ZEDRA Local Country Guide Employee Leave Administration

Hong Kong

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
- Statutory/General Holidays
- Sick Leave
- Pregnancy & Maternity Leave
- Pregnancy Check-up Leave
- Paternity/Partner Leave
- Parental Leave
- Adoption or Foster Care Leave
- Short and Long-Term Care Leave
- Emergency & Short-Term Absence Leave
- Marriage Leave
- Bereavement Leave
- Moving House Leave
- Consulting a Doctor Leave
- Work Anniversary Leave
- Exam Leave
- Jury Duty Leave
- Voting Leave
- Training/Exam Leave
- Charity/Volunteering Leave
- Sabbatical Leave
- Unpaid Leave

Disclaimer: This document must be read in conjunction with our Legal and Regulatory notice at zedra.com

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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.

Hong Kong distinguishes between statutory holidays and general holidays, which may require separate recording. Additional discretionary leave categories may apply under individual employer policies.

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.