

# Leave

## Global Leave Pay Activation



### How to globally De-Activate Leave Pay for all employees?

From the Main Menu:

- Click on Leave
- Click on Global Leave Pay Activation
- Take note of the message and click Continue
- Make the necessary selections

Number of Weeks that the Employees will be on Leave

Apply these changes for

- Click on Continue

**NB: If you cancel Leave Pay you must ensure that the amounts being paid to the employee are adjusted so that they are correct.**