>Jan'19</th><th>Feb'19</th><th>Mar'19</th><th>Apr'19</th><th>May'19</th><th>Jun'19</th><th>Jul'19</th><th>Aug'19</th><th>Sep'19</th><th>Oct'19</th><th>Nov'19</th><th>Dec'19</th><th>Jan'20</th> </tr> </thead> <tbody> <tr> <td>0</td><td>0</td><td>0.0</td><td>1.0</td><td>2.0</td><td>3.5</td><td>4.5</td><td>6.0</td><td>7.0</td><td>8.0</td><td>9.5</td><td>10.5</td><td>**</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Jan'20</th><th>Feb'20</th><th>Mar'20</th><th>Apr'20</th><th>May'20</th><th>Jun'20</th><th>Jul'20</th><th>Aug'20</th><th>Sep'20</th><th>Oct'20</th><th>Nov'20</th><th>Dec'20</th><th>Jan'21</th> </tr> </thead> <tbody> <tr> <td>**</td><td>1.0</td><td>2.0</td><td>3.5</td><td>4.5</td><td>5.5</td><td>7.0</td><td>8.0</td><td>9.0</td><td>10.5</td><td>11.5</td><td>12.5</td><td>**</td> </tr> </tbody> </table> <p>Calculation = (No of accumulated month – 1) / Total effective month * LE For July 2019 = (5-1) / 10 * 12 = 4.8 = 4.5 days For Mar 2020 = (3-1) / 12 * 14 = 2.33333 = 2.0 Days **Jan 2020 = 12.0 – 10.5 = 1.5 Days, and **Jan2021 = 14.0 – 12.5 = 1.5 Days will be brought forward (if the Employee Group > Leave Setting allows 'BF Days'). Round down to Half Day: 1.00000~1.49999 will round to 1.0 Day. 1.50000~1.99999 will round to 1.5 Days</p>	Jan'19	Feb'19	Mar'19	Apr'19	May'19	Jun'19	Jul'19	Aug'19	Sep'19	Oct'19	Nov'19	Dec'19	Jan'20	0	0	0.0	1.0	2.0	3.5	4.5	6.0	7.0	8.0	9.5	10.5	**	Jan'20	Feb'20	Mar'20	Apr'20	May'20	Jun'20	Jul'20	Aug'20	Sep'20	Oct'20	Nov'20	Dec'20	Jan'21	**	1.0	2.0	3.5	4.5	5.5	7.0	8.0	9.0	10.5	11.5	12.5	**
Jan'19	Feb'19	Mar'19	Apr'19	May'19	Jun'19	Jul'19	Aug'19	Sep'19	Oct'19	Nov'19	Dec'19	Jan'20																																											
0	0	0.0	1.0	2.0	3.5	4.5	6.0	7.0	8.0	9.5	10.5	**																																											
Jan'20	Feb'20	Mar'20	Apr'20	May'20	Jun'20	Jul'20	Aug'20	Sep'20	Oct'20	Nov'20	Dec'20	Jan'21																																											
**	1.0	2.0	3.5	4.5	5.5	7.0	8.0	9.0	10.5	11.5	12.5	**																																											


