

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.

In Team Manager when a team member is initially set up in Agrismart it is important that the start date and date entitled to sick leave should be filled in as below.

* Start Date :	Dec 07 2015	📅 ✕
Date Entitled To Sick Leave :	Jun 07 2016	📅 ✕ (casual employees not entitled to sick leave)

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:

Sick Leave Report

Employee name : Timesmart Limited

Date individual first commenced employment : Imran Raza

Date away from : Timesmart Limited

Date back : Mark Crarer

Opening balance hours : Bill Fletcher

Opening balance date : Damir Rivista

David Maxwell

[show results >>](#)

1/ Go to Sick Leave report

2/ Select a member of the team.

3/ Click "Show results"

Sick Leave Report

Employee name :

Date individual first commenced employment :

Date away from :

Date back :

Opening balance hours :

Opening balance date :

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
 No. of days covered : 1
 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
 Opening balance of hours of sick leave available : 40.00
 Less no of hours sick leave used during this financial year : 10
 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

Here are the opening hours

Here is the sick leave that has been entered through the timesheet

Balance of Sick leave.