Leave

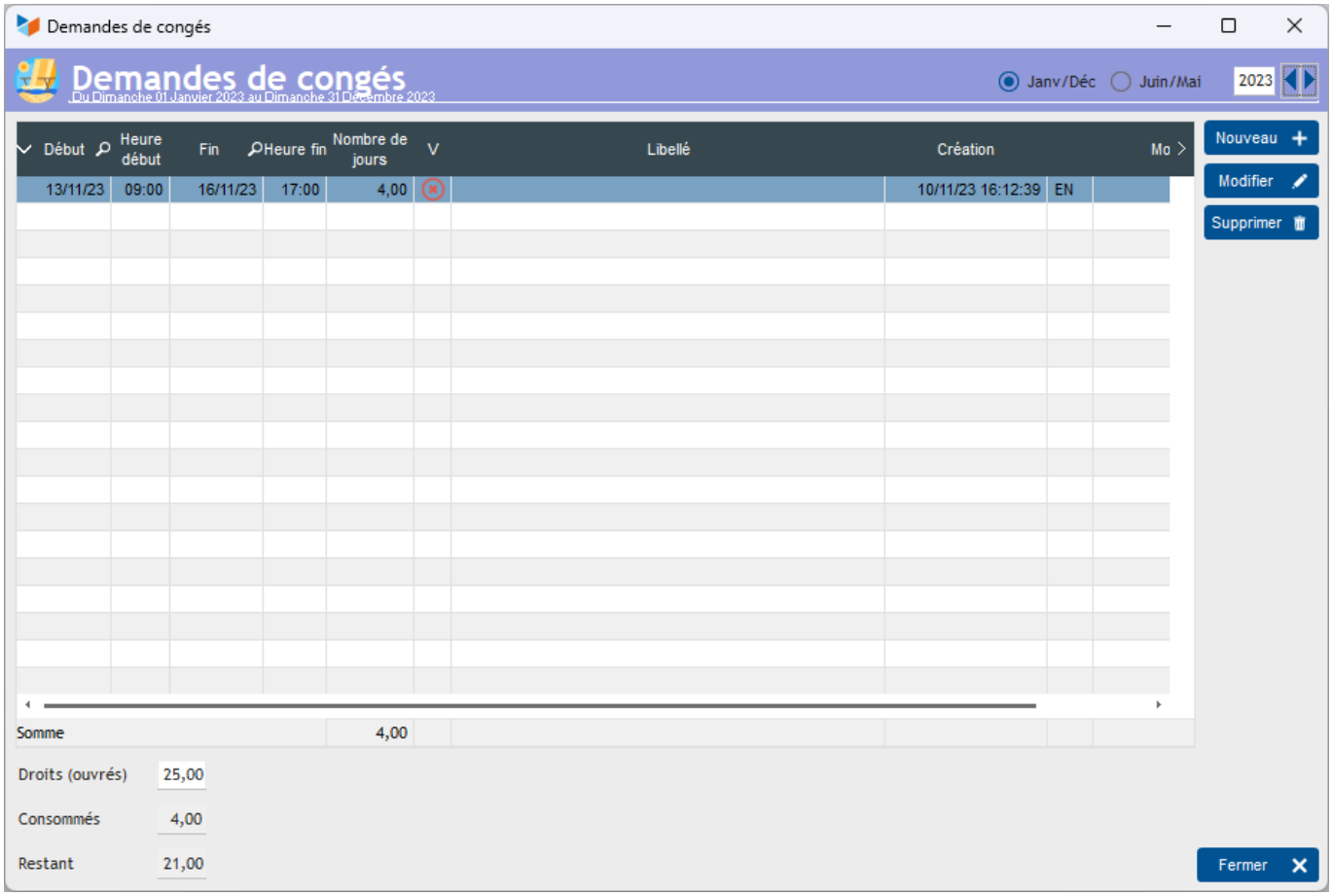
Fix Me! A1 proofreading not yet effective for this page. In the meantime, you can ask any questions on the forum.

Gestan allows you to manage user absence dates, for any reason:

- holidays, naturally,
- but also illness, training, maternity, and any other reason for absence.

