

User Guide

Childcare/Paternity/Maternity Leave

Admin Mode



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CHILDCARE/MATERNITY/PATERNITY LEAVE SETUP

1.1. Childcare Leave Setup

Admins can setup childcare leave type by following the steps below.

1. Under the toolbar Menu, look for **Administrative** Tab, then select **Leave Type**.

The screenshot shows the 'Administrative' menu with icons for Summary, Calendar, Apply Leave, Drafted Leave, Supervisor Approval, HR Approval, Administrative (highlighted in red), Leave Encashment, and Report. Below the menu, the 'Administrative' section is active, showing 'Leave Policy' with options for 'Leave Type' (highlighted in red), 'Leave Group', and 'Credit Hour Leave Type'.

2. Click **New** to add new Leave Type

The screenshot shows the 'Administrative > Leave Type' page. A '+ New' button is highlighted in red. Below the button, there is a table of existing leave types: Annual Leave, Business Travel Leave, Compassionate Leave, and Exam Leave, each with various status icons.

3. Under **General** tab, look for special condition control.

The screenshot shows the 'General' tab of the leave type setup form. The 'Special Condition Control' field is highlighted in red. Other fields include Leave Code (Eg. ANL), Leave Name (Eg. Annual Leave), Description, Effective Start Date (2021-12-25), Effective End Date, Paid/Unpaid Leave (Paid selected), Allow to Encash (Yes/No), Leave Method (Per Service Length selected), and Special Condition Control (Yes/No).

Refer to Figure 1.1

- (a) **Special Condition Control** – click on **Yes** to enable special condition leave type settings
- (b) **Do you want to control by child dependents?** – click on **Yes** to enable childcare leave settings in gender control.
- (c) **Which gender you want to apply the control** – select **Both** to enable childcare leave option
- (d) **Does this follow childcare policy?** – click on **Yes** to enable childcare leave

Special Condition Control : (a)

Do you want to control by child dependents? : (b)

Which gender you want to apply the control

Male only (c)

Female only

Both

Does this follow childcare policy? : (d)

Figure 1.1

- 4. Entitlement tab will show entitlement for all categories specified by Singapore's Childcare Policy. Entitlement will not be editable when childcare leave is enabled.

1. General 2. Entitlement 3. Earn 4. Application 5. Additional

Not Editable for Childcare Leave

Entitlement Reference Date : Hire Date

Entitlement Per Service Length

Setting Unit of Measure : Day Hour Leave Hours (Per Day) : 8 Hour(s)

Display Entitlement In : Day Hour Service Length Display Unit of Measure : Display in Year

Entitlement :

From (Month)	To (Month)	Entitlement (Day)
0	2	0
3	4	2
5	6	3
7	8	4

- 5. Earn tab will not be applicable for childcare leave.

1. General 2. Entitlement 3. Earn 4. Application 5. Additional

Not Applicable for Childcare Leave

- 6. Click on save button to save Childcare Leave settings.

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1.2 Maternity/Paternity Leave Type

1. Under the toolbar Menu, look for **Administrative** Tab, then select **Leave Type**.

The screenshot shows the 'Administrative' toolbar with icons for Summary, Calendar, Apply Leave, Drafted Leave, Supervisor Approval, HR Approval, Administrative (highlighted with a red box), Leave Encashment, and Report. Below the toolbar is the 'Administrative' section header. Underneath is the 'Leave Policy' section, which contains three items: 'Leave Type' (Total 32 Leave Type(s), 31 Active, 1 Inactive), 'Leave Group' (Total 6 Leave Group(s)), and 'Credit Hour Leave Type' (No Record Found). The 'Leave Type' item is highlighted with a red box.

2. Click **New** to add new Leave Type

The screenshot shows the 'Administrative > Leave Type' page. It features a 'Back' button, a 'Leave Type' dropdown menu, and a 'Combine Limit / Priority List' button. A '+ New' button is highlighted with a red box. Below these are four rows of leave types: 'Annual Leave', 'Business Travel Leave', 'Compassionate Leave', and 'Exam Leave'. Each row has a set of icons: SL, CF, ADV, EL, SUP, HR.

3. Under **General** tab, look for special condition control.

The screenshot shows the 'General' tab of the Leave Type configuration form. It includes the following fields and options:

- Leave Code: Eg. ANL
- Leave Name: Eg. Annual Leave
- Description: (Empty text area)
- Effective Start Date: 2021-12-25
- Effective End Date: (Empty date field)
- Paid/ Unpaid Leave: Paid Unpaid Partially Paid
- Allow to Encash: Yes No
- Leave Method: Per Service Length Fix Rate Manual Credit
- Special Condition Control: Yes No

Refer to Figure 1.2

- (a) **Special Condition Control** – click on **Yes** to enable special condition leave type settings
- (b) **Do you want to control by child dependents?** – click on **Yes** to enable maternity/paternity leave settings in gender control.
- (c) **Which gender you want to apply the control** – select either **Male only** to enable paternity leave option or **Female only** to enable maternity leave option

Special Condition Control : (a)

Do you want to control by child dependents? : (b)

Which gender you want to apply the control

Male only (c)

Female only

Both

Figure 1.2

- 4. Entitlement tab will show entitlement for all categories specified by Singapore's Maternity/Paternity Policy. Entitlement will not be editable when maternity/paternity leave is enabled.

1. General 2. Entitlement 3. Earn 4. Application 5. Additional

Not Editable for Paternity/Maternity Leave

Entitlement Reference Date : Hire Date

Entitlement Per Service Length

Setting Unit of Measure : Day Hour Leave Hours (Per Day) : 8 Hour(s)

Display Entitlement In : Day Hour Service Length Display Unit of Measure : Display In Year

Entitlement :

From (Month)	To (Month)	Entitlement (Day)
0	2	0
3	Onwards	112

Non-Citizen

- 5. Earn tab will not be applicable for Maternity/Paternity leave.

1. General 2. Entitlement 3. Earn 4. Application 5. Additional

Not Applicable for Paternity/Maternity Leave

- 6. Click on save button to save Maternity/Paternity Leave

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