ZEDRA Local Country Guide Employee Leave Administration

Singapore

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
- Replacement Leave
- Sick Leave (Outpatient Medical Leave)
- Hospitalisation Leave
- Maternity Leave
- Paternity Leave
- Adoption Leave
- Childcare Leave
- Shared Parental Leave
- Extended Childcare Leave
- Emergency Leave
- Compassionate Leave
- Military (National Service) Leave
- Training/Study/Exam Leave
- Charity/Volunteering Leave
- Sabbatical Leave
- Unpaid Leave

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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.

Singapore has distinct statutory and government-paid family leave schemes, including Shared Parental Leave and Extended Childcare Leave, which may require separate recording 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.