ZEDRA Local Country Guide Employee Leave Administration

Spain

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 (Vacaciones)
- Public Holidays
- Birth and Childcare Leave Leave
- Lactation/Infant Care Leave
- Parental Leave
- Adoption Leave
- Family Care Leave
- Sick Leave
- Occupational Injury or Illness (Work Accident) Leave
- Child's or Family Member's Disability Leave
- Marriage Leave
- Moving Home Leave
- Bereavement Leave
- Work Representative or Trade Union Member Leave
- Military Service Leave
- Study Leave
- Jury Duty Leave
- Time off to Vote Leave
- 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 Absence Management service where required, subject to the agreed scope of services.

Applicable collective bargaining agreements and regional public holiday arrangements may require additional leave categories or variations in absence recording.

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.