Leave Pay
What is Leave Pay?

The Leave Pay (LP) function is activated when employees must be paid in advance for the period/s he is going to be on leave. This function indicates to VIP that the money the employee receives in that week is not for one week only, but also for the number of weeks that the employee is on leave.

- Leave Pay is activated for the following reasons:
    - The correct tax calculation is done
    - Deductions are multiplied by the specified number of weeks (except Pension and Provident Fund)
    - The employee's Payslip Screen is automatically frozen for the number of periods that he is on leave.

- You must still complete a start of period for each week, until you are in the first week which is ready for payroll processing. This would be when the employees have returned to work and you are now ready to process the weekly/bi-weekly hours which they have worked

- When rolling into December and January, you will as with every other new month, be required to choose then number of periods/weeks in the month. Remember to choose the weeks for the full calendar month, although you may have a shutdown and that you may not be operational for part of the month

- In bi-weekly companies the activation is more complicated and methods must be setup accordingly