ZEDRA Local Country Guide Employee Leave Administration

Belgium

Reports

The ZEDRA Leave Administration global service will provide a real-time account of all authorised/reported leave/absence via the system & app. A monthly output of all local Leave's will be provided on/by the agreed date on the Leave Management calendar. These are available in English language:

- Annual Leave (Ordinary Leave)
- Supplementary Leave
- Young Persons Leave
- Senior Citizens Leave
- Public Holidays
- Sick Leave
- Maternity Leave
- Birth Leave (Paternity/Co-parent Leave)
- Adoption Leave
- Foster Care Leave
- Parental Leave
- Palliative Care Leave
- Bereavement Leave
- Short-term Leave for Compelling Reasons
- Support or Care for Family Member who is Seriously Ill Leave
- Informal Care Leave
- Jury Duty Leave
- Training Days
- Charity/Volunteering Leave
- Sabbatical Leave

Country Specific Commentary

Leave and absence categories may vary according to local legislation, applicable collective bargaining agreements and individual employer policies.

Additional country-specific leave categories or arrangements may apply and can be incorporated into the Global Leave Administration service where required, subject to the agreed scope of services.

Belgium has distinct ordinary, supplementary, youth and senior holiday arrangements, together with various forms of career break and time credit, which may require separate tracking within the system.

Local System Functionality

The standard Leave Administration module can be supplemented with the Time module offering some Time Entry/Exit recordings at an additional charge.

Additional Services

It is possible that additional local services may be required in specific local countries to support the global standard operating model. Below is a list of additionally chargeable services for your consideration:

- Time Module.
- Leave benchmarking study.