Feature	Purpose	Options	Effects / Example																																																
		<ul style="list-style-type: none"> Advanced Earn Leave by Employee's Join/Confirm Date <p><i>Recommended for Annual Leave</i></p>	<p>Number of accumulative leave (days) can be taken is limited by calendar month. The employee can only utilize accumulative leave entitlement as at current calendar month. (The calculation of total leave entitlement for each calendar year is to base on Join/Confirm date as per Employee Maintenance.)</p> <p><u>Example:</u> Join Date = 15 March 2019 LE 2019 = 10.0 Days LE 2020 = 13.5 Days</p> <table border="1"> <thead> <tr> <th>Jan'19</th><th>Feb'19</th><th>Mar'19</th><th>Apr'19</th><th>May'19</th><th>Jun'19</th><th>Jul'19</th><th>Aug'19</th><th>Sep'19</th><th>Oct'19</th><th>Nov'19</th><th>Dec'19</th> </tr> </thead> <tbody> <tr> <td>0</td><td>0</td><td>1.0</td><td>2.0</td><td>3.0</td><td>4.0</td><td>5.0</td><td>6.0</td><td>7.0</td><td>8.0</td><td>9.0</td><td>10.0</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Jan'20</th><th>Feb'20</th><th>Mar'20</th><th>Apr'20</th><th>May'20</th><th>Jun'20</th><th>Jul'20</th><th>Aug'20</th><th>Sep'20</th><th>Oct'20</th><th>Nov'20</th><th>Dec'20</th> </tr> </thead> <tbody> <tr> <td>1.0</td><td>2.0</td><td>3.0</td><td>4.5</td><td>5.5</td><td>6.5</td><td>7.5</td><td>9.0</td><td>10.0</td><td>11.0</td><td>12.0</td><td>13.5</td> </tr> </tbody> </table> <p>Calculation = No of accumulated month / Total effective month * LE For July 2019 = 5 / 10 * 10 = 5.0 days For Mar 2020 = 3 / 12 * 13.5 = 3.0 Days</p> <p>• Round down to Half Day: 1.00000~1.49999 will round to 1.0 Day. 1.50000~1.99999 will round to 1.5 Days</p>	Jan'19	Feb'19	Mar'19	Apr'19	May'19	Jun'19	Jul'19	Aug'19	Sep'19	Oct'19	Nov'19	Dec'19	0	0	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	Jan'20	Feb'20	Mar'20	Apr'20	May'20	Jun'20	Jul'20	Aug'20	Sep'20	Oct'20	Nov'20	Dec'20	1.0	2.0	3.0	4.5	5.5	6.5	7.5	9.0	10.0	11.0	12.0	13.5
Jan'19	Feb'19	Mar'19	Apr'19	May'19	Jun'19	Jul'19	Aug'19	Sep'19	Oct'19	Nov'19	Dec'19																																								
0	0	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0																																								
Jan'20	Feb'20	Mar'20	Apr'20	May'20	Jun'20	Jul'20	Aug'20	Sep'20	Oct'20	Nov'20	Dec'20																																								
1.0	2.0	3.0	4.5	5.5	6.5	7.5	9.0	10.0	11.0	12.0	13.5																																								
		<ul style="list-style-type: none"> Advanced Earn Leave by Calendar Year 	<p>Number of accumulative leave (days) can be taken is limited by calendar month. The employee can only utilize accumulative leave entitlement as at current calendar month. (Enjoy full entitlement as calculation of total leave entitlement for each calendar year is to base on Join/Confirm date = 1st Jan.)</p> <p><u>Example:</u> Join Date (is taken to be on 1st Jan) LE 2019 = 12.0 Days LE 2020 = 14.0 Days</p> <table border="1"> <thead> <tr> <th>Jan'19</th><th>Feb'19</th><th>Mar'19</th><th>Apr'19</th><th>May'19</th><th>Jun'19</th><th>Jul'19</th><th>Aug'19</th><th>Sep'19</th><th>Oct'19</th><th>Nov'19</th><th>Dec'19</th> </tr> </thead> <tbody> <tr> <td>0</td><td>0</td><td>1.0</td><td>2.0</td><td>3.5</td><td>4.5</td><td>6.0</td><td>7.0</td><td>8.0</td><td>9.5</td><td>10.5</td><td>12</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Jan'20</th><th>Feb'20</th><th>Mar'20</th><th>Apr'20</th><th>May'20</th><th>Jun'20</th><th>Jul'20</th><th>Aug'20</th><th>Sep'20</th><th>Oct'20</th><th>Nov'20</th><th>Dec'20</th> </tr> </thead> <tbody> <tr> <td>1.0</td><td>2.0</td><td>3.5</td><td>4.5</td><td>5.5</td><td>7.0</td><td>8.0</td><td>9.0</td><td>10.5</td><td>11.5</td><td>12.5</td><td>14</td> </tr> </tbody> </table> <p>Calculation = No of accumulated month / Total effective month * LE For July 2019 = 5 / 10 * 12 = 6.0 days For Mar 2020 = 3 / 12 * 14 = 3.5 Days</p> <p>• Round down to Half Day: 1.00000~1.49999 will round to 1.0 Day. 1.50000~1.99999 will round to 1.5 Days</p>	Jan'19	Feb'19	Mar'19	Apr'19	May'19	Jun'19	Jul'19	Aug'19	Sep'19	Oct'19	Nov'19	Dec'19	0	0	1.0	2.0	3.5	4.5	6.0	7.0	8.0	9.5	10.5	12	Jan'20	Feb'20	Mar'20	Apr'20	May'20	Jun'20	Jul'20	Aug'20	Sep'20	Oct'20	Nov'20	Dec'20	1.0	2.0	3.5	4.5	5.5	7.0	8.0	9.0	10.5	11.5	12.5	14
Jan'19	Feb'19	Mar'19	Apr'19	May'19	Jun'19	Jul'19	Aug'19	Sep'19	Oct'19	Nov'19	Dec'19																																								
0	0	1.0	2.0	3.5	4.5	6.0	7.0	8.0	9.5	10.5	12																																								
Jan'20	Feb'20	Mar'20	Apr'20	May'20	Jun'20	Jul'20	Aug'20	Sep'20	Oct'20	Nov'20	Dec'20																																								
1.0	2.0	3.5	4.5	5.5	7.0	8.0	9.0	10.5	11.5	12.5	14																																								

c) Tools > General Maintenance > Employee Group > Add New

To create Employee Group and set company's policy on leave entitlement:

Example 1: According to ABC Company policy of **Annual Leave** entitlement,
1st year of service will entitle for: 12 days
2nd year of service will entitle for: 14 days
3rd year of service (and subsequent years) will entitle for: 16 days

Example 2: According to ABC Company policy of **Sick Leave** entitlement,
1st & 2nd year of service will entitle for: 14 days each calendar year
3rd to 5th year of service will entitle for: 18 days each calendar year
6th year of service (and onwards) will entitle for: 22 days each calendar year

 End of chapter 