

# User Guide

## Childcare/Paternity/Maternity Leave

Admin Mode



## CONTENTS

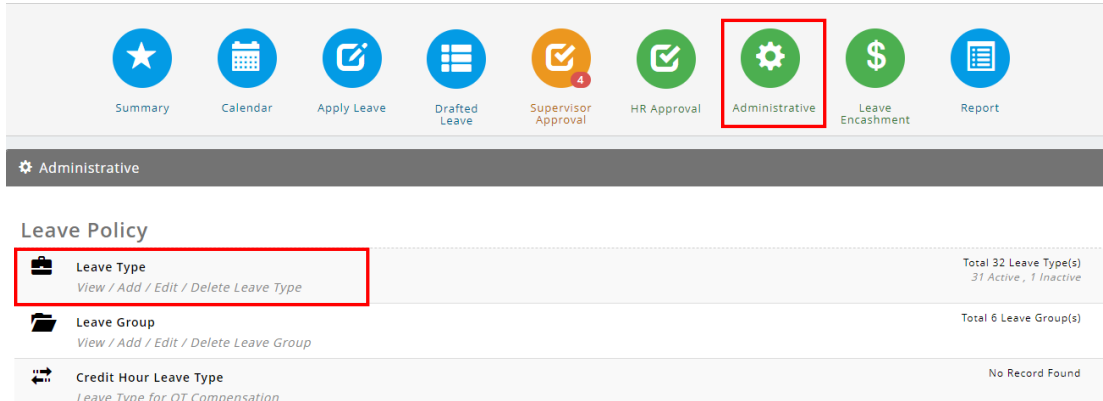
Contents .....	1
Childcare/Maternity/Paternity Leave setup.....	1
1.1. Childcare Leave Setup .....	1
1.2 Maternity/Paternity Leave Type .....	3

## 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**.



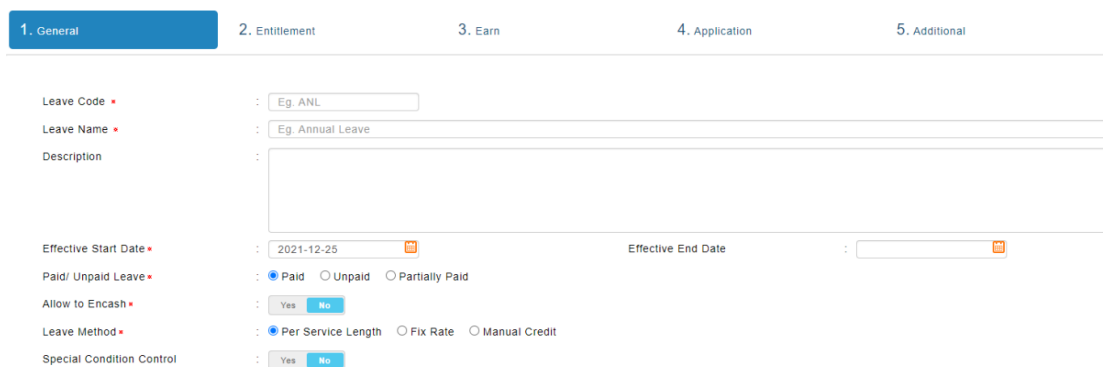
The screenshot shows the 'Administrative' menu with various icons. The 'Administrative' icon (a gear) is highlighted with a red box. Below the menu, the 'Leave Policy' section is visible, showing 'Leave Type' as the selected option, with a red box around the 'Leave Type' icon and text. The 'Leave Type' section shows 'Total 32 Leave Type(s)' and '31 Active, 1 Inactive'. The 'Leave Group' section shows 'Total 6 Leave Group(s)'. The 'Credit Hour Leave Type' section shows 'No Record Found'.

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



The screenshot shows the 'Administrative » Leave Type' page. The 'New' button is highlighted with a red box. The page displays a list of leave types: Annual Leave, Business Travel Leave, Compassionate Leave, and Exam Leave. Each leave type has a set of buttons: SL, CF, ADV, EL, SUP, and HR. The 'New' button is located at the top right of the list.

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



The screenshot shows the 'General' tab for Leave Type setup. The 'Leave Code' field is set to 'Eg. ANL'. The 'Leave Name' field is set to 'Eg. Annual Leave'. The 'Description' field is empty. The 'Effective Start Date' is set to '2021-12-25'. The 'Effective End Date' is empty. The 'Paid/ Unpaid Leave' section has 'Paid' selected. The 'Allow to Encash' section has 'No' selected. The 'Leave Method' section has 'Per Service Length' selected. The 'Special Condition Control' section has 'Yes' selected.

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

Citizen: Age(Year): 0 - 6

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.

« Previous

## 1.2 Maternity/Paternity Leave Type

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

The screenshot shows the 'Administrative' tab selected in the top toolbar. Below it, the 'Leave Policy' section is visible. The 'Leave Type' option is highlighted with a red box, showing a count of 32 Leave Type(s) (31 Active, 1 Inactive). Other options include 'Leave Group' (6 Leave Group(s)) and 'Credit Hour Leave Type' (No Record Found).

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

The screenshot shows the 'New Leave Type' form. The 'Leave Type' tab is selected. The 'New' button is highlighted with a red box. Below the button, there are four rows of leave types: Annual Leave, Business Travel Leave, Compassionate Leave, and Exam Leave. Each row has a set of buttons for SL, CF, ADV, EL, SUP, and HR.

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

The screenshot shows the 'General' tab of the 'Leave Type' form. The form fields are as follows:

- 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 :

Citizen		
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

« Previous