
MYOB IMS Payroll

Family Violence Leave

June 2019

myob

Introduction

The Domestic Violence—Victims’ Protection Bill, which came into effect on 1 April 2019, entitles employees affected by family violence (also referred to as domestic violence) to up to ten days of paid family violence leave (FVL) per year, to deal with the effects of family violence. Support for family violence leave was added in the 6.41 March 2019 release of MYOB IMS Payroll.

Family violence leave is accrued and paid like sick leave. As with sick leave, employees are eligible for FVL after they have completed six months’ continuous employment with the employer. Unlike sick leave, however, FVL doesn’t accumulate, i.e. each year, the employee’s FVL balance is reset to ten days.

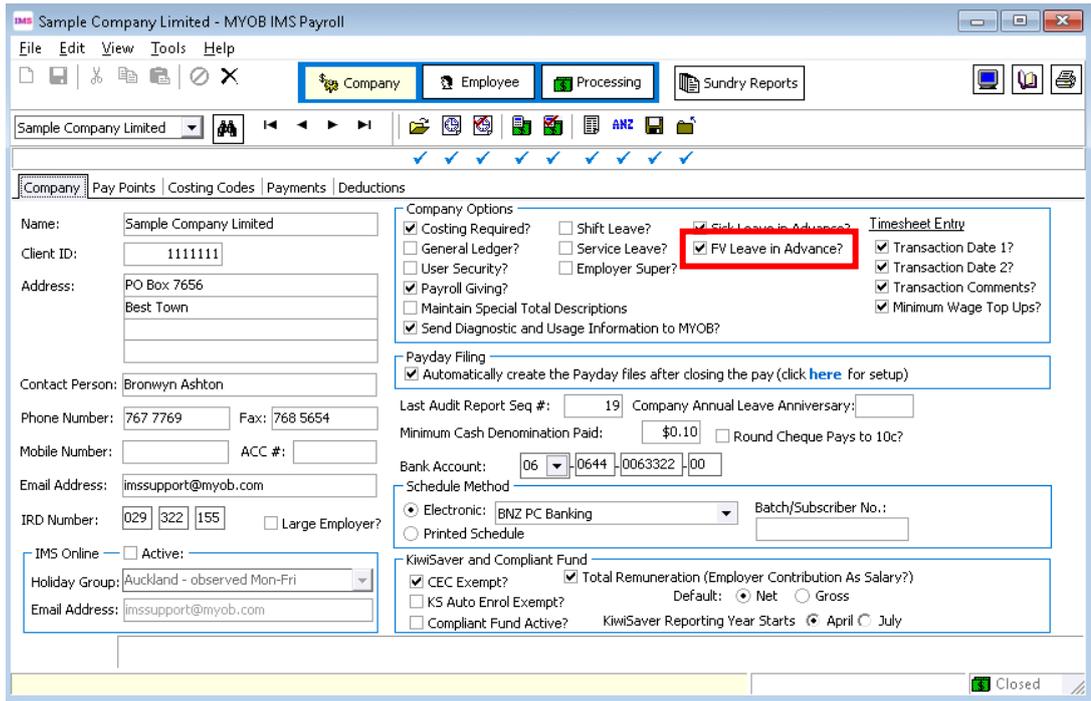
Setting up Family Violence Leave

A “Family Special Leave” payment is added automatically when the 6.41 release is installed:

The screenshot shows the MYOB IMS Payroll software interface for setting up a Family Violence Leave payment. The window title is "Sample Company Limited - MYOB IMS Payroll". The "Company" tab is selected, and the "Family Violence Leave" payment is highlighted. The "Description" is "Family Violence Leave" and the "Data Entry Code" is "FVL". The "Calculation Method" is set to "Hourly" at "100% of Employee Hrly Rate". The "Tax Type" is "Taxable". The "Earnings Type" is "Family Violence Leave". The "Accumulates Into" section includes "ACC Liab Earnings", "Company Superannuation Contrib Earnings", "Apprentice Hours", "KiwiSaver Employee Contribution Earnings", "KiwiSaver Employer Contribution Earnings", "Compliant Employee Contribution Earnings", and "Compliant Employer Contribution Earnings". The "Leave Accumulation" section includes "Average Gross" and "Ordinary Gross". The status bar at the bottom indicates "Displays: Payment Information" and "Closed".

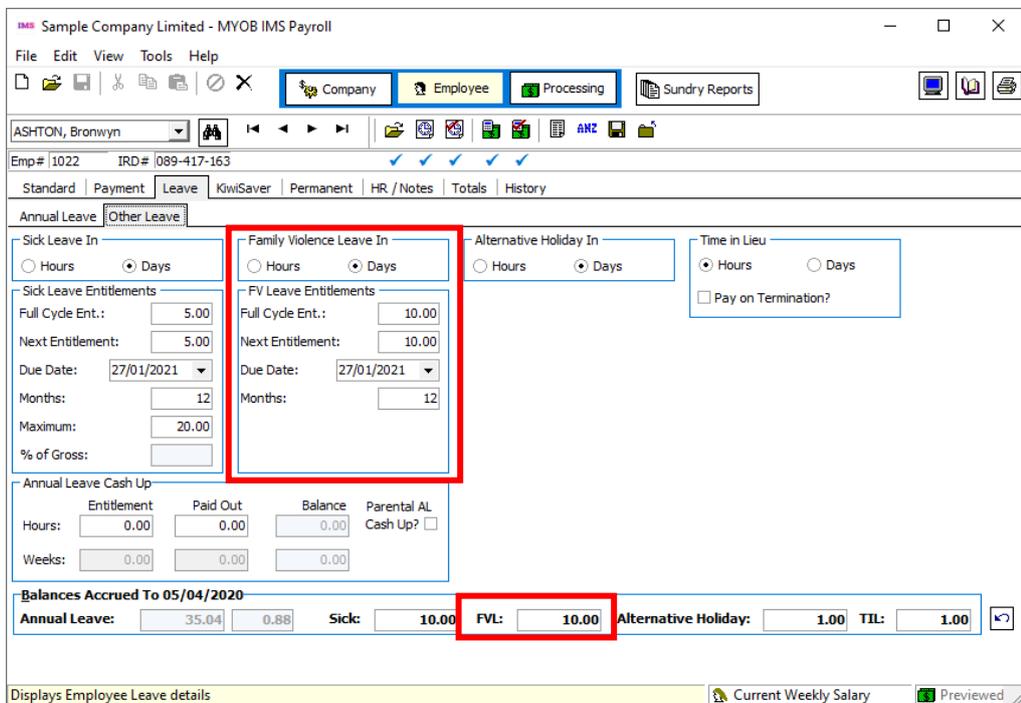
The **Tax Type** and **Earnings Type** sections cannot be edited for this payment, but all other details can. In particular, you may want to change the **Description** and **Data Entry Code** to preserve employees’ privacy when FVL appears on payslips.

An **FV Leave in Advance?** option is available on the Company Information screen:



When this option is ticked, FVL can be paid in advance to employees whose FVL balance is not sufficient to cover the leave they are taking. Leave paid in advance will be deducted from the employee's balance when their Next Entitlement Due Date rolls over.

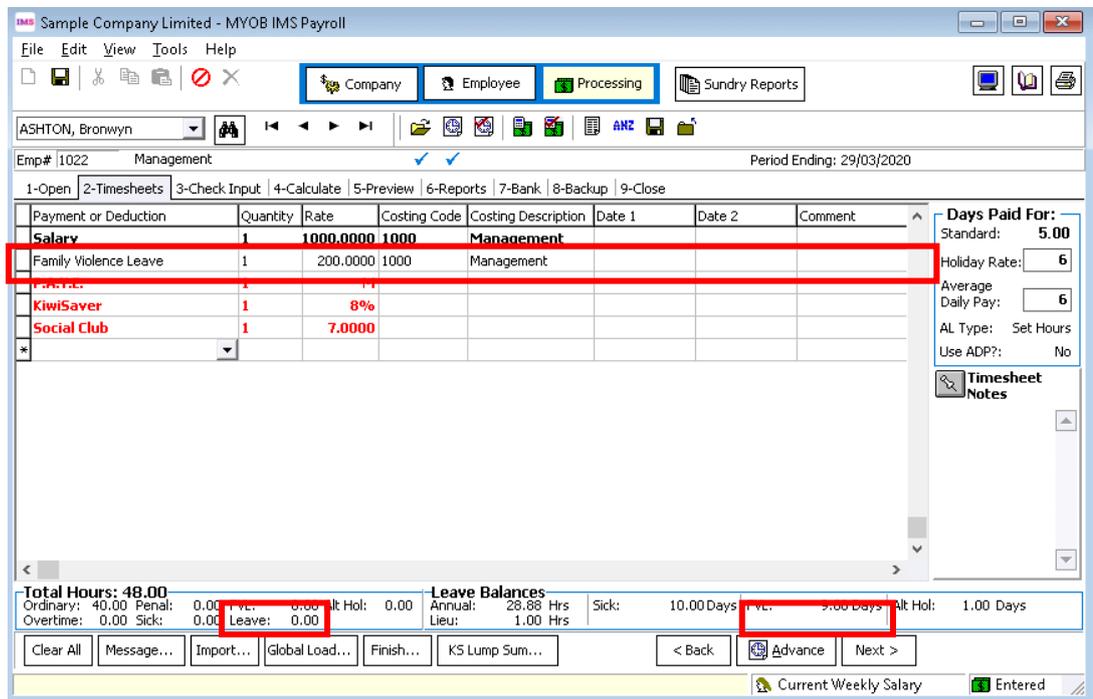
Employees' FVL settings, entitlements and balances are displayed on the Leave tab of the Employee screen:



As with sick leave, FVL can be calculated and displayed in **Hours** or **Days**.

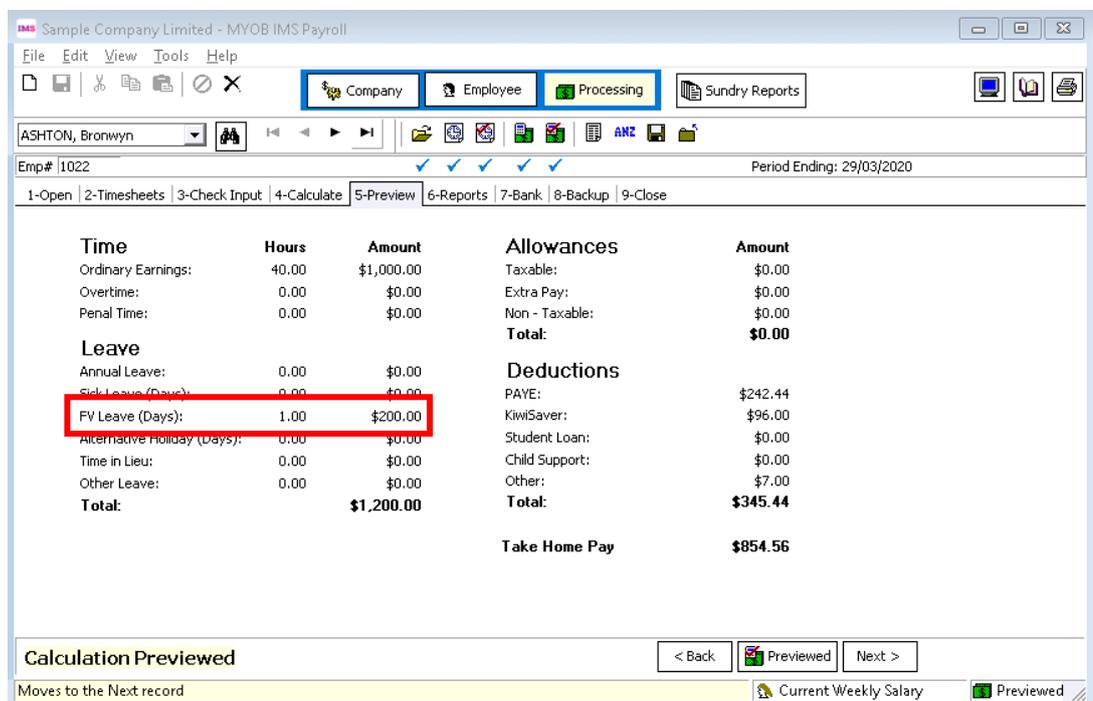
Processing Family Violence Leave

Family violence leave is processed in the same way as sick leave. To pay an employee FVL, add a payment with the Family Special Leave type:



The rate can be overridden, as with other payments.

FVL amounts are displayed on the 5-Preview tab:



Reporting on Family Violence Leave

Family violence leave payments are displayed on employee payslips, and Payslip report options include a check box for displaying the FVL balance on payslips.

FVL amounts appear next to other leave amounts anywhere that taxable income is reported. The Leave Analysis options for the Pay Period Exceptions report now include FVL as well as sick leave, and fields relating to FVL can be reported on using the Employee Audit report.

Note: You can report on employees' FVL entitlements, balances, etc. by clicking the **Find** button on the Employees screen () and exporting the data to a spreadsheet.