Holiday list (user view)

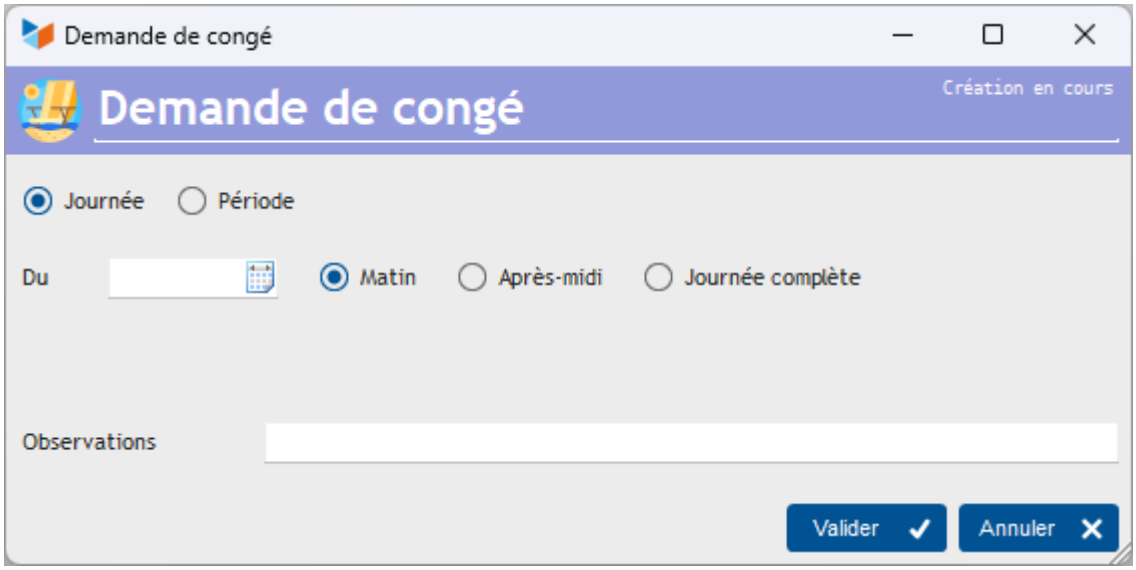
Access: *Company → Leave requests*



The screen presents the list of leave requests submitted by the user, and their status (validated v/s awaiting validation).

At the bottom, day off entitlements can be entered, and the balance is displayed.

