ZEDRA Local Country Guide Employee Leave Administration

Philippines

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 and Service Incentive Leave (SIL)
- Public Holidays
- Sick Leave
- Special Benefit for Women Leave
- Violence Against Women and their Children (VAWC) Leave
- Bereavement Leave
- Maternity Leave
- Adoption Leave
- Paternity Leave
- Solo Parents Leave
- Military 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.

Service Incentive Leave (SIL) and employer-provided annual or vacation leave may require separate recording depending on the employer's leave policy and applicable 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.