

Setup of absences

Special leave is a form of leave granted to an employee for special, personal reasons. In some cases, an employer may be obliged grant an employee paid leave, in other cases an employee can take unpaid special leave. The conditions for this particular form of leave may vary from country to country or may depend on internal company regulations or collective agreements.

Please configure the absences that are relevant for your company in the **Setup** application.



Add a new entry using . Select the type and configure the settings as required for your company.

Create new entry

Type *

Marriage of a child

Days

1.00

Document required

☒

exclude from absence calculation

☒

Block time recording

☒

Branch

Please select

Company

Danielle Software Headquarters

Company Group

Please select

Country

Luxembourg

Save

Cancel

This setting allows all employees in the company “Danielle Software Headquarters” to take one day of special leave when their child gets married, if an appropriate document for the wedding has been submitted. It is not possible to book working time on this day, and it is excluded from the calculation of absence periods, i.e. it is not deducted from the annual leave.