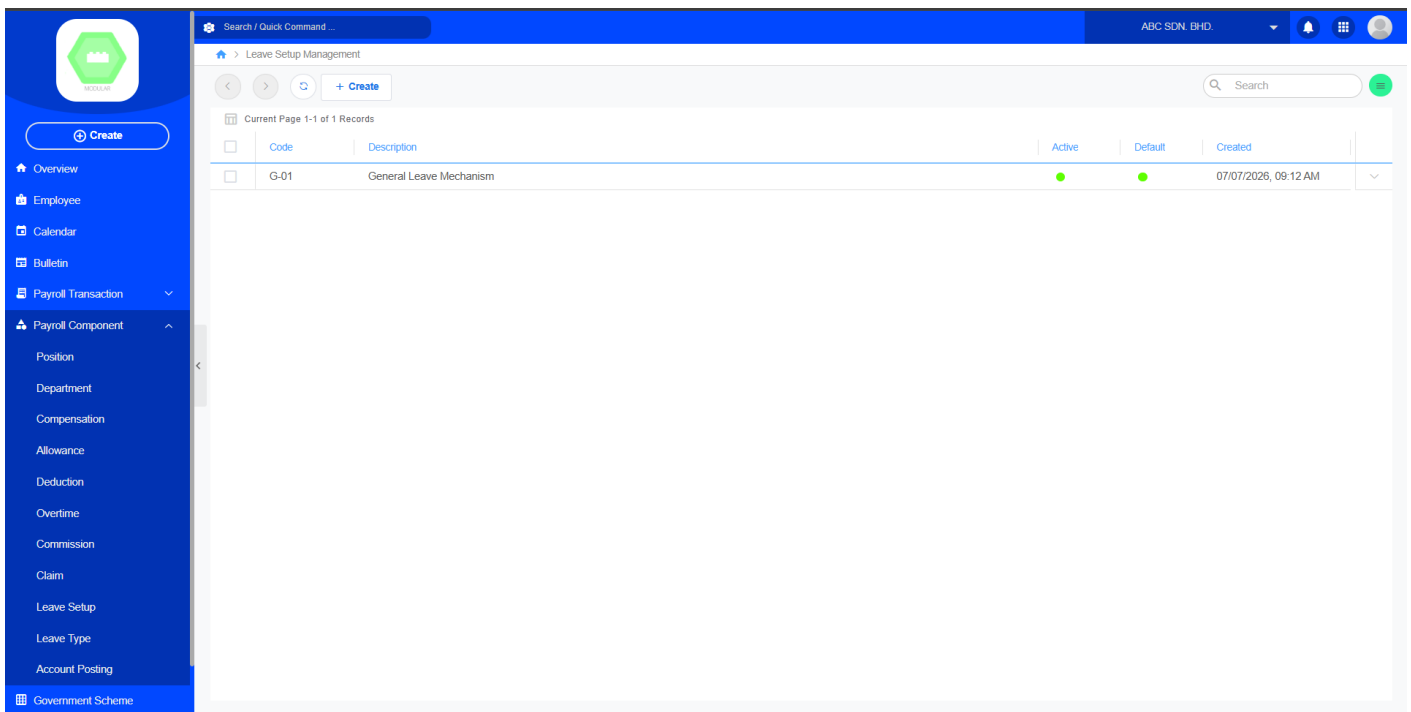


Setup Leave Setup

Purpose

The Leave Setup module configures company leave policies and entitlement rules. Create new leave setup by code, description, active and select details leave type. It defines which Leave Types are available, employee confirmation requirements, entitlement schemes, and maximum carry-forward days. This setup allows the payroll system to automatically calculate employee leave entitlement based on company policies.



	Code	Description	Active	Default	Created	
☐	G-01	General Leave Mechanism	●	●	07/07/2026, 09:12 AM	▼

Create New Leave Setup:

Create

Overview

Employee

Calendar

Bulletin

Payroll Transaction

Payroll Component

Position

Department

Compensation

Allowance

Deduction

Overtime

Commission

Claim

Leave Setup

Leave Type

Account Posting

Government Scheme

Search / Quick Command ...

ABC SDN. BHD.

Leave Setup Management

Edit Record

Leave Setup

Code

G-01

Description

General Leave Mechanism

Active

Details

* Employee confirmation status "Confirm" calculate entitlement based on "Confirmation Date", others based on "Join Date"

Leave Type	Confirmation	Schemes	Max Carry Fwd
1 AL / Annual Leave	Confirmed	3 Items	5.00
2 MC / Medical Leave	Any	3 Items	0.00
3 SL / Special Leave	Confirmed	1 Items	0.00

+ Add New Line

1

Total 3 rows

Save Changes

allows administrators to combine different Leave Types with entitlement schemes based on employee confirmation status and years of service.

Create

Overview

Employee

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+ Add New Line

1

Total 3 rows

Save Changes

Schemes / 3 Items

	From Year	To Year	Days
1	0.00	2.00	8.00
2	3.00	5.00	12.00
3	6.00	999.00	16.00

+ Add New Line

1

Total 3 rows

Close

Revision #2
Created 2026-07-08 03:31:23 UTC by Admin
Updated 2026-07-08 03:48:04 UTC by Admin