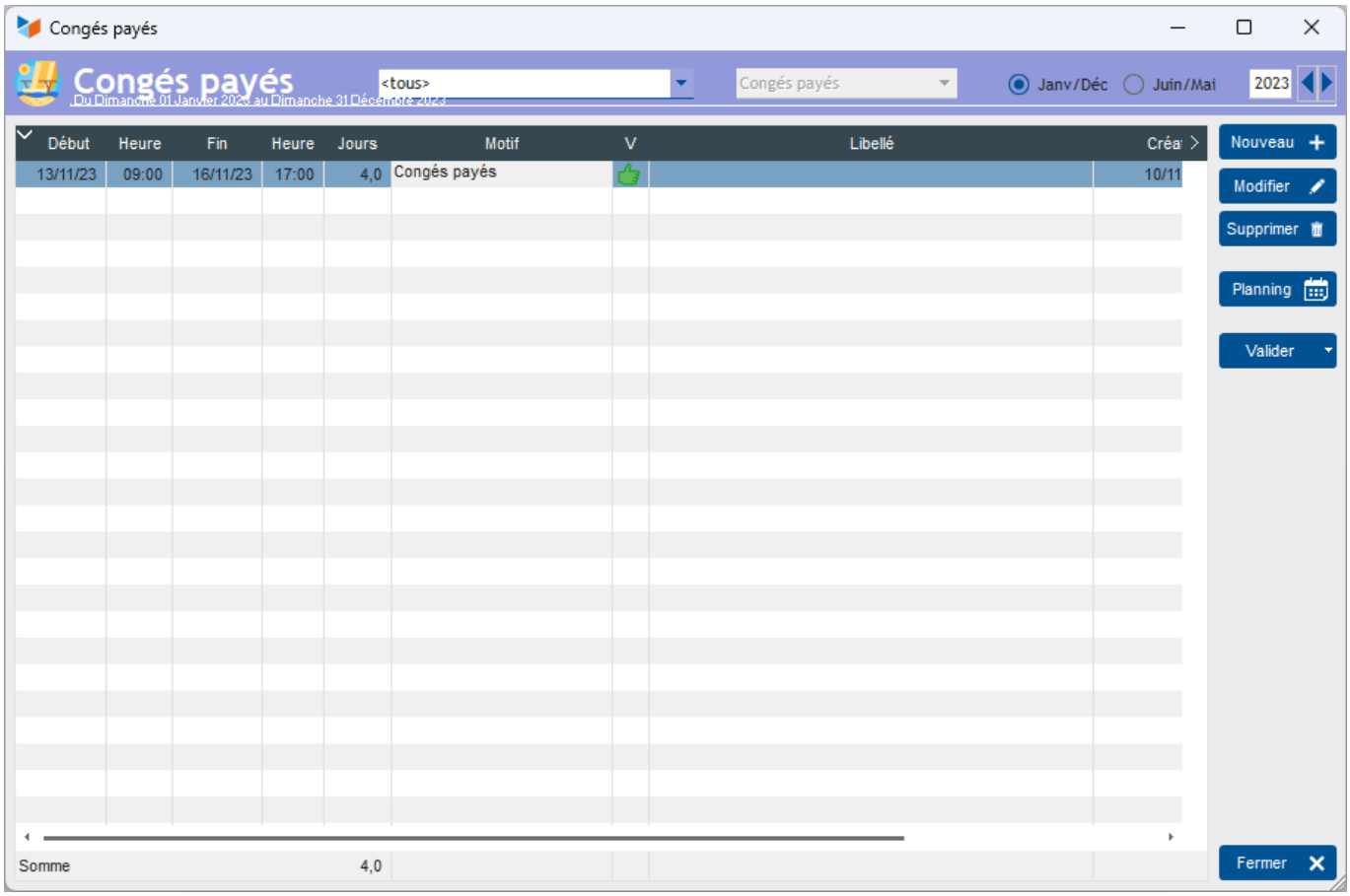
Leave request



The **New** button in the leave list opens the leave request creation screen.

Leave list (HR view)

Access: *HR → Leave*



This screen is only accessible to users with HR privileges.

It presents all of the users' holidays.

The **Validate** button, or a double-click on the column, allows you to validate/devalidate a leave.

How to calculate a deadline?

A time between two dates can be calculated in calendar, clear, working or working days. How to find your way there?

Calendar day

A calendar day means any day on the calendar of the calendar year, including public and non-working holidays, from January 1 to December 31, i.e. 365 days per year and 7 days per week.

Clear day

A clear day lasts from 0h to 24h. A period thus calculated does not take into account the day of the decision giving rise to the period, nor the day of the deadline.

Business day

Working days correspond to all days of the week except the weekly day of rest (usually Sunday) and public holidays that are usually non-working (non-working) in your company. Saturday is not usually counted as a day of rest. It is therefore a working day. Thus, in a typical week (without public holidays), there are 6 working days.

Business day

Working days correspond to the days during which your business or administration is open, with the exception of public holidays usually not worked. They are therefore, unlike working days, synonymous with days actually worked in the company. Thus, when the company is open from Monday to Friday or from Tuesday to Saturday, there are 5 days worked in the week, i.e. 5 working days.

Calculation of leave

In France, the Labor Code provides that days of leave are counted in working days. All employees are entitled to leave of 2.5 working days per month of actual work with the same employer, or 30 working days for a full year. In addition, the collective agreement applicable in the company can sometimes specify whether paid leave days must be counted in working days or working days.

A part-time employee acquires the same number of days of paid leave as a full-time employee (2). He must therefore work as many days as an employee who works full time, regardless of his working time.

?? **Example no. 1: leave is counted in working days**

Anne works in a company where leave is counted in working days. She works from Monday to Friday and wishes to take 1 week of vacation, from Monday December 13 to Sunday December 19, 2021 inclusive.

Anne must therefore take 6 days of paid leave (Monday, Tuesday, Wednesday, Thursday, Friday, Saturday) out of her 30 working days. Even if Saturday is not usually worked by the employee, it is

counted from the 30 working days.

Please note: if the employee takes his Friday off, Saturday is automatically counted from the 30 working days. On the other hand, only 5 Saturdays are counted per year (5 weeks of paid leave, therefore 5 Saturdays).

However, the employer can choose to count leave in working days. The employee is therefore entitled to 25 working days of paid leave. He must then ensure that employees are not harmed.

?? **Example no. 2: leave is counted in working days**

Amaury works in a company where leave is counted in working days. He works from Monday to Friday and wishes to take 1 week of vacation from Monday December 13 to Sunday December 19, 2021 inclusive.

Amaury must therefore take 5 days of paid leave (Monday, Tuesday, Wednesday, Thursday and Friday) out of his 25 working days.

? More information on Service Public

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