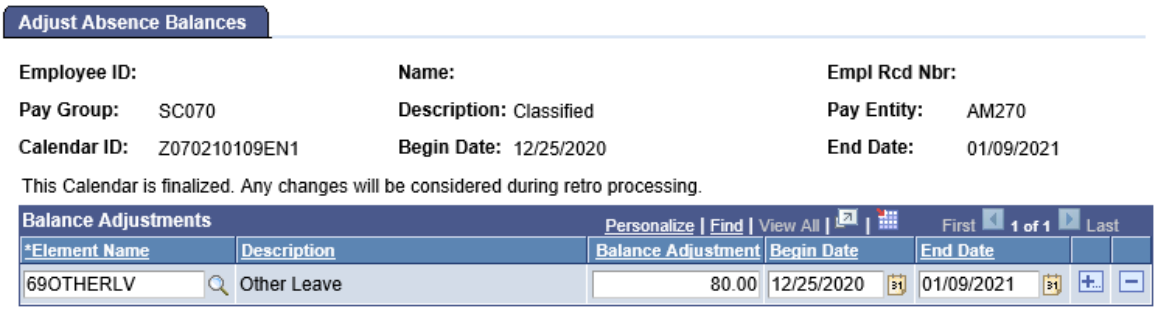
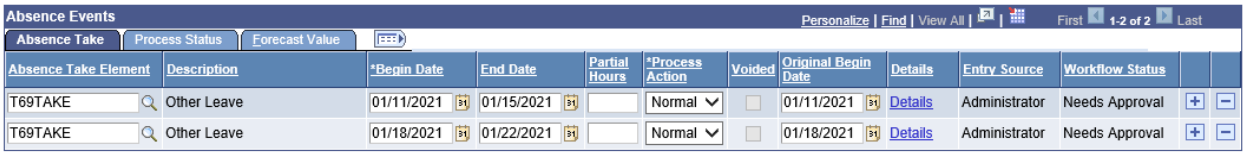
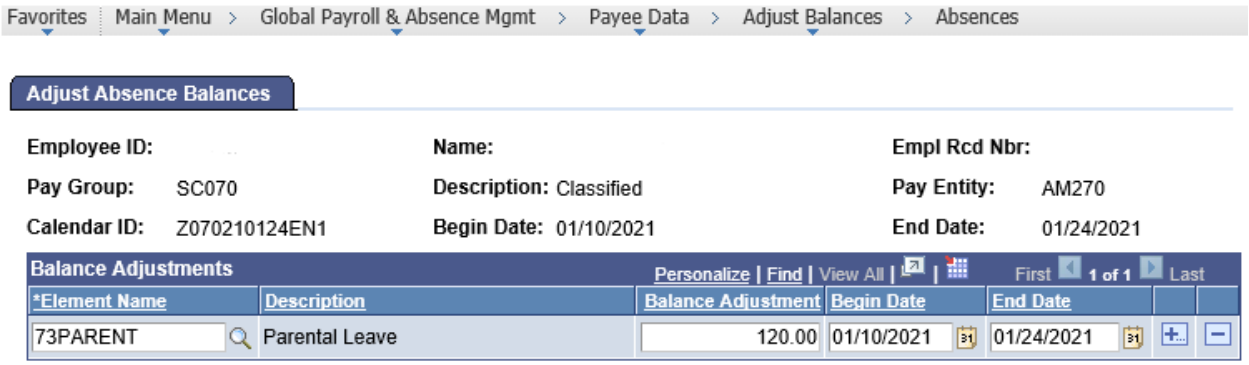
Parental Leave Guidance for Employees using Leave 1/10-1/24

In this example, the employee has 200 hours of Parental Leave, effective on 1/10/2021 and is using 8 hours per day.

1. Use the Adjust Balances – Absences page to load the number of hours required for the 1/10-1/24 pay period as Other Leave on the 1/9 EN1 Calendar. Retro will pick up this adjustment the next time TLAM processes a calendar.



2. Enter the leave for the employee from 1/10-1/24 as Other Leave on the Absence Events page.



3. Use the Adjust Balances – Absences page to load the remaining number of hours the employee is eligible for using the 1/24 EN1 Calendar.