ZEDRA Local Country Guide Employee Leave Administration

Germany

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 (Erholungsurlaub)
- Public Holidays
- Sick Leave
- Child Sickness Leave
- Short-term Care Leave
- Care Leave
- Family Care Leave
- Maternity Leave
- Paternity/Partner Leave
- Parental Leave
- Bereavement Leave
- Educational Leave
- Jury Duty Leave
- Military Leave
- Voting 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.

Certain leave categories, particularly educational leave, vary between German federal states. Collective bargaining agreements and company policies may also provide additional absence arrangements.

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.