ZEDRA Local Country Guide Employee Leave Administration

South Africa

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
- Sick Leave
- Work-related Injury Leave
- Family Responsibility Leave
- Maternity Leave
- Paternity Leave
- Commissioning Parental Leave (Surrogacy)
- Parental Leave
- Adoption Leave
- Bereavement Leave
- Study Leave
- Marriage Leave
- Jury Duty Leave
- Voting Leave
- Military 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.

Parental leave arrangements may require separate recording according to the nature of the leave, including birth, adoption and commissioning parenthood, in accordance with the applicable legal framework.

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.