

Adoption Leave

In relation to Maternity absences, you may need to record periods of Paternity and Adoption leave, along with the appropriate payments. Both of these options are available as absence types within CHRIS and can be used whenever necessary.

Once the basic details are entered you will need to calculate the absence in the same way that Sickness and Maternity are calculated for the relevant values to be applied.

To enter a period of Adoption leave

1. Go to the employee's Personal Absence List,
2. Click on the New – Absence Details action.
3. Select the Other option from the list of absence groups.
4. Click on the Create button.

Select Group for New Absence:

Select absence group: Other

Create

5. Record the necessary data on the resulting screen
6. Click on the Save button to add the entry to the employee's absence history

Other absence details: New Name: Mr Grant Chapman Job title: Research Student
Social security number: JJ123456C Pers ref: 30000108

Absence start
Date: 15/08/2007
Type: Full day
Time:
Hours absent:

Absence end
Date: 02/01/2008
Type:
Time:
Hours absent:

Absence
Absence type: Adoption Leave
Absence reason: <None>

Save