Leave Pay
Employees returning early from their planned leave

Should an employee return to work earlier than originally planned *and* where leave pay was activated on VIP, please follow the steps below, which will then allow the user to process the weekly hours on payroll.

- Make a data backup of the company.

- Deactivate Leave Pay - click on the LP button on the employee's payslip.

- Process the hours worked for the current period.

- Ensure that the employee is on Average Tax.

Important points to consider:

- Deductions and company contributions for the current period have been processed previously and should therefore not be deducted nor contributed again. Manual adjustments will have to be made to remove current deductions and company contributions. It is the payroll users' responsibility to make sure that the deductions and contributions reflect correctly.

- When Leave Pay is activated, a specific tax calculation is done because the employee is paid for several weeks at once. The VIP system ensures that the tax is based on the average remuneration over the leave pay period.
When Leave Pay is then deactivated, the period over which the tax was originally spread is shortened causing an increase in the tax amount. Do **not** adjust the tax that the system has calculated.

- Users must also consider the fact that the employee has already been paid in advance for a specific number of leave periods and now that the employee has returned to work, will they choose to deduct the 'over-paid' Leave Pay and then also amend the annual leave days balance? If this is done, the employee is entitled to take his/her annual leave at a later stage.

- The portion of variable BCEA Leave Pay that was paid for the period where the employee is now back at work, should also be reversed as the employee is only entitled to the BCEA Leave Pay payment, when he/she is not physically at work.

Note: It is the payroll users' responsibility to ensure that the correct earnings, deductions and company contributions reflect, after the deactivation of Leave Pay.