ZEDRA Local Country Guide Employee Leave Administration

Luxembourg

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
- Public Holidays
- Bereavement Leave – child
- Bereavement Leave – Spouse or 2nd degree relative
- Maternity Leave
- Paternity Leave
- Adoption Leave
- Child Adoption Hosting Leave
- Carer's Leave
- Force Majeure Leave
- Family Reasons Leave
- Parental Leave
- Sickness or Disability
- End-of-life Care Leave
- Vocational Leave (unpaid)
- Training Leave
- Development Co-Operation Leave
- Linguistic Leave
- Sporting Leave
- Child Marriage Leave
- House Moving Leave
- Employee Wedding Leave

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

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- Cultural Leave
- Social Mandate Leave
- Youth Leave
- Special Family Leave
- Political Leave
- Reception Leave
- Emergency Services (Volunteers) Leave
- Parental Representation 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.

Luxembourg recognises a range of specific family-related and special leave categories that 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.