



Processing Unpaid Leave

Purpose:

This guide will explain how to process unpaid leave.

Process:

When an unpaid leave authorised or unpaid leave unauthorised absence has been entered in SIMS, you will receive an email asking you to log in to the EAD system so that you can edit the absence record that has been transferred from SIMS.

Unpaid leave records from SIMS will appear in EAD with 'Unpaid' as the status. They will not be submitted in to the Your HR system until you have confirmed the days/hours to deduct and submitted this.

You will need to check the time frame of the absence. Any part day hours will need to be added, in order to make the deduction from the employee's basic pay. Full days will automatically be calculated based on the employee's working pattern in Your HR.

Once you have confirmed and submitted the period of absence and whether there are part day hours to deduct, then this will automatically transfer into the Your HR system against the employees record and the employee's basic pay will be adjusted accordingly.

Please Note:

- All unpaid leave absences should be entered in the SIMS system, and time to deduct is entered in EAD, by the payroll deadline, if the deduction is to be made in that month. If it is entered after the deadline, the deduction will be made the following month.
- Periods of unpaid leave should be reported in blocks of up to a maximum of one month at a time to ensure the deductions are not in excess of the employee's monthly pay.
- If a period of unpaid leave exceeds 30 days a career break absence should be added to the Your HR system. Further guidance can be found in the Your HR User guide.