

## IMS Online Customisation: Leave Escalations

IMS Online rules will default leave to 'Leave without Pay' when there is insufficient leave balance.

For example, if an employee applies for Annual Leave and the annual leave balance is exhausted, IMS Online will default the payment to Leave without Pay (assuming that Leave without Pay is set up as a leave type).

### What are Leave Escalations?

There are two types of Leave Escalations available within TimeFiler:

1. If a leave type has an insufficient leave balance, pay to a different leave type instead (rather than default to Leave without Pay). For example:
  - If Annual Leave balance has been exhausted, use any Alternative Holiday balance next, before defaulting to Leave without Pay
2. When selecting a particular leave type, look to another balance type first, and if available, pay that instead. For example:
  - When applying for Annual Leave, look to see if there is any Time in Lieu balance first, and use that before deducting Annual Leave.

### Examples of Leave Escalations

These examples assume all leave types are in a quantity of hours and leave reason 'Annual Leave' has been selected.

**Example 1:** Annual Leave  Alternative Holiday  Leave without Pay

When Annual Leave balance exhausted, look to Alternative Holiday balance next and when that is exhausted, default to Leave without Pay

Scenario: Employee has Annual Leave balance of 18 hours and Alternative Holiday balance of 8 hours. Employee applies for 40 hours annual leave

- TimeFiler would deduct:
  - Annual Leave 18 hours
  - Alternative Holiday 8 hours
  - Leave without Pay 14 hours

**Example 2:** Time in Lieu  Annual Leave  Leave without Pay

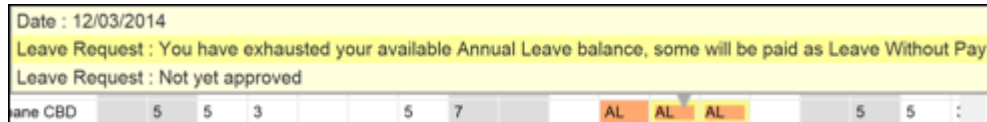
Use any Time in Lieu balance first before looking to Annual Leave balance. When Annual Leave balance exhausted, default to Leave without Pay

Scenario: Employee has Time in Lieu balance of 6 hours and Annual Leave balance of 18 hours. Employee applies for 40 hours Annual Leave

- TimeFiler would deduct:
  - Time in Lieu 6 hours
  - Annual Leave 18 hours
  - Leave without Pay 16 hours

## Warning messages provided

When any leave escalation has been used, a non-critical warning displays advising the employee of the rules applied. An example of this is:



## Complexity within Leave Escalations

Businesses can have complex leave rules within their organisation. This can create complexity when automating leave escalations and increase the time and costs involved.

Examples of some complexities:

### 1. Leave balances in different unit types (i.e. hours vs days)

Using example 1 above, if Annual Leave balances are in hours and Alternative Holiday balances are in days:

- Scenario: Employee (who works 8 hour days) has an Annual Leave balance of 18 hours and an Alternative Holiday balance of 1 day. They apply for 24 hours of Annual Leave
  - TimeFiler would deduct 18 hours of Annual Leave, then look to the Alternative Holiday balance for the remaining 6 hours
  - Because Alternative Holidays are in days, TimeFiler would calculate the portion of the day equal to 6 hours. In this example, 0.75 of a day would be deducted.
  - Within the payroll system, if daily leave types are deducted in days but paid in hours, there will be an additional requirement to generate a quantity of 6 hours
  - In this scenario, some organisations may wish to only use Alternative Holiday if a full day is available, as per next example.

### 2. Only a full day can be taken (i.e. if defaulting to the Alternative Holiday balance, only use Alternative Holiday if it can be taken as a whole day).

Using example 1 above, if partial days of Alternative Holiday are disallowed:

- Scenario: Employee (who works 8 hour days) has an Annual Leave balance of 18 hours and an Alternative Holiday balance of 1 day. They apply for 24 hours of Annual Leave
  - TimeFiler would deduct 18 hours annual leave
  - Because the remaining 6 hours equates to 0.75 days Alternative Holiday, TimeFiler would ignore Alternative Holiday, and pay the 6 hours as Leave without Pay.

## Order customisation

Please complete the IMS Online Customisation order form to have leave escalations configured.

We will discuss your requirements with you so the costs can be determined.