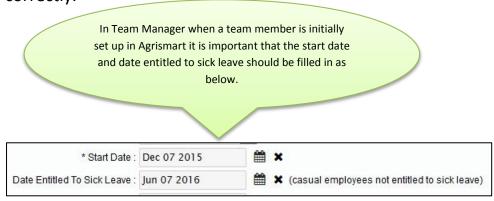
Sick leave

Sick leave is a legal entitlement for all employees except for casual staff.

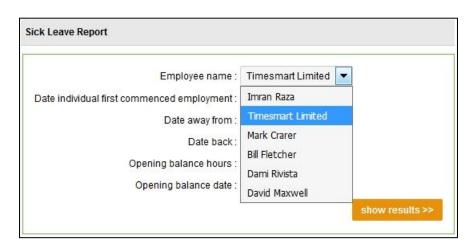
Employees are entitled to 5 days of Sick leave per annum and may legally accumulate up to 20 sick leave days.

Employees are entitled to their first 5 days of sick leave after they have been employed for 6 months however if they require time off due to illness in their first 6 months of employment then this time may be taken as sick leave on a discretionary basis.

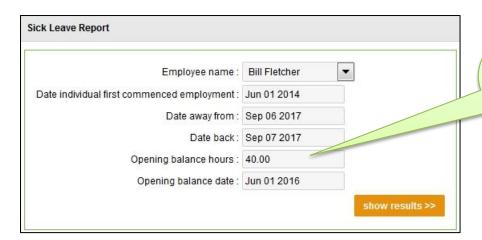
There is a little bit of initial setup for Sick leave so that it can be measured correctly.



When setting up a member of the team in Agrismart the start date of employment, and date entitled to sick leave in team manager will automatically set the total number of sick days entitlement. What may be required next, is to adjust the opening balance to reflect the actual number of days available as sick leave may have been taken prior to subscribing to Agrismart. To correctly set the opening balance:







Enter opening balance. (Contracted daily hours x number of days)

Employee name: Bill Fletcher Date individual first commenced employment: Jun 01 2014 Date away from : Sep 06 2017 Date back: Sep 07 2017 Here are the No. of days covered: 1 opening hours No. of days employed since start date: 1193 Sick Days entitlement for a full year: 5 No. of contracted hours per day: 10.00 Total hours of sick leave entitlement for current year: 50 Here is the sick leave Opening balance of hours of sick leave available: 40.00 that has been entered Less no of hours sick leave used during this financial year: 10 through the timesheet Total sick leave available in hours: 80 No. of sick days available: 8 Maximum number of sick days available: 20 Maximum number of sick days entitlement: 8 Maximum hours in sick leave available to date: 80 Balance of Sick